Learn the cutting-edge ICT skills in day-to-day life

ICT TRAINING PROGRAMME

Department of Computer Science

ABOUT TRAINING

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.

CONTACT US

ICT Training Co-ordinator
Department of Computer Science
Karnatak Arts, Science and Commerce
College Bidar

ಕರ್ನಾಟಕ ಕಲಾ, ವಾಣಿಜ್ಯ ಮತ್ತು ವಿಜ್ಞಾನ ಮಹಾವಿದ್ಯಾಲಯ, ಬೀದರ

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

Estd 1970

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

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BIDAR-585401

ಕರ್ನಾಟಕ ಕಲಾ, ವಾಣಿಜ್ಯ ಮತ್ತು ವಿಜ್ಞಾನ ಮಹಾವಿದ್ಯಾಲಯ, ಬೀದರ

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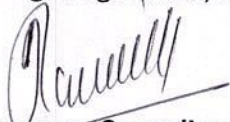NAAC RE-ACCREDITATED WITH 'A' Grade CGPA 3.24

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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.
2. 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.
2. 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.
2. 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	Pralhad	Pralhad	Pralhad	Pralhad	Pralhad	Pralhad	pralhad
2	KHAIRUNNISABEGUM	Begum	Begum	Begum	Begum	Begum	Begum	Begum	Begum
3	SACHIN	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin
4	MAHESH	mahesh	mahesh	mahesh	mahesh	mahesh	mahesh	mahesh	mahesh
5	ANILKUMAR	Anil	Anil	Anil	Anil	Anil	Anil	Anil	Anil
6	PRAVALIKA	Pravalika	Pravalika	Pravalika	Pravalika	Pravalika	Pravalika	Pravala	Pravalika
7	GIRIJA	Girija	Girija	Girija	Girija	Girija	Girija	Girija	Girija
8	RAVICHANDRA	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi
9	SANTOSHAKUMAR	Sant	Sant	Sant	Sant	Sant	Sant	Sant	Sant
10	VEERSHATTY	Veer	Veer	Veer	Veer	Veer	Veer	Veer	Veer
11	SWAROOPA	Swap	Swap	Swap	Swap	Swap	Swap	Swap	Swap
12	DIVYA SARAH	Divya	Divya	Divya	Divya	Divya	Divya	Divya	Divya
13	SHWETA	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta
14	BASAVASHREE	Basava	Basava	Basava	Basava	Basava	Basava	Basava	Basava
15	SHRUTI	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
16	SHIVANANDA	Shiva	Shiva	Shiva	Shiva	Shiva	Shiva	Shiva	Shiva
17	RENUKA	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka
18	GURUNATH	Guru	Guru	Guru	Guru	Guru	Guru	Guru	Guru
19	ALEEM	Aleem	Aleem	Aleem	Aleem	Aleem	Aleem	Aleem	Aleem
20	MD ARSHADALI	AY	AY	AY	AY	AY	AY	AY	AY
21	DEVIKA	Devika	Devika	Devika	Devika	Devika	Devika	Devika	Devika
22	ASHWINI	BS	BS	BS	BS	BS	BS	BS	BS
23	SHEIK ABDUL GAFFAR	Sheik	Sheik	Sheik	Sheik	Sheik	Sheik	Sheik	Sheik
24	PRADEEP	Pradeep	Pradeep	Pradeep	Pradeep	Pradeep	Pradeep	Pradeep	Pradeep
25	MD JAVEEDKHAN	Javeed	Javeed	Javeed	Javeed	Javeed	Javeed	Javeed	Javeed
26	VANISHREE	Vani	Vani	Vani	Vani	Vani	Vani	Vani	Vani
27	BALURKAR ASHARANI	Asha	Asha	Asha	Asha	Asha	Asha	Asha	Asha

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No.	Name								
28	GOUTAMBUDH	Gautam	Gautam	Gautam	Gautam	Gautam	Gautam	Gautam	Gautam
29	SUHASINI	Suha	Suha	Suha	Suha	Suha	Suha	Suha	Suha
30	RAHUL	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul
31	RAVIKUMAR	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi	Ravi
32	SHALINI	Shalini	Shalini	Shalini	Shalini	Shalini	Shalini	Shali	Shalini
33	ASHWINI	Ash	Ash	Ash	Ash	Ash	Ash	Ash	Ash
34	ANILKUMAR	Anil	Anil	Anil	Anil	Anil	Anil	Anil	Anil
35	RENUKA	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka
36	SANGRAM	Sangram	Sangram	Sangram	Sangram	Sangram	Sangram	Sangram	Sangram
37	POOJA	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
38	SACHIN	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin
39	JAYSHRI	Jay	Jay	Jay	Jay	Jay	Jay	Jay	Jay
40	CHANDRASHEKHAR	Chandra	Chandra	Chandra	Chandra	Chandra	Chandra	Chandra	Chandra
41	BHAVANI	Bhavani	Bhavani	Bhavani	Bhavani	Bhavani	Bhavani	Bhavani	Bhavani
42	PRIYANKA	Priya	Priya	Priya	Priya	Priya	Priya	Priya	Priya
43	MARUTI	maruti	maruti	maruti	maruti	maruti	maruti	maruti	maruti
44	NAGNATH	Nagnath	Nagnath	Nagnath	Nagnath	Nagnath	Nagnath	Nagnath	Nagnath
45	JAISHREE	Jaishree	Jaishree	Jaishree	Jaishree	Jaishree	Jaishree	Jaishree	Jaishree
46	PURUSHOTTAM	Puru	Puru	Puru	Puru	Puru	Puru	Puru	Puru
47	MAHESHWARI	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh
48	SEEMA	Seema	Seema	Seema	Seema	Seema	Seema	Seema	Seema
49	SHILPA	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa	Shilpa
50	SUSHANNA	Susha	Susha	Susha	Susha	Susha	Susha	Susha	Susha
51	ASHWINI	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini
52	SANGEETA	Sangeeta	Sangeeta	Sangeeta	Sangeeta	Sangeeta	Sangeeta	Sangeeta	Sangeeta
53	RAMESH	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh
54	MACHENDER	(m)	(m)	(m)	(m)	(m)	(m)	(m)	(m)
55	KAVITA	Kavita	Kavita	Kavita	Kavita	Kavita	Kavita	Kavita	Kavita
	Staff Signature	✶	✶	✶	✶	✶	✶	✶	✶

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