

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



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

ICT TRAINING PROGRAMME

Department of Computer
Science

ಕರ್ನಾಟಕ ಕಲಾ, ವಾಣಿಜ್ಯ ಮತ್ತು ವಿಜ್ಞಾನ ಮಹಾವಿದ್ಯಾಲಯ, ಬೀದರ

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



Estd 1970

KARNATAK ARTS, SCIENCE & COMMERCE COLLEGE, BIDAR

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

Date :- 20-1-2020

NOTICE

All the students of B.A. I Sem here by inform that Department of computer Science conducting the Basic ICT Training Programme, enroll your name on 29/01/2020 .

Programme Co-ordinator

HOD

Principal

PRINCIPAL
Karnatak Arts, Sci. & Com. College
BIDAR-585401



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

Report on ICT Training for the Academic Year 2019-2020

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 create various documents newsletters , Brochures, making document using photographs ,charts, presentation ,documents ,drawings and other graphics images.
4. To work with the worksheet and presentation software to know the basics of computer and prepare documents , spreadsheets, make small presentations with Audio-Video and graphs and would be acquainted with 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 3-2-2020 to 11-2-2020 for the academic year 2019-2020. In this training 100 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.

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Students attending the practical training on MS office tools in Comp. Sci. Lab on Date: 11/2/20


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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 2019-20
Attendance of BA

SL No	Student Name	3/2/20	4/2/20	5/2/20	6/2/20	7/2/20	8/2/20	10/2/20	11/2/20
1	PRATHVIRAJ	Prathviraj	Prathviraj	Prathviraj	Prathviraj	Prathviraj	Prathviraj	Prathviraj	Prathviraj
2	CHANDRAKANTA	Chandrakanta	Chandrakanta	Chandrakanta	Chandrakanta	Chandrakanta	Chandrakanta	Chandrakanta	Chandrakanta
3	VIJAYALAXMI	Vijayalaxmi	Vijayalaxmi	Vijayalaxmi	Vijayalaxmi	Vijayalaxmi	Vijayalaxmi	Vijayalaxmi	Vijayalaxmi
4	AKASH	Akash	Akash	Akash	Akash	Akash	Akash	Akash	Akash
5	SHIVASHARANAPPA	Shivasharanappa	Shivasharanappa	Shivasharanappa	Shivasharanappa	Shivasharanappa	Shivasharanappa	Shivasharanappa	Shivasharanappa
6	RAHUL	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul
7	SHIVRANI	Shivrani	Shivrani	Shivrani	Shivrani	Shivrani	Shivrani	Shivrani	Shivrani
8	AMAR	Amar	Amar	Amar	Amar	Amar	Amar	Amar	Amar
9	SANDEEP	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep	Sandeep
10	SHEELAVANT	Sheelavant	Sheelavant	Sheelavant	Sheelavant	Sheelavant	Sheelavant	Sheelavant	Sheelavant
11	MANJULA	Manjula	Manjula	Manjula	Manjula	Manjula	Manjula	Manjula	Manjula
12	ANITA	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita
13	GURUDEV	Gurudev	Gurudev	Gurudev	Gurudev	Gurudev	Gurudev	Gurudev	Gurudev
14	VARALAKSHMI	Varalakshmi	Varalakshmi	Varalakshmi	Varalakshmi	Varalakshmi	Varalakshmi	Varalakshmi	Varalakshmi
15	RAMESH	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh	Ramesh
16	RADHIKA	Radhika	Radhika	Radhika	Radhika	Radhika	Radhika	Radhika	Radhika
17	POOJA	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
18	PAVANKUMAR	Pavankumar	Pavankumar	Pavankumar	Pavankumar	Pavankumar	Pavankumar	Pavankumar	Pavankumar
19	RAJGONDA	Rajgonda	Rajgonda	Rajgonda	Rajgonda	Rajgonda	Rajgonda	Rajgonda	Rajgonda
20	ANJALI	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali
21	NAGASHETTY	Nagashetty	Nagashetty	Nagashetty	Nagashetty	Nagashetty	Nagashetty	Nagashetty	Nagashetty
22	SACHIN	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin
23	ALTAF	Altaf	Altaf	Altaf	Altaf	Altaf	Altaf	Altaf	Altaf
24	MUKTAR	Muktar	Muktar	Muktar	Muktar	Muktar	Muktar	Muktar	Muktar
25	SYED AMIRSHA	Syed Amirsha	Syed Amirsha	Syed Amirsha	Syed Amirsha	Syed Amirsha	Syed Amirsha	Syed Amirsha	Syed Amirsha
26	ARAVIND	Aravind	Aravind	Aravind	Aravind	Aravind	Aravind	Aravind	Aravind
27	VARSHA	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha

28	NAGARAJ	Nagaraj	Nagaraj	Nagaraj	Nagaraj	Nagaraj	Nagaraj	Nagaraj	Nagaraj
29	ANKITA	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita
30	CHANDRAKALA	Chandrakala	Chandrakala	Chandrakala	Chandrakala	Chandrakala	Chandrakala	Chandrakala	Chandrakala
31	NANDINI	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini	Nandini
32	MD ILIYAS	Md Ilyas	Md Ilyas	Md Ilyas	Md Ilyas	Md Ilyas	Md Ilyas	Md Ilyas	Md Ilyas
33	PREMILA	Premila	Premila	Premila	Premila	Premila	Premila	Premila	Premila
34	MANIKESHWARI	Manikeswari	Manikeswari	Manikeswari	Manikeswari	Manikeswari	Manikeswari	Manikeswari	Manikeswari
35	MURTUJA	Murtuja	Murtuja	Murtuja	Murtuja	Murtuja	Murtuja	Murtuja	Murtuja
36	SHWETA	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta
37	SUPRITA	Suprita	Suprita	Suprita	Suprita	Suprita	Suprita	Suprita	Suprita
38	PRIYANKA	Priyanka	Priyanka	Priyanka	Priyanka	Priyanka	Priyanka	Priyanka	Priyanka
39	BHUVANESHWARI	Bhuvaneshwari	Bhuvaneshwari	Bhuvaneshwari	Bhuvaneshwari	Bhuvaneshwari	Bhuvaneshwari	Bhuvaneshwari	Bhuvaneshwari
40	AMBIKA	Ambika	Ambika	Ambika	Ambika	Ambika	Ambika	Ambika	Ambika
41	GLORY	Glory	Glory	Glory	Glory	Glory	Glory	Glory	Glory
42	AISHWARYA	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya
43	ABHISHEK	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek
44	ASHA	Asha	Asha	Asha	Asha	Asha	Asha	Asha	Asha
45	PAVANKUMAR	Pavankumar	Pavankumar	Pavankumar	Pavankumar	Pavankumar	Pavankumar	Pavankumar	Pavankumar
46	BHAVANI	Bhavani	Bhavani	Bhavani	Bhavani	Bhavani	Bhavani	Bhavani	Bhavani
47	SAVITA	Savita	Savita	Savita	Savita	Savita	Savita	Savita	Savita
48	PRADEEPKUMAR	Pradeepkumar	Pradeepkumar	Pradeepkumar	Pradeepkumar	Pradeepkumar	Pradeepkumar	Pradeepkumar	Pradeepkumar
49	MARUTI	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti	Maruti
50	NAGESH	Nagesh	Nagesh	Nagesh	Nagesh	Nagesh	Nagesh	Nagesh	Nagesh
51	SUHASINI	Suhasini	Suhasini	Suhasini	Suhasini	Suhasini	Suhasini	Suhasini	Suhasini
52	SAGAR	Sagar	Sagar	Sagar	Sagar	Sagar	Sagar	Sagar	Sagar
53	MAHMAD AFROZ	Mahmad Afroz	Mahmad Afroz	Mahmad Afroz	Mahmad Afroz	Mahmad Afroz	Mahmad Afroz	Mahmad Afroz	Mahmad Afroz
54	VIJAYLAXMI	Vijaylaxmi	Vijaylaxmi	Vijaylaxmi	Vijaylaxmi	Vijaylaxmi	Vijaylaxmi	Vijaylaxmi	Vijaylaxmi
55	MANJULA	Manjula	Manjula	Manjula	Manjula	Manjula	Manjula	Manjula	Manjula
57	PAVANKUMAR	Pavankumar	Pavankumar	Pavankumar	Pavankumar	Pavankumar	Pavankumar	Pavankumar	Pavankumar
58	CHANNABASAVA	Channabasava	Channabasava	Channabasava	Channabasava	Channabasava	Channabasava	Channabasava	Channabasava
59	ASHWINI	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini
60	ROHINA	Rohina	Rohina	Rohina	Rohina	Rohina	Rohina	Rohina	Rohina
61	ROHINI	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini	Rohini
62	PRASHANTH	Prashanth	Prashanth	Prashanth	Prashanth	Prashanth	Prashanth	Prashanth	Prashanth

63	BHARAT KUMAR	-	-	-	-	-	-	-	-
64	AVINASH	Avinash	Avinash	Avinash	Avinash	Avinash	Avinash	Avinash	Avinash
65	NIKITHA	Nikitha	Nikitha	Nikitha	Nikitha	Nikitha	Nikitha	Nikitha	Nikitha
66	PARVATI	Parvati	Parvati	Parvati	Parvati	Parvati	Parvati	Parvati	Parvati
67	MAMATA	Mamata	Mamata	Mamata	Mamata	Mamata	Mamata	Mamata	Mamata
68	ARCANA	Arcana	Arcana	Arcana	Arcana	Arcana	Arcana	Arcana	Arcana
69	MANASA	Manasa	Manasa	Manasa	Manasa	Manasa	Manasa	Manasa	Manasa
70	AFREEN	A	A	A	A	A	A	A	A
71	SAIESH	Saish	Saish	Saish	Saish	Saish	Saish	Saish	Saish
72	PALLAVI	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi
73	SUDHARANI	Sudha	Sudha	Sudha	Sudha	Sudha	Sudha	Sudha	Sudha
74	MANIKESHWARI	Manika	Manika	Manika	Manika	Manika	Manika	Manika	Manika
75	VENKATREDDY	Venkat	Venkat	Venkat	Venkat	Venkat	Venkat	Venkat	Venkat
76	SUPRIYA	Supriya	Supriya	Supriya	Supriya	Supriya	Supriya	Supriya	Supriya
77	N POOJA	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
78	VINOD	Vinod	Vinod	Vinod	Vinod	Vinod	Vinod	Vinod	Vinod
79	PRATAP	Pratap	Pratap	Pratap	Pratap	Pratap	Pratap	Pratap	Pratap
80	SWAROOPA	Swaroopa	Swaroopa	Swaroopa	Swaroopa	Swaroopa	Swaroopa	Swaroopa	Swaroopa
81	DEVIKA	Devika	Devika	Devika	Devika	Devika	Devika	Devika	Devika
82	AMBIKA	Ambika	Ambika	Ambika	Ambika	Ambika	Ambika	Ambika	Ambika
83	ASHWINI	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini
84	ANITA	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita
85	ARUTI	Aruti	Aruti	Aruti	Aruti	Aruti	Aruti	Aruti	Aruti
86	ARATI	Arati	Arati	Arati	Arati	Arati	Arati	Arati	Arati
87	MONIKA	Monika	Monika	Monika	Monika	Monika	Monika	Monika	Monika
88	KAVERI	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri	Kaveri
89	SOMSHEKAHAR	Somesh	Somesh	Somesh	Somesh	Somesh	Somesh	Somesh	Somesh
90	ANJALI	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali
91	AFRIN	Afrin	Afrin	Afrin	Afrin	Afrin	Afrin	Afrin	Afrin
92	BHARATESH	Bharatesh	Bharatesh	Bharatesh	Bharatesh	Bharatesh	Bharatesh	Bharatesh	Bharatesh
93	SYED ZEESHAN PASHA QUADRI	Syed	Syed	Syed	Syed	Syed	Syed	Syed	Syed
94	NAGAPPA	Nagappa	Nagappa	Nagappa	Nagappa	Nagappa	Nagappa	Nagappa	Nagappa
95	SUHASHINI	Suhashini	Suhashini	Suhashini	Suhashini	Suhashini	Suhashini	Suhashini	Suhashini
96	SRIKANTH	Srikanth	Srikanth	Srikanth	Srikanth	Srikanth	Srikanth	Srikanth	Srikanth

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97	GURUDEVI	Gurudevi	Gurudevi	Gurudevi	Gurudevi	Gurudevi	Gurudevi	Gurudevi	Gurudevi
98	KAVITA	Kavita	Kavita	Kavita	Kavita	Kavita	Kavita	Kavita	Kavita
99	NAFEES ANJUM	Nafees	Nafees	Nafees	Nafees	Nafees	Nafees	Nafees	Nafees
100	JYOTHSNA	Jyoth	Jyoth	Jyoth	Jyoth	Jyoth	Jyoth	Jyoth	Jyoth
	Staff Signature	Jamaki	Jamaki	Jamaki	Jamaki	Jamaki	Jamaki	Jamaki	Jamaki



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