



Katwa College

Add - On Courses

Organised by Internal Quality Assurance Cell

Session 2022-23

Duration : Minimum 30 Hours

15.01.2023 to 20.06.2023

Number of the Courses : 05

Name of the Courses :

- 1. Basic Computer Training.**
- 2. Basic Music.**
- 3. Computerized Accounting and Taxation.**
- 4. Karate & Self Defence.**
- 5. Communicative English.**

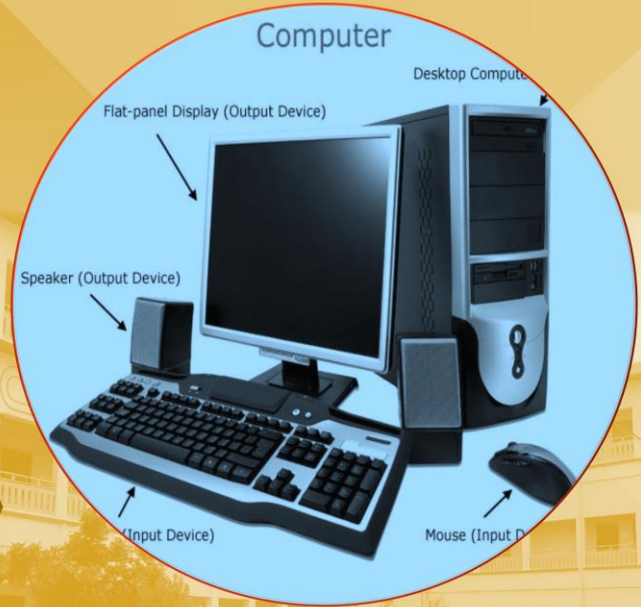


**KATWA
COLLEGE**

***ADD-ON
COURSE***

**FOR
U.G. RUNNING STUDENTS**

**Organised by
IQAC , Katwa College
CONTACT : 7001722941**



***Basic Computer
Training.***

SYLLABUS FOR
BASIC COMPUTER COURSE
(BCC)

OBJECTIVE:

The course is designed to aim at imparting a basic level appreciation programme for the common students who have just entering in digital education. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows a common student to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

The module on financial literacy will enable the individuals to understand the various financial services and be aware and enjoy the various online schemes of relevant government.

DURATION:

30 Hours. (Theory: 10 hrs + Practical & Tutorial : 20 hrs.)

This course will be completed within **six (06) months**.

ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

S.No.	Chapter	Theory Hours	Practical Hours
1.	Knowing computer	1	1
2.	Operating Computer using GUI Based Operating System	2	4
3.	Understanding Word Processing	2	4
4.	Using Spread Sheet	1	4
5.	Introduction to Internet, WWW and web browsers	2	3
6.	Communications and Collaboration	1	2
7.	Making small presentation	1	2
Total Hours		10	20

SYLLABUS OUTLINE:

1. **Knowing computer** : What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

2. **Operating Computer using GUI Based Operating System** : What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.



3. **Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.
4. **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
5. **Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website
6. **Communications and collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.
7. **Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

DETAILED SYLLABUS

1. KNOWING COMPUTER

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
 - 1.2.1 Basic Applications of Computer
- 1.3 Components of Computer System
 - 1.3.1 Central Processing Unit
 - 1.3.2 Keyboard, mouse and VDU
 - 1.3.3 Other Input devices
 - 1.3.4 Other Output devices
 - 1.3.5 Computer Memory
- 1.4 Concept of Hardware and Software
 - 1.4.1 Hardware
 - 1.4.2 Software
 - 1.4.2.1 Application Software
 - 1.4.2.2 Systems software
- 1.5 Concept of computing, data and information
- 1.6 Applications of IECT
 - 1.6.1 e-governance
 - 1.6.2 Entertainment
- 1.7 Bringing computer to life
 - 1.7.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 1.7.2 Checking power supply
- 1.8 Summary
- 1.9 Model question & answers

2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System
 - 2.2.1 Operating system
 - 2.2.2 Basics of popular operating system (LINUX, WINDOWS)
- 2.3 The User Interface
 - 2.3.1 Task Bar
 - 2.3.2 Icons
 - 2.3.3 Menu
 - 2.3.4 Running an Application
- 2.4 Operating System Simple Setting
 - 2.4.1 Changing System Date And Time
 - 2.4.2 Changing Display Properties
 - 2.4.3 To Add Or Remove A Windows Component
 - 2.4.4 Changing Mouse Properties
 - 2.4.5 Adding and removing Printers



- 2.5 File and Directory Management
 - 2.5.1 Creating and renaming of files and directories
- 2.6 Common utilities
- 2.7 Summary
- 2.8 Model question & answers

3. UNDERSTANDING WORD PROCESSING

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
 - 3.2.1 Opening Word Processing Package
 - 3.2.2 Menu Bar
 - 3.2.3 Using The Help
 - 3.2.4 Using The Icons Below Menu Bar
- 3.3 Opening and closing Documents
 - 3.3.1 Opening Documents
 - 3.3.2 Save and Save as
 - 3.3.3 Page Setup
 - 3.3.4 Print Preview
 - 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
 - 3.4.1 Document Creation
 - 3.4.2 Editing Text
 - 3.4.3 Text Selection
 - 3.4.4 Cut, Copy and Paste
 - 3.4.5 Spell check
 - 3.4.6 Thesaurus
- 3.5 Formatting the Text
 - 3.5.1 Font and Size selection
 - 3.5.2 Alignment of Text
 - 3.5.3 Paragraph Indenting
 - 3.5.4 Bullets and Numbering
 - 3.5.5 Changing case
- 3.6 Table Manipulation
 - 3.6.1 Draw Table
 - 3.6.2 Changing cell width and height
 - 3.6.3 Alignment of Text in cell
 - 3.6.4 Delete / Insertion of row and column
 - 3.6.5 Border and shading
- 3.7 Summary
- 3.8 Model question & answers

4. USING SPREAD SHEET

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet



- 4.2.1 Opening of Spread Sheet
- 4.2.2 Addressing of Cells
- 4.2.3 Printing of Spread Sheet
- 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells
 - 4.3.1 Entering Text, Numbers and Dates
 - 4.3.2 Creating Text, Number and Date Series
 - 4.3.3 Editing Worksheet Data
 - 4.3.4 Inserting and Deleting Rows, Column
 - 4.3.5 Changing Cell Height and Width
- 4.4 Formulas and Function
 - 4.4.1 Using Formulas
 - 4.4.2 Function
- 4.5 Summary
- 4.6 Model question & answers

5. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basic of Computer Networks
 - 5.2.1 Local Area Network (LAN)
 - 5.2.2 Wide Area Network (WAN)
- 5.3 Internet
 - 5.3.1 Concept of Internet
 - 5.3.2 Applications of Internet
 - 5.3.3 Connecting to the Internet
 - 5.3.4 Troubleshooting
- 5.4 World Wide Web (WWW)
- 5.5 Web Browsing Softwares
 - 5.5.1 Popular Web Browsing Softwares
- 5.6 Search Engines
 - 5.6.1 Popular Search Engines / Search for content
 - 5.6.2 Accessing Web Browser
 - 5.6.3 Using Favorites Folder
 - 5.6.4 Downloading Web Pages
 - 5.6.5 Printing Web Pages
- 5.7 Understanding URL
- 5.8 Surfing the web
 - 5.8.1 Using e-governance website
- 5.9 Summary
- 5.10 Model question & answers

6. COMMUNICATIONS AND COLLABORATION

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basics of E-mail



- 6.2.1 What is an Electronic Mail
- 6.2.2 Email Addressing
- 6.3 Using E-mails
 - 6.3.1 Opening Email account
 - 6.3.2 Mailbox: Inbox and Outbox
 - 6.3.3 Creating and Sending a new E-mail
 - 6.3.4 Replying to an E-mail message
 - 6.3.5 Forwarding an E-mail message
 - 6.3.6 Sorting and Searching emails
- 6.4 Document collaboration
- 6.5 Instant Messaging and Collaboration
 - 6.5.1 Using Instant messaging
 - 6.5.2 Instant messaging providers
 - 6.5.3 Netiquettes
- 6.6 Summary
- 6.7 Model question & answers

7. MAKING SMALL PRESENTATIONS

- 7.0 Introduction
- 7.1 Objectives
- 7.2 Basics
 - 7.2.1 Using PowerPoint
 - 7.2.2 Opening A PowerPoint Presentation
 - 7.2.3 Saving A Presentation
- 7.3 Creation of Presentation
 - 7.3.1 Creating a Presentation Using a Template
 - 7.3.2 Creating a Blank Presentation
 - 7.3.3 Entering and Editing Text
 - 7.3.4 Inserting And Deleting Slides in a Presentation
- 7.4 Preparation of Slides
 - 7.4.1 Inserting Word Table or An Excel Worksheet
 - 7.4.2 Adding Clip Art Pictures
 - 7.4.3 Inserting Other Objects
 - 7.4.4 Resizing and Scaling an Object
- 7.5 Presentation of Slides
 - 7.5.1 Viewing A Presentation
 - 7.5.2 Choosing a Set Up for Presentation
 - 7.5.3 Printing Slides And Handouts
- 7.6 Slide Show
 - 7.6.1 Running a Slide Show
 - 7.6.2 Transition and Slide Timings
 - 7.6.3 Automating a Slide Show
- 7.7 Summary
- 7.8 Model question & answers



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Basic Music.

Katwa College

Add-on Course on Basic Music

OBJECTIVE

Now a days , music has becoming indispensable in any educational institute. None can done its immense signification in our teaching learning process. Along with education it has also enriched our society and each and every individual. In this regard students seemed to be greatly benefited by this music course of six months.

Duration :

30 hours (Theory – 08 hours & Practical – 22 hours)

Theory – 08 hours

Unit -1

Definition of the following :

Sangeet, Raga, Aroha, Avroha, Paked, Vadi, Samavady, Dhvani, Nada, Shruti, Swar, Saptak, Alankar, That, Jati. Two (02) hours

Unit – 2

Definition of the following :

Sam, Tali, Khali, Laya, Tala, Matra, Vibhag, Avartan. One (01) hour

Unit – 3

Notation System of Pt. V.N.Bhatkhande, Akarmatric Swaralapi One (01) hour

Unit – 4

Two alankaras set to all prescribed Ragas & Talas Two (02) hours

Unit – 5

One swarmalika and one lakhangeet in each of the prescribed ragas Two (02) hours

Practical – 22 hours

Unit -1

Knowledge of following ragas (drutkhayal)

Bilabal, Imon, Kafi, Bhupali, Bhairav..... Twelve (12) hours

Unit -2

Rabindrasangeet (Knowledge of five songs- Swadesh, Puja & Pream Parjoy..... Three (03) hours

Unit – 3

Nazrulgeeti (Two songs). Two (02) hours

Unit – 4

Folk Song (One)

Devotional Song (One)

Atul Prosad (One)..... Two (02) hours

Unit – 5

Knowledge of Tala

Teentala , ektala, Chautala..... One (01) hour



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***Computerized
Accounting and
Taxation.***

ADD ON COURSE
COMPUTERISED ACCOUNTING & TAXATION

UNIT	TOPICS	TIME	TEACHERS
1	FINANCIAL ACCOUNTING <ul style="list-style-type: none"> • INTRODUCTION AND CONCEPT 	2 HOURS	Prof. DR ARUN KUMAR PATRA
2	FINANCIAL ACCOUNTING <ul style="list-style-type: none"> • THEORETICAL FRAMEWORK • BOOK-KEEPING • ACCOUNTING • PURPOSE OF ACCOUNTING • GOLDEN RULE IN ACCOUNTING • JOURNAL ENTRIES • LEDGER POSTING • BALANCE SHEET • PROFIT AND LOSS ACCOUNTS 	10 HOURS	Prof. SADANANDA HALDER
3	MICROSOFT WORD AND EXCEL (CONCEPT ONLY)	2 HOURS	Prof. UTPAL DAS
4	ACCOUNTING IN COMPUTER SYSTEM <ul style="list-style-type: none"> • BASICS OF ACCOUNTING SOFTWARE (TALLY) • JOURNAL ENTRIES IN ACCOUNTING SOFTWARE • PRESENTATION OF FINANCIAL STATEMENTS • PROFIT AND LOSS ACCOUNTS AND BALANCE SHEET 	10 HOURS	Prof. SK SHAKEEL
5	TAXATION <ul style="list-style-type: none"> • INTRODUCTION 	1 HOUR	Prof. DR ARUN KUMAR PATRA
6	TAXATION <ul style="list-style-type: none"> • HEADS OF INCOME • COMPUTATION OF TOTAL INCOME • CONCEPT OF RETURNS OF INCOME • FILING OF RETURN 	5 HOURS	Prof. SADANANDA HALDER
7	TAXATION <ul style="list-style-type: none"> • TAX DEDUCTED AT SOURCE (TDS) • CONCEPT OF E-FILING 	6 HOURS	Prof. SK SHAKEEL



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***Karate & Self
Defence.***

Self-defense & Karate training

1. **Name of the course:** Self-defense & Karate training.
2. **Introduction/Necessity for starting this course:** Providing an opportunity to college-going students who are interested in learning self-defense and physical exercises.
3. **Specific Objective:** Empowering girls to protect themselves from any unpleasant situation.
4. **Target/Eligibility:** Making a fearless society where girls can protect themselves from danger (for students of 1st year, 2nd year & 3rd year) without being dependent on others.
5. **Intake Capacity (optional):**300-350 students.
6. **Procedure for teaching/applying the course:**

Procedure for teaching: At first, enrolled students will be sorted out. Then teachers will provide proper classes based on the decided schedule.

Application process: Students can contact the college to enroll in the course.

7. **Duration:** 30 hours
8. **Name/s of the teacher/instructor involved:** Aakash Hazra
9. **Name of the coordinator:** Dulal Sarkar
10. **Detailed curriculum:**
 - I. At the beginning, doing basic P.T. or physical exercises to warm up.
 - II. Practising the proper basic techniques which are needed for basic self-defense.
 - III. Learning the advanced self-defense techniques and making them sharp by doing them again and again.
 - IV. Meditation and Psychological empowerment are the bonuses with this physical course along with punctuality and good manners.



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***Communicative
English.***

ADD ON COURSE STRUCTURE

1. NAME OF THE COURSE: **COMMUNICATIVE ENGLISH**

2. INTRODUCTION/NECESSITY FOR STARTING THIS COURSE: To orient the learners towards basic usage of English Language as an effective means of communication

3. SPECIFIC OBJECTIVE: To polish the four skills of language learning namely listening speaking reading and writing.

4. TARGET / ELIGIBILITY: Undergraduate running students (all Departments)
5. INTAKE CAPACITY: Between 20 to 25
6. PROCEDURE FOR TEACHING/APPLYING THE COURSE: Classroom Facilitating, Pair/Group presentations, Peer learning.
7. DURATION: 30 Hours
8. NAME OF THE TEACHER / INSTRUCTOR INVOLVED: Indrani Ray
9. NAME OF THE COORDINATOR: Indrani Ray
10. DETAILED CURRICULUM:

Communication

UNIT-I: Communication: Meaning, Nature, Importance and Function of Communication, Types of Communication, Channels of Communication, Communication Network in an Organisation, Principles for Effective Communication, Verbal and Non-Verbal Communication, Barriers to Communication, Communication Techniques.

Listening and Speaking Skills

UNIT-II: The Process of Listening, Barriers to Listening, Types of Listening, Skills necessary for listening, Benefits of Effective Listening.

UNIT-III: Articulation of Speech Sounds, Syllable, Consonant Clusters, Stress, Strong and Weak Forms, Intonation, Connected Speech – Assimilation and Elision, Spelling and Pronunciation. Problems of Indian speakers of English and their remedial measures.

UNIT-IV: Conversational Skills – Greeting and Introducing, Leave taking, Asking Questions and Giving Replies, Inviting Friends and Colleagues, Negotiating, Persuading, Taking Initiatives, Praising and Complementing People, Expressing sympathy, Seeking and Giving Permission, Complaining and Apologising, Making Announcement/Public Addressing, Telephoning etc.

UNIT-V: Presentation Skills, Public Speaking, Interviews, Preparing the Speech, Organising the Speech, Special Occasion Speeches.

Reading and Writing Skills

UNIT-VI: Reading Skills: Purpose, Process, Methodologies, and Strategy; Special Reading Situations – Skimming and Scanning, Critical Reading, Drawing Inferences, Reading Technical Reports, etc.

UNIT-VII: Writing Skills: Elements of Effective Writing, Main Forms of Written Communication: Paragraph, Description, Summary and Abstract, Agenda, Minutes, Notices, Circulars, Memo, Advertisements, Report Writing, Curriculum vitae, Drafting an E-mail, Press Release. Correspondence: Personal, Official and Business.

UNIT-VIII: Words Often Confused, One Word Substitutes, Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional). Word Choice: Right Words, Appropriate Words, Idioms and Phrases.

UNIT-IX: Important Aspects of English Grammar and Usage: Sentence – Components, Types and Patterns, Major Word Classes, Verbs, Tense, Concord, Question-tags, Infinitive and Gerund, Passive, Conditionals, Discourse Organizers.

Mode of Examination:

Total Marks: 200

Final Written : 150 marks (Communicative English: 100 + Soft Skill: 50)

Final Practical : 50 marks (Listening: 25 + Speaking: 25)

Total : 200 MARKS

OUTCOME: BY THE END OF THE COURSE LEARNERS WOULD BE ABLE TO APPLY THE STRATEGIES OF COMMUNICATION USED IN PROFESSIONAL AND SOCIAL DOMAIN.

Thank You