



**SANTIPUR COLLEGE**  
**COURSE ON "BASIC OF COMPUTER"**  
**ADD-ON COURSE**  
**DURATION – 3 MONTHS**  
**SYLLABUS**

A. COMPUTER FUNDAMENTAL	(00 DAYS)
B. MICROSOFT OFFICE WORD AND APPLICATION	(05 DAYS)
C. MICROSOFT OFFICE EXCEL AND APPLICATION	(05 DAYS)
D. MICROSOFT OFFICE POWERPOINT AND APPLICATION	(05 DAYS)
E. MICROSOFT OFFICE ACCESS AND APPLICATION	(05 DAYS)
F. BASIC CONCEPTS OF DOS AND APPLICATION	(02 DAYS)
G. BASIC CONCEPTS OF INTERNET WITH PRACTICAL	(02 DAYS)
H. BASIC CONCEPTS OF BENGALI LANGUAGE WITH PRACTICAL	(02 DAYS)
I. BASIC CONCEPTS OF HTML WITH PRACTICAL	(04 DAYS)
J. BASIC CONCEPTS OF WEB PAGE CREATING	(02 DAYS)

TOTAL CLASS – 32 DAYS  
CLASS PER WEEK 2 DAYS & 1 HOUR PER DAY  
COURSE FEES: - RS 150/- EVERY CANDIDATE PER MONTHS.  
ADMISSION FEES: - 50/-  
COURSE DURATION – 3 MONTHS

All regular students of Santipur College are eligible for this course.

*Mitro Das*  
*Jayita Das*  
*Subharanjan Das*  
SIGNATURE OF  
DEPARTMENT OF COMPUTER  
SANTIPUR COLLEGE

*Chandrima Bhattacharya*  
10/3/2023  
SIGNATURE OF  
PRINCIPAL  
SANTIPUR COLLEGE



Principal  
Santipur College  
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