

ಕರ್ನಾಟಕ ಕಲಾ, ವಾಣಿಜ್ಯ ಮತ್ತು ವಿಜ್ಕಾನ ಮಹಾವಿದ್ಯಾಲಯ, ಬೀದರ

(Affiliated to Gulbarga University, Kalaburagi)
NAAC RE-ACCREDIATED WITH 'A' Grade CGPA 3.24



# KARNATAK ARTS, SCIENCE & COMMERCE COLLEGE, BIDAR

College with Potential for Excellence Status Awarded by UGC New Delhi ISO 9001 : 2015

Date: 15-1-2018

## NOTICE

All the Semesters of B.A students here by inform that Department of Computer Science conducting the Basic ICT Training Programme, enroll your name on or before 18/01/2018.

Programme Co-ordinator

HOD

Principal

PRINCIPAL

Karnatak . Arts, Sci. & Com. College

BIDAR-585401

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#### SYLLABUS FOR ICT TRAINING PROGRAMME

## "BASICS OF COMPUTER AND INTERNET"

## Unit -1

INTRODUCTION: -Definition of computer, characteristics and limitations of computer, block diagram of computer, generation of computer, types of computer ,input devices-keyboard, mouse, joystick, scanner, light pen, track ball, microphone, output devices-printers, plotters, speakers, monitor, storage devices-floppy disk, cd-rom, hard disk, magnetic drums, need of binary number system for computer.

#### Unit-2

Ms-office: Introduction to MS-office, uses of MS-office,

#### Ms-word:

- 1. Word basics: starting word, Creating documents, parts of word window.
- Menus: File menu, Edit menu, View menu, Insert menu. Format menu, Tools menu Table menu and Windows menu.
- 3. Tool Bars: Standard tool bar, Formatting toolbar, Table and Boarder tool bar, Drawing toolbar.

#### Ms-excel:

- 1. Excel basics: Introduction, Navigating, Selecting cells, Entering and Editing text, Entering numbers, Entering formulas, Entering dates, Alignment.
- Menus: File menu, Edit menu, View menu, Insert menu, Format menu, Tools menu, Data menu and Windows menu.
- 3. Toolbars: Standard tool bar, Formatting tool bar, Drawing tool bar.

## Ms-power point:

- 1. Power Point basics: Introduction to pp.
- Menus: File menu, Edit menu, View menu, Insert menu, Format menu, Tools menu, Slide show menu, Windows menu.
- 3. Tools bar: Standard tool bar, Formatting tool bar, and Drawing tool bar.

## Unit-3

INTERNET: Introduction to Internet, Basics terms of Internet, E-mail, Creating E-mail, File attachment, Search engines

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### Report on ICT Training for the Academic Year 2017-2018

**Preamble:** The College has introduced the Information communication Technology (ICT) Training programme with well-equipped computer laboratory to impart the ICT and computing skills among the graduate and post graduate students of various disciplines studying in different programmes offered by the college. The training involves the fundamentals of the computers, word processing software, spreadsheet software and its applications and Microsoft PowerPoint presentation.

## **Objectives:**

- 1. To impart the Basic Computing skills through ICT Training
- 2. To use and differentiate between basic concepts of computer hardware and software.
- 3. To apply the knowledge of ms office tools such MS word, MS PowerPoint and MS Excel
- 4. To apply the knowledge of Internet
- 5. To demonstrate the knowledge of ICT skills in today life

## Report of the Activity:

The Department of Computer Science has started ICT Training programme for students from 5-2-2018 to 13-2-2018 for the academic year 2017-2018. In this training 55 students are participated. After completing this training students are familiar to use computer and application software likes MS-Word, MS-Excel, MS-PowerPoint. They also expose to the use of Internet. They are capable to understand E-Mail application like sending, attaching file etc. This training is helpful for their future placement.



Students attending the practical training on MS office tools in Comp.Sci. Lab on Date: 9/2/18

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# K.R.E.Society's

# Karnatak Arts Science & Commerce College, Bidar Department Of Computer Science Basic ICT Training Programme for the Academic year 2017-18 Attendance of BA

SL No	Student Name	5/2/18	6/2/18	7/2/18	8/2/18	9/2/18	10/2/18	12/2/18	13/2/18
1	PRALHAD	Pralhad	Prathad	Proelhad	prallad	Pralhad	Pralhad	Pralhad	pralhad
2	KHAIRUNNISABEGUM	Begum	Begun	Began	Begun	Begum	Begenn	13 egeem	Begun
3	SACHIN	Suchin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin
4	MAHESH	mahesh	mahah	mahesh	mahesh	makesh	mahesh	makesh	makesh
. 5	ANILKUMAR .	Anil	Anil	Anil	Ariel	Anil	Ariel	And.	Anil a
6	PRAVALIKA	Pravalika	Pravalila	Pravalik	Pracaleis	Proceedele	Pracedil	Procealo	Pracali
7	GIRIJA	Girega	Gireja	Geriga	Gireja	Gireja	Gireiga	Giria	Ginja
8	RAVICHANDRA	nace	nacio	Malei	nacio	Marie	rales	racci	racció
9	SANTOSHAKUMAR	Cant	Bant	Sont	Scent	Sant	(Sant	(Sant)	Sand
10	VEERSHATTY	Vees	Ver	Ver	Veer	Veex	Veer	Veer	Veer
11	SWAROOPA	Suap	Suap	Supp	Swap	Slaup	Swap	Sucre	Sulap
12	DIVYA SARAH	Diley	Thileep	Riceja	Driety	Delege	Deleg	· Welley	Nicego
13	SHWETA	ShNeta	Shrveta	Shweto	Shweto	Shreta	Shrota	Short	Shwele
14	BASAVASHREE	Ballasa	Basava	Basava	Basalo	Basalo	Basalle	Basalla	Basala
15	SHRUTI	Shruti	Shruli	Shuti	Shreeli	Shuli	Shreete	Shruti	Sheeti
16	SHIVANANDA	Shiela	Shiela	Shella	Shella	Shella	Shelle	Shiwa	Shiela
17	RENUKA	Renula	Reneuka	Renuka		Reneula	Reneda	Renula	Reneuka
18	GURUNATH	Gurle	Brure	Guse	Gærei	Gurle	Gurer	Gure	Course
19	ALEEM	Aleur	Aleem	Alem	Allem	Bleem	Allem	Dleum	Dhew
20	MD ARSHADALI	AN	A	Dr	40r	DY	D6	D	DI
21	DEVIKA	DeVISa	Devika	Devilsa	Derielsa	Devidsa	Dereilsa	1) erecka	
22	ASHWINI	Blo	788	TOS	TOS_	88	WS_	TO S	W.
23	SHEIK ABDUL GAFFAR	Sheek	Shaik	Sheik	Sheik	Sheek	Sheek	Shouls	Shoils
24	PRADEEP	prodogo	prodop	Produ	Pradap	prodeco	pradee	Pradeg	Pradle
25	MD JAVEEDKHAN	James!	Lawel	Jawe!	Davied	Jarred	Jareed	Javed	Jalloed 1
26	VANISHREE	Vani	Vani	Vani	Vani	Vani	Vani	Vani	Vani
27	BALURKAR ASHARANI	Asha	(12)8ha	Posha	Delha	88ha	W&ha	128ha	Vacha



28	GOUTAMBUDH	Galdan	Gautan	Gowton	Gautam	Galdon	Greeken	Gauton	Gowlan
29	SUHASINI	Suh	suha.	Suha	Suha	Subs	Suha	Secho	
30	RAHUL	Rahell	Kahel	Rahal	Raheel	Kaheel	Kahler	Kehel	Raheel
31	RAVIKUMAR	Sali	Docen	rales	Daces	Marie	racy	ralli	Ralei
32	SHALINI	5 holini		Sholin	Shaline		Shalen	Shouli.	Shalini
33	ASHWINI	738h	88	198h	128h	188h	188h	188h	28h
34	ANILKUMAR	Znil	Shill	Anil	Anil	Drill	Dril	Anil	Khill
35	RENUKA	Reneulsa	Reneka	Reneulca	Renula			Keneda	Reneuko
36	SANGRAM	Sangram	Sanatam	Sangram	Sargram	Sangram	Sargram	Sangram	Sargram
37	POOJA	DOWN	Door	Doma	Domia	Doda	Domio	20000	podia
38	SACHIN	sachin	Sachin	Sachen	Sachin	Sochin	Sackin	Sachen	Sacker
€ 39	JAYSHRI , «	Jay	Jay	JOH	Jay	Jay	Jay	Jay	Jay .
40	CHANDRASHEKHAR	Chandra	Chandra	Charolia	Chardra	Chardre	Chardre	Charache	Chardin
41	BHAVANI	Bhacani	Bhavani	Bhaloni	Bhavani	Bhalani	Bhavenie	Bhallani	Bhauan
42	PRIYANKA	Priyo	Priya	Prieva	Driga		Priego		Priya
43	MARUTI	marieti	marati	maretti	maredi	martelli	marati	mareeti	maredi
44	NAGNATH	Nagrath	Nagrath	Nagrath	Nagrath	Nagrall	Nograth	Nograll	Nagrath
45	JAISHREE	Jacobses	Jachra		Jaighre			Jashree	Jalshre
46	PURUSHOTTAM	Purce	Pura	pure	Pura	Pare	Puru	Pare	Piere
47	MAHESHWARI	Mahesh	Mahesh	Mahesh	Mahesh	Allahesh	Mahesh	Mahah	Mahesh
48	SEEMA	Scerona	Seema	Scenora	Seema	Seema	Second	Seema	Seema
49	SHILPA	Shelpa	Shilpa	Shelpa.	Shilpe	Shelpa	Shilpo.	Shilpa	Shilpa
50	SUSHANNA	Susha	Susta	Susha	Seesha	Susha	Susha	Susta	Susha
51	ASHWINI	Shrem	128 heins		Shuini	Bhair	Ashiri	Robini	18 Shiri
52	SANGEETA	Songalo.	Sargeto	Sargette		Sargeilo	Sarguto	Sargello	Sargueto
53	RAMESH	Ramesh	Romosh	Ramesh	Rameth	Rannesh	Ramesh	Ramesh	Ragnesh
54	MACHENDER	0	0	600	(m)	(00)	(M)	m	m
55	KAVITA	Travita	Thavita	Savita	Osovita	Savita	Farita	Tsavita	Jaovita
	Staff Signature		*	A	*	#	A	A	1

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