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
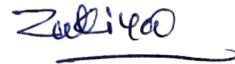
Sir,

        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.

                            Yours Faithfully,

                            (Smt. Zakiya Soudagar)

Date:03-11-2021

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

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

Principal
Good News Welfare Society's
Arts & Commarce First Grade College,
Kalaghatgi-581204

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.

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

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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
Time Table

Day and Date	8-20 AM to 9-10 AM	9-10 AM to 10-00 AM	3-30 PM to 4-20 PM
Monday 15/11/21	Introduction	objectives of the Course.	Importance of the Course.
Tuesday 16/11/21	Computer based Education	Concept of Computers	Input Processing & out put
Wednesday 17/11/21	Desired Formats.	Software Application	Control Penal
Thursday 18/11/21	Key board and Mouse.	C.P.U.	CPU.
Friday 19/11/21	Introduction of Microsoft	Word document	Folding Word Document.
Saturday 20/11/21	Format & Edit	Fonts, Size, Margin etc.	Continued.
Monday 22/11/21	Microsoft Excel	Spreadsheet Software	Features of Excel.
Tuesday 23/11/21	Word document Demonstration	Lab - Experience	Word-document Lab Demo.
Wednesday 24/11/21	Quiz on Word and Excel.	Data Manipulation Analysis	Excel Demonstration.
Thursday 27/11/21	PPT Introduction	Attractive important PPT.	Features of PPT.
Friday 29/11/21	Incorporation of Video/Audio Clips	PPT Demonstration	PPT Lab Experience.
Saturday 30/11/21	Feed back of the Course.	Lab - Experience	Conclusions

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

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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
Attendance and signed signatures of students

Roll No	Name of the Students	15/11/21	15/11/21	15/11/21	16/11/21	16/11/21	16/11/21	17/11/21	17/11/21	17/11/21	18-11-21	18/11/21	18-11-21	19/11 2021	19/11 2021	19/11 2021
1	Akshata Bhovi	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	A.B
2	Akshata Lamani	AS	AS	AB	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	
3	Akshata Aravatagi	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	
4	Ananad Baichawad						AB									
5	Anil Hulagod	Hulgod	Hulgod	Hulgod	Hulgod	Hulgod	Hulgod	Hulgod	AB	Hulgod	Hulgod	Hulgod	Hulgod	Hulgod	Hulgod	
6	Basavaraj Bisanalli	BB														
7	Basavaraj Harijan	Sr	Sr	Sr	Sr	Sr	Sr	Sr	Sr	Sr	Sr	Sr	AB	AB.	AB.	
8	Bharati Sandimani	Bharati	Bharati	Bharati	Bharati	AB	AB	Bharati	Bharati	Bharati	Bharati	Bharati	Bharati	Bharati	Bharati	
9	Channavva Bhovi	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB
10	Deepa Patil										AB					
11	Deepa Begur	DB	DB	DB	DB	DB	DB	DB	DB	DB	DB			DB	DB	DB.
12	Deepa Bhovi															
13	Deepa Dundi	DD	DD	DD	AB	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	
14	Deepa Mane	Dee	Dee	Dee	Dee	Dee	Dee	Dec	Dec	Dec	Dee	Dee	Dee	Dee	Dee	
15	Gouravva Kamedhenu	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
16	Harish Chavan	Hari	Hari	Hari	Hari	Hari	Hari	AB.	AB	Hari	Hari	Hari	Hari	Hari	Hari	
17	Joshil Bhandari	Banu	Banu	Banu	Banu	Banu	Banu	Banu	Banu	Banu	Banu	Banu	Banu	Banu	Banu	

		15/11	15/11	15/11	16/11	16/11	16-11	17/11	17/11	17/11	18/11	18/11	18/11	19/11	19-11	19-11
18	Jyoti Sullad	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
19	Jyoti Bhovi	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti
20	Kalavati Naikar	AB	K.Naik	K.Naik	K.Naik	K.Naik	K.Naik	K.Naik	K.Naik	K.Naik	K.Naik	AB	K.Naik	K.Nai	K.Naik
21	Kaveri Lamani	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri
22	Kiran Lamani	K	K	K	AB	AB	K	K	K	K	K	K	K	K	K
24	Krishnappa Walmiki	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish
25	Madevi Noolvi	M	M	M	M	M	M	AB	AB	M	M	M	M	AB	AB	M
26	Mahesh Malvi	AB	AB	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh
27	Moulnabi Dodamani	Moul	Moul	Moul	Moul	Moul	Moul	Moul	Moul	Moul	Moul	Moul	Moul	Moul	Moul	Moul
28	Manjula Bichagatti	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು
29	Manjunath Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	AB	AB	Bhovi
30	Malatesh Hrijan	Atte	Mtu	Mtu	Atte	Atte	Atte	Mtu	Mtu	Mtu	Mtu	Mtu	Mtu	Mtu	Mtu	Atte

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

Roll No	Name of the Students	20/11/2021	20/11/21	20/11/21	22/11/2021	22/11/21	22/11/2021	23/11/21	24/11/21	25/11/21	26/11/21	26/11/21	27/11/21	27/11/21	27/11/2021
1	Akshata Bhovi														
2	Akshata Lamani	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS	AS
3	Akshata Aravatagi	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata
4	Ananad Baichawad														
5	Anil Hulagod	Hulagod	Hulagod	Hulagod	Hulagod	Hulagod	Hulagod	Hulagod	Hulagod	Hulagod	Hulagod	Hulagod	Hulagod	Hulagod	Hulagod
6	Basavaraj Bisanalli														
7	Basavaraj Harijan	Sr	Sr	Sr	Sr	Sr	Sr	Sr	S	Sr	Sr	Sr	Sr	Sr	Sr
8	Bharati Sandimani	BS	Bharati	Bharati	Bharati	Bharati	Bharati	Bharati	Bharati	Bharati	Bharati	Bharati	Bharati	Bharati	Bharati
9	Channavva Bhovi	CB	CB	AB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB	CB
10	Deepa Patil														
11	Deepa Begur	DB	DB	DB	DB	DB	DB	DB	DB	DB	DB	DB	DB	DB	DB
12	Deepa Bhovi	G	G	G	G	G	G	G	G	G	G	AB	G	G	G
13	Deepa Dundi														
14	Deepa Mane	Dee	Dee	Dee	Dee	Dee	Dee	Dee	Dee	Dee	Dee	Dee	Dee	AB
15	Gouravva Kamedhenu														
16	Harish Chavan														
17	Jospin Bhandari	Buri	Bari	Bari	Bari	Buri	Bury	Bari	Bari	Bari	Bari	Bari	Bari	Bari	Bari

		20/11	20/11	20/11	22/11	22/11	22/11	23/11	23/11	23/11	24/11	24/11	24/11	27/11	27/11	27/11
18	Jyoti Sullad	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
19	Jyoti Bhovi	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti
20	Kalavati Naikar	K.Naik	K.Nai	K.Nai	K.Naik	K.Nai	K.Naik	K.Naik	K.Naik	K.Naik	K.Naik	K.Nai	K.Naik	K.Naik	K.Nai	K.Naik
21	Kaveri Lamani	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	AB	Kaveri	Kaveri	Kaver	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri
22	Kiran Lamani	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K
24	Krishnappa Walmiki	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish	Krish
25	Madevi Noolvi	M	M	M	M	M	M	M	M	M	M	M	M	AB	AB	M
26	Mahesh Malvi	Mhesh	Mhesh	Mhesh	Mhesh	Mhesh	Mhesh	Mhesh	Mhesh	Mhesh	Mhesh	Mhesh	Mhesh	Mhesh	Mhesh	Mhesh
27	Moulnabi Dodamani	moul	moul	moul	moul	moul	moul	moul	moul	moul	moul	moul	moul	moul	moul	moul
28	Manjula Bichagatti	ಮಂಜು	ಮಂಜು	AB	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು
29	Manjunath Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	AB	Bhovi	Bhovi	Bhovi
30	Malatesh Hrijan	Maji	Maji	Maji	Maji	Maji	Maji	Maji	Maji	Maji	Maji	Maji	Maji	Maji	Maji	Maji

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

Roll No	Name of the Students	29/11 2021	29/11 2021	29/11 2021	30/11 2021	30/11 2021	30/11 2021								
1	Akshata Bhovi														
2	Akshata Lamani														
3	Akshata Aravatagi														
4	Ananad Baichawad														
5	Anil Hulagod														
6	Basavaraj Bisanalli														
7	Basavaraj Harijan														
8	Bharati Sandimani														
9	Channavva Bhovi														
10	Deepa Patil														
11	Deepa Begur														
12	Deepa Bhovi														
13	Deepa Dundi														
14	Deepa Mane														
15	Gouravva Kamedhenu						AB								
16	Harish Chavan														
	Jospin Bhandari														

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

PRINCIPAL
Good News Welfare Society
Arts & Commerce First Grade College
Kalaghatgi-581904

		29/11	29/11	29/11	30/11	30/11	30/11	30/11							
18	Jyoti Sullad	S	S	S	S	S	S	S							
19	Jyoti Bhovi	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	Jhoti	AB.							
20	Kalavati Naikar	K.naik	K.Naik	K.Naik	K.naik	K.Naik	K.Naik								
21	Kaveri Lamani	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri							
22	Kiran Lamani	K	K	K	K	K	K	K							
24	Krishnappa Walmiki	krish	krish	krish	krish	krish	krish	krish							
25	Madevi Noolvi	M	M	M	M	M	M								
26	Mahesh Malvi	Mhesh	Mhesh	Mhesh	Mhesh	Mhesh	Mhesh	Mhesh							
27	Moulnabi Dodamani	AB	AB	moul	moul	moul	moul	moul							
28	Manjula Bichagatti	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು	ಮಂಜು								
29	Manjunath Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi	Bhovi							
30	Malatesh Hrijan	Mgn	Mgn	Mgn	Mgn	Mgn	Mgn	Mgn							

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: _SOUDAGAR 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.	O	O	O	O	O
2. Participation and interaction were encouraged.	O	O	O	O	O
3. The topics covered were relevant to me.	O	O	O	O	O
4. The content was organized and easy to follow.	O	O	O	O	O
5. The materials distributed were helpful.	O	O	O	O	O
6. This training experience will be useful in my work.	O	O	O	O	O
7. The trainer was knowledgeable about the training topics.	O	O	O	O	O
8. The trainer was well prepared.	O	O	O	O	O
9. The training objectives were met.	O	O	O	O	O
10. The time allotted for the training was sufficient.	O	O	O	O	O
11. The meeting room and facilities were adequate and comfortable.	O	O	O	O	O

Any Other Suggestion:

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

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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.
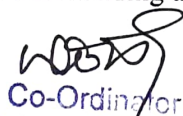
6. Saturday, 20/11/2021

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

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.
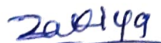
11. Friday, 29/11/2021:

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.

Coordinator

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

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