



**Department of Economics, Malda College
in collaboration with DCSA**

Tentative date: 14/05/2025 to 29/05/2025

Add on course: LEARNING BASIC IT TOOLS



Intended Audience: Open to all from science, commerce and humanities.

Total Seats available: 50, participants with Laptops can be accommodated.

Course Fee: RS 100

❖ **Course Description**

This course provides participants with essential computer skills to analyze data, create reports, and present findings effectively. The focus will be on using software applications such as Excel, Word, PowerPoint, and basic statistical tools for analysis.

❖ **Course Objectives**

1. To understand the role of computer applications in analysis.
2. To use Word, Excel, and PowerPoint for documentation, data processing, and presentation.
3. To perform basic statistical analysis using excel.
4. To present and visualize economic data effectively.
5. To understand basic AI tools for learning.

❖ **Course Outline**

Module 1: Introduction to Computer Applications	<ul style="list-style-type: none">● Components of a computer: Input, Output, Processing, Storage● Hardware vs Software distinction● System software vs Application software● Introduction to the Internet and its basic functions● Common web browsers: Chrome, Firefox, Edge● Understanding URLs and domains● Cyber safety essentials: phishing, secure websites, strong passwords
Module 2: Word	<ul style="list-style-type: none">● Creating and formatting economic reports● Inserting tables, graphs, and citations● Using references, footnotes, and templates● Collaboration features (track changes, comments)

Module 3: Excel	<ul style="list-style-type: none"> • Opening of Excel files - Workbook and worksheet- Rename of the workbook and worksheet. • Brief history of Excel workbook- Advantages and disadvantages of use of excel for statistical analysis. • Location of heading/title bar- menu bar, toolbar- Formulae and function- formula space- cell-cell formatting- data entry-data clearing-copy-cut-paste, paste special – paste value-paste formula-paste.
Module 4: PowerPoint for Presentations	<ul style="list-style-type: none"> • Designing effective economic presentations • Using charts and graphs in presentations • Slide transitions, animations, and templates • Presenting economic research findings effectively
Introduction to AI Tools for Learning & Productivity: Special Class by Respected Principal, Malda College.	

❖ **Course Plan:**

Date	Topics	Resource Person(s)	Duration
14/05/2025	Inauguration Ceremony	Principal Sir, IQAC Coordinator, All faculty members, Participants and Resource Persons.	2 PM in ROOM NO. 113
14/05/2025 to 16/05/2025	Introduction & Excel	Dr. Rajorshi Sen Gupta (Room no. 229, Central Computer Lab)	3 PM TO 5 PM (6 Hours)
21/05/2025 to 22/05/2025	PowerPoint	Sri Subhrajyoti Bagchi (Room no. 229, Central Computer Lab)	3 PM TO 5 PM (6 Hours)
23/04/2025	AI Tools	Dr. Manas Kumar Baidya (Principal) in room number 103	3 PM TO 5 PM
26/05/2025, to 28/05/2025	Word	Sri Somnath Roy (Room no. 229, Central Computer Lab)	3 PM TO 5 PM (6 Hours)
19/05/2025 and 20/05/2025	Assignments	All faculties (Submission in room number 114, Department of Economics)	8 hours

29/05/2025	Examination (Practical + Presentation)	All faculties (Room no. 229, Central Computer Lab)	4 hours
29/05/2025	Valedictory Ceremony	Principal Sir, IQAC Coordinator, All faculty members, Participants and Resource Persons.	2 PM in ROOM NO. 103

❖ [Click here for detailed course syllabus](#)

❖ Expected Course Outcomes

Upon successful completion of this course, students will be able to:

1. Understand the fundamental components and functioning of computer systems, including distinctions between hardware and software, and between system and application software.
2. Demonstrate basic internet literacy, including web browsing, understanding URLs and domains, and applying essential cybersecurity practices such as identifying phishing attempts and creating secure passwords.
3. Create, format, and enhance documents using Microsoft Word, especially for economic contexts, incorporating tables, graphs, citations, footnotes, and collaborative tools like comments and track changes.
4. Utilize Microsoft Excel for basic analysis and presentation, including data entry, formatting, applying formulas/functions, and using Excel's interface elements effectively for statistical and economic data management..
5. Design and deliver impactful presentations using Microsoft PowerPoint, integrating economic data visualizations, applying transitions and animations, and effectively communicating research findings.
6. Explore and utilize introductory AI tools to enhance learning and productivity in academic and economic research contexts.

Advisor: Sri Aatur Rahaman, Associate Professor, Department of Economics, Malda College, Malda.

Course Coordinators: Dr. Debasish Chakraborty, Sri Debraj Bardhan and Nimesh Diyali, Department of Economics, Malda College, Malda.