



COURSE COMPLETION REPORT

CERTIFICATE COURSE IN WORD, EXCEL, LATEX AND MATHEMATICA – BASIC TO ADVANCE

offered by

Department of Mathematics, Dudhnoi College

6th September-17th September, 2019

Microsoft Word, Excel, Latex are some of the essential computer skills for the digital age and most widely used business productivity programs. When someone learn these programs beyond just using basic functions, they will definitely increase their productivity. High productivity is essential to long-term success in career. Microsoft Office is the most widely used tool for sharing/presenting professional information by a considerable number of companies in the world. The benefit of Microsoft Office to business productivity is so important that all computer-based professionals today are very familiar with Office. It is used at home, schools and offices daily for organizing, handling and presenting data and information and offers programs that can be used both in a web browser and on a desktop. Latex gives the user extremely good control over the formatting of documents. Once it is mastered, it can be much easier to work with than a mainstream word processor when complicated formatting is necessary. Mathematica is a mathematical computing program used in many scientific, engineering, mathematical and computing fields. Keeping the importance of Word, Excel and Latex in mathematical science, the department of Mathematics conducted a certificate course in “Word, Excel, Latex and Mathematica: Basic to Advance” from 6th September, 2019 to 17th September, 2019.

Objectives:

- To impart knowledge on how to install and use Word, Excel and LATEX.
- To mentor the participants about the preparation of documents using Word, Excel and LATEX.
- To provide an idea about how to use MATHEMATICA to solve the mathematical problem.

Course Details:

The ‘Certificate Course in Word, Excel, Latex and Mathematica: Basic to Advance’ was a curriculum and skill based course and has been conducted by the department of Mathematics, Dudhnoi College from 6th September, 2019 to 17th September, 2019. Per day 2 hours classes have been taken for 10 days and hence total 40 hours classes were taken- 20 hours theory classes and 20 hours practical classes. Total 65 students

of Dudhnoi College got admitted and successfully completed the course. Faculties of the department of Mathematics and department of Computer Science have taken both theory and practical classes.

Outcomes:

The major outcomes of this course are-

- After completing the course, the participants are able to use the computer for serving basic purposes of his/her personal/academic need. This allows them to be a part of computer users list by making them digitally literate and enjoy in the world of Information Technology.
- This course helps the participants in understanding basic computer components: Hardware and Software, Creating, editing and formatting documents using a MS Word Processor, MS Excel Processor, Latex and Mathematica.
- Participants got an idea about how to use MATHEMATICA to solve the mathematical problems.



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