From: HOD Dept. of Computer Science GNWS Arts and Commerce First Grade College, Kalaghatgi – 581 204

To. The Principal, GNWS Arts and Commerce First Grade College, Kalaghatgi – 581 204

Sir,

Sub: Permission to organize 15 days Fundamentals of Computer Training for B. A. Final Year Students

With reference to the above subject, I would like to organize Fundamentals of Computer Training for B. A. Final Year Students organized by the Computer Science Department, from 15-11-2021 to 30-11-2021. Therefore, please grant permission and oblige for the Academic assignment.

Thanking You.

Your Faithfully,

Zuliyo

(Smt. Zakiya Soudagar)

Date:03-11-2021



Good Arts & Commerce ade College. Kataghatgi-581204

# GOOD NEWS WELFARE SOCIETY'S ARTS AND COMMERCE FIRST GRADE COLLEGE KALGHATGI-581204

## NOTICE

Hereby inform to B. A. Final Year Students that we are organizing a Fundamentals of Computer Course Training organized by Department of Computer Science, on 15-11-2021 to 30-11-2021 Therefore All interested B. A Final year students are requested to enroll their names with Smt. Zakiya Soudagar, Hod Department of Computer Science.

Date:10-07-2018



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### Good News Welfare Society's Arts and Commerce First Grade College Kalghatgi-581204 Department of Computer Science Fundamentals of Computers Training Course 2021-2022 Syllabus

Today's world is an information-rich world and it has become a necessity for everyone to know about computers. A computer is an electronic data processing device, which accepts and stores data input, processes the data input, and generates the output in a required format.

The computer helps in providing a lot of facilities in the education system. The computer provides a tool in the education system known as CBE (Computer Based Education). CBE involves control, delivery, and evaluation of learning. Computer education is rapidly increasing the graph of number of computer students. There are several methods in which educational institutions can use a computer to educate the students. It is used to prepare a database about performance of a student and analysis is carried out on this basis.

**Objectives:** On successful completion of the course the students will be able to do the following:

To provide an in-depth training in use of office automation packages, internet etc.

To understand what computer is?

To understand the Basics of Operating systems

To understand how to use software packages in day-to-day activities Learn the essential and use of internet

The Fundamentals of Computers Training Course is divided into the following sections:

- 1. Introduction to the Course: This section provides an overview of the course, its importance in today's world, and the scope of computer-based education (CBE) in the education system.
- 2. Fundamentals of Computer: Students will learn the basic concepts of computers, including input, processing, and output. They will understand the role of computers in data processing and generating output in desired formats
- 3. Application Software: This section covers the various types of application software used in day-to-day activities. Students will explore the functions and applications of different software packages.
- 4. Microsoft Word: Students will be introduced to word processing using Microsoft Word. They will learn how to create, format, and edit documents efficiently.
- 5. Microsoft Excel: This section focuses on spreadsheet software, specifically Microsoft Excel. Students will gain skills in data manipulation, analysis, and presentation using Excel.
- 6. Microsoft Power Point: In this segment, students will learn how to create impactful presentations using Microsoft PowerPoint. They will understand the various features to design visually appealing.



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# Good News Welfare Society's Arts and Commerce First Grade College Kalghatgi-581204 Department of Computer Science

Fundamentals of Computer Training Course For the Academic Year 2021-22

**Time Table** 

Day and	8-20 AM to 9-10	9-10 AM to 10-00	3-30 PM to 4-20
Date	AM	AM	РМ
Monday	Introduction	objectives of the	Importance of
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Thursday	PPI	Attractive	
27/11/21	Introduction	important PPT.	Feature of PPT-
Friday	Incorportation of	PPT	PPTLab
29/11/21	Vidro/Andio Clips	Demonstoodim	
Saturday	Feed back of the		Experime.
30/11/21		Lab-Experience	Conclusions
	Course.	<b>V</b>	

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Internal Quality Association of the Society's Art & Commerce Good News Welfare Society's Art & Commerce First Grade College, Kalaghatgi-581204



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## Good News Welfare Society's Arts and Commerce First Grade College Kalghatgi-581204 Department of Computer Science Fundamentals of Computer Training Course For the Academic Year 2021-22



# Attendance and signed signatures of students

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Good News Welfare Society's Art & Commerce First Grade College, Kalaghatgi-581204 PRINCIPAL Good News Welfare Society's Arts & Commerce First Grade Cultage Kalaghatgi-581 204

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## Good News Welfare Society's Arts and Commerce First Grade College Kalghatgi-581204 Department of Computer Science Fundamentals of Computer Training Course For the Academic Year 2021-22



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## Attendance and signed signatures of students

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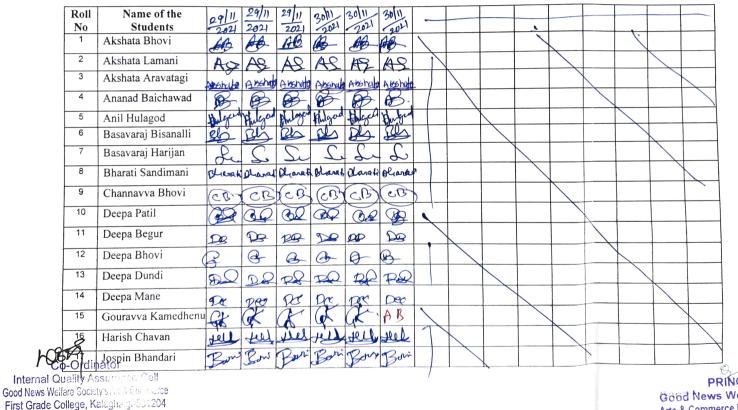
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PRINCIPAL Good News Welfare Society's Arts & Commerce First Grade College. Kaiaghatgi-581204 Good News Welfare Society's Arts and Commerce First Grade College Kalghatgi-581204 Department of Computer Science Fundamentals of Computer Training Course For the Academic Year 2021-22 Attendance and signed signatures of students



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Internal Quality Assurance Cell Good News Welfare Society's Art & Commerce First Grade College, Kalaghatgi-581204



PRINCIPAL Good News Welfare Society's Arts & Commerce First Grade College. Kalaghatgi-581204 Good News Welfare Society's Arts and Commerce First Grade College Kalghatgi-581204 Department of Computer Science Fundamentals of Computer Training Course For the Academic Year 2021-22

Date: 30/11/2021

Title and location of training:	FUNDAMENTALS	OF COMPUTERS.
Trainer: <u>SUDDAGAR</u>	ZAKIYA,	

Instructions: Please indicate your level of agreement with the statements listed below in #1-11.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The objectives of the training were clearly defined.	0	0	0	0	0
2. Participation and interaction were encouraged.	0	0	0	0	0
3. The topics covered were relevant to me.	0	0	0	0	0
4. The content was organized and easy to follow.	0	0	0	0	0
5. The materials distributed were helpful.	0	0	0	0	0
<ol><li>6. This training experience will be useful in my work.</li></ol>	0	0	0	0	0
7. The trainer was knowledgeable about the training topics.	0	0	0	0	0
8. The trainer was well prepared.	0	0	0	0	0
9. The training objectives were met.	0	0	0	0	0
10. The time allotted for the training was sufficient.	0	0	0	0	0
11. The meeting room and facilities were adequate and comfortable.	0	0	0	0	0

Any Other Suggestion:

Co-Ordinator

Internal Quality Assurance Cell Good News Welfare Society's Art & Commerce First Grade College, Kalaghatgi-581204 PRINCIPAL Good News Welfare Society's Arts & Commerce First Grade College, Kalaghatgi-581204

# Summary Report of the Fundamentals of Computer Training Course

### (Academic Year 2021-22):

The Fundamentals of Computer Training Course was conducted over a two-week period, starting from 15th November 2021 and concluding on 30th November 2021. The course aimed to provide participants with a comprehensive understanding of computers and their applications. The training sessions were held on weekdays from 8:20 AM to 10:00 AM and 3:30 PM to 4:20 PM. Below is an overview of the topics covered during each session **Week 1:** 

#### 1. Monday 15/11/2021

Introduction: The course began with an overview of the training objectives and the importance of computer education.

2. Tuesday, 16/11/2021

Computer-based Education: Participants Learned about the concept of computers and their role in education. Input Processing and Output: Basics of Input, Processing and Output operations were covered.

3. Wednesday, 17/11/2021

Desire Formats: Understanding different formats for documents and files.

Software Application: Introduction to various software applications and their uses.

Control Panel: Exploring the functions and settings in the computer's control panel.

4. Thursday, 18/11/2021

Key-Board and Mouse Use: Practical guidance on using the keyboard and mouse effectively. CPU: Detailed explanation of the Central Processing Unit (CPU) and its functions.

5. Friday, 19/11/2021

Introduction of Microsoft: Overview of Microsoft and its significance in computing Word Documents: Training on creating and formation documents using Microsoft Word. Folder & Word Document: Managing folders and organizing Word.

6. Saturday, 20/11/2021

Formats and Edit: Further exploration of document formation and editing. Learning about different font styles, sizes and Margin setting.

### Week 2:

7. Monday 22/11/2021

Microsoft Excel: Introduction to Microsoft Excel, A spreadsheet software application Features of Excel: Understanding the essential features and functions of Excel.



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#### 8. Tuesday, 23/11/2021

Word Document Demonstration: Practical demonstration of creating and formatting word documents. Lab Experience: Hands-on lab session for participants to practice their skills.

9. Wednesday, 24/11/2021

Oral Question and Answers Session: An interactive session where participants could ask questions and clarify doubts. Data Manipulation and Analysis: Techniques for data manipulation and analysis using

10. Thursday, 25/11/2021

PPT Introduction: Introduction to Microsoft PowerPoint for creating presentations. Attractive and Impactful PPT: Tips on creating visually appealing and impactful presentations. PPT Features: Exploring the various features and functionalities of Power point.

11. Friday, 29/11/2021:

Incorporation of Video/Audio Clips: Learning how to incorporate multimedia elements in presentations. PPT Demonstration: Practical demonstration of creation power Point Presentations. PPT Lab Experience: Hands-on lab session for participants to create their presentations.

12. Saturday, 30/11/2021:

Feedback of the Trainees: Gathering feedback from participants on the training course. Feedback Lab Experience: Final lab session for additional practice. Conclusion: Wrapping up the course and summarizing the key takeaways

Overall, the Fundamentals of Computer Training Course provided participants with a solid foundation in computer skills and software applications. The combination of theory and practical sessions enabled trainees to gain valuable hands-on experience and apply their knowledge effectively. The training concluded with positive feedback from the participants, indicating a successful and enriching learning experience.

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Coordinator



Internal Quality Assurance Cell Good News Welfare Society's Art & Commerce First Grade College, Kalaghatgi-581204



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