SONAMUKHI COLLEGE

One Week Skill Enhancement Programme

December 13-20, 2022

Topic: Basic Application of Computer in Social Sciences: Tools, Techniques and Practices

Organised by: Department of Economics & Social Work in collaboration with IQAC Sonamukhi College

For Whom: Students of Economics, Geography, Social Work and Education of Sonamukhi College.

Registration Fee: Rs. 200 only.

Seat Availability: 50 (Registration to the course will be on first-come-first-serve basis)

Last Date of Registration: 10th December 2022.

Note: Certificate will be provided to those who will attend all the sessions and go through the evaluation process successfully.

PROGRAMME SCHEDULE

INAUGURAL SESSION

Day & Date	Hours	Event
Tuesday 13.12.22	**10.00-10.30**	**Inauguration and Welcome Address**

SKILL ENHANCEMENT PROGRAMME SESSIONS

Day & Date	Hours	Topic	Resource Person
Tuesday 13.12.22	**10.30-12.00 Forenoon Session**	**Components of Computer System**: Hardware, Software. **Word Processing**: Basic Features of Text formatting - Creating Documents, Creation of Tables - Heading Styles - Creating Reference Lists.	Dr. Tanuka Roy Sinha Assistant Professor Department of Social Work Bankura University
	12.30-2.00 Afternoon Session	Hands-on Training using computer	
Wednesday 14.12.22	**10.30-12.00 Forenoon Session**	**File Creation**: the File Tree - File Naming Conventions **Introduction to Excel**: Types of Data – Time Series, Cross Section –Excel Basic – Data Entry & Creation of Tables - Formula and Functions - Sort and Filter.	Subhajit Dey SACT-II Department of Computer Science Sonamukhi College
	12.30-2.00 Afternoon Session	Hands-on Training using computer	

Thursday 15.12.22	**10.30-12.00 Forenoon Session**	**Presentations:** Creating Presentations - Pasting Charts etc in Presentations - Exporting Presentations as PDF.	Nirupam Hazra Assistant Professor Department of Social Work Bankura University
	12.30-2.00 Afternoon Session	Hands-on Training using computer	
Friday 16.12.22	**10.30-12.00 Forenoon Session**	**Graphical Representation of Data**: Pie Chart, Bar Chart, Histogram, Frequency Polygon, Ogive, Bivariate Scatter Diagram, Fitting of Trend Lines	Jahiruddin Shaikh Assistant Professor Department of Economics Sonamukhi College
	12.30-2.00 Afternoon Session	Hands-on Training using computer	
Saturday 17.12.22	**10.30-12.00 Forenoon Session**	**Using Spreadsheet / Excel for Descriptive Statistics**: Mean Median, Mode, Standard Deviation, Simple Correlation, and Regression	Dr. Ratul Saha Assistant Professor Department of Economics Sonamukhi College
	12.30-2.00 Afternoon Session	Hands-on Training using computer	
Monday 19.12.22	**10.30-12.00 Forenoon Session**	**Basics of Internet:** World Wide Web, Search Engine, URLs, Electronic Mails, Emails, Google form, Google classroom	Sujan Banerjee Invited Lecturer Department of Social Work Sonamukhi College
	12.30-2.00 Afternoon Session	Hands-on Training using computer	
Tuesday 20.12.22	**10.30-12.00 Forenoon Session**	**Course Evaluation:** MCQ Test Practical Test	……….
	12.30-2.00 Afternoon Session	Certificate Distribution Valediction of the Programme	……….

Contact No.

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3. **Prof. Sujan Banerjee**   **Course Co-ordinator**   **Mob: 8250947101**

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