

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

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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 UGC New Delhi  
ISO 9001 : 2015

Date :- 20-1-2021

**NOTICE**

All the Science students are here by inform that Department of computer Science conducting the Basic ICT Training Programme, enroll your name on or before 29/01/2021.

  
Programme Co-ordinator

  
HOD

  
Principal

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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:

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

Ms-excel:

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

Ms-power point:

4. Power Point basics: Introduction to pp.
5. Menus: File menu, Edit menu, View menu, Insert menu, Format menu, Tools menu, Slide show menu, Windows menu.
6. 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 2020-2021

**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 , Microsoft PowerPoint presentation and Inter.

### 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 audioo,video and graphs and would be acquainted with Internet.
5. Create ,Edit,Save and print documents with list tables,header,footer ,graphics ,mail merge ,spellchecker and Grammer
6. 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 8-2-2021 to 15-2-2021 for the academic year 2020-21. In this training 150 students are participated. After completing this training students are familiar to use computer and application software likes MS-Word, MS-Excel, MS-PowerPoint . 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: 15/2/21

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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 2020-21  
Attendance of B.Sc

SL No	Student Name	8/2/21	9/2/21	10/2/21	11/2/21	12/2/21	13/2/21	15/2/21
1	PRAYRETHA SATISHKUMAR	P	P	P	P	P	P	P
2	AISHWARYA GNAGADHAR	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya
3	PRASAD	Prasad	Prasad	Prasad	Prasad	Prasad	AB	Prasad
4	TANDLE	Tandle	Tandle	Tandle	Tandle	Tandle	Tandle	Tandle
5	KHAJA	Khaja	Khaja	Khaja	Khaja	Khaja	Khaja	Khaja
6	SHIVASHANKARAYYA	Bina	Bina	Bina	Bina	Bina	Bina	Bina
7	SHRUTI RAJKUMAR	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
8	SHIVRANJANI VIJAYLUMAR	Shivranjani	Shivranjani	Shivranjani	Shivranjani	Shivranjani	Shivranjani	Shivranjani
9	VISHAL MARUTHRAO	Vm	Vm	Vm	Vm	Vm	Vm	Vm
10	TAIYABA FATIMA SHAIK ARIF	Fatima	Fatima	Fatima	Fatima	Fatima	Fatima	Fatima
11	HARISH GURUNATH	Harish	Harish	Harish	Harish	Harish	Harish	Harish
12	BHOSLE	-	-	-	-	-	-	-
13	MUKARRAM	Mukarram	Mukarram	Mukarram	Mukarram	Mukarram	Mukarram	Mukarram
14	SHIVANAND MALLIKARJUN	Shivanand	Shivanand	Shivanand	Shivanand	Shivanand	Shivanand	Shivanand
15	PARNITA SANJU	Parnita	Parnita	Parnita	Parnita	Parnita	Parnita	Parnita
16	PADMAVATI VEERSHETTY	Padma	Padma	Padma	Padma	Padma	Padma	Padma
17	ABHISHEK BHADRASHETTY	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi
18	POORNIMA VENKATRAO	Poornima	Poornima	Poornima	Poornima	Poornima	Poornima	Poornima
19	ABDUL JABBAR	Abbar	Abbar	Abbar	Abbar	Abbar	Abbar	Abbar
20	UMAKANTH	Umakanth	Umakanth	Umakanth	Umakanth	Umakanth	Umakanth	Umakanth
21	MAHADEV ASHOK KUMAR	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh	Mahesh
22	SWATI CHANNABASAYYA	Swati	Swati	Swati	Swati	Swati	Swati	Swati
23	SHALINI MALLIKARJUN	Shalini	Shalini	Shalini	Shalini	Shalini	Shalini	Shalini
24	POORNIMA ARUN REDDY	Reddy	Reddy	Reddy	Reddy	Reddy	Reddy	Reddy
25	AMAR HAVAPPA	Amar	Amar	Amar	Amar	Amar	Amar	Amar
26	SACHIN SHIVAJIRAO	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin

  
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27	SUDHARANI TUKARAM	Sudha	Sudha	Sudha	Sudha	Sudha	Sudha	Sudha
28	MADHUMATI SANJEEVREDDY	madhu	madhu	madhu	madhu	madhu	madhu	madhu
29	SHIVKUMAR OMKAR	Shivom	Shivom	Shivom	Shivom	Shivom	Shivom	Shivom
30	PALLAVI TUKARAM	Fallavi	Fallavi	Fallavi	Fallavi	Fallavi	Fallavi	Fallavi
31	NIKITA BABURAO	nikita	nikita	nikita	nikita	nikita	nikita	nikita
32	ROOPA SWAMIDAS	Roopa	Roopa	Roopa	Roopa	Roopa	Roopa	Roopa
33	MOHIUDDIN	Mu	Mu	Mu	Mu	Mu	Mu	Mu
34	JYOTI KASHINATH	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti
35	MARUTI VAJJINATH	maruti	maruti	maruti	maruti	maruti	maruti	maruti
36	SHIVKUMAR	Shivkumar	Shivkumar	Shivkumar	Shivkumar	Shivkumar	Shivkumar	Shivkumar
37	NIKITA NARSING	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita
38	NEHA NARSING	Neha	Neha	Neha	Neha	Neha	Neha	Neha
39	AISHWARYA ASHOK	AA	AA	AA	AA	AA	AA	AA
40	SONALI MOUTYA SHIVKUMAR	Sonali	Sonali	Sonali	Sonali	Sonali	Sonali	Sonali
41	SUJATA MARUTI	Sujata	Sujata	Sujata	Sujata	Sujata	Sujata	Sujata
42	KAVITA AMRUT	Ka	Ka	Ka	Ka	Ka	Ka	Ka
43	BASAVARAJ DEVENDRA	Basavaraj	Basavaraj	Basavaraj	Basavaraj	Basavaraj	Basavaraj	Basavaraj
44	VAISHNAVI MAHANTESH	Va	Va	Va	Va	Va	Va	Va
45	GEETA BASAVARAJ	Geeta	Geeta	Geeta	Geeta	Geeta	Geeta	Geeta
46	G SONIKA VIJAYAKUMAR	Sonika	Sonika	Sonika	Sonika	Sonika	Sonika	Sonika
47	TRIVENI BASAVARAJ	Triveni	Triveni	Triveni	Triveni	Triveni	Triveni	Triveni
48	ASHWINI YURAJ	Ashu	Ashu	Ashu	Ashu	Ashu	Ashu	Ashu
49	ARPITA PATIL SHIVKANTH PATIL	Arpita	Arpita	Arpita	Arpita	Arpita	Arpita	Arpita
50	SACHIN VISHWANATH	sachin	sachin	sachin	sachin	sachin	sachin	sachin
51	PREMA BHUSHETTY BASAVARAJ	Pbushetty	Pbushetty	Pbushetty	Pbushetty	Pbushetty	Pbushetty	AB
52	SWATI RAJKUMAR	swati	swati	swati	swati	swati	swati	swati
53	AMBIKA GHALEPPA	A	A	A	A	A	A	A
54	POOJA HANMANT	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
55	SANGEETA JAGANNATH	Sangeeta	Sangeeta	Sangeeta	Sangeeta	Sangeeta	Sangeeta	Sangeeta
56	LATA VIJAYAKUMAR	Lata	Lata	Lata	Lata	Lata	Lata	Lata
57	SHAHMUHEEDULLAH HUSSAINI	Shussaini	Shussaini	Shussaini	Shussaini	Shussaini	Shussaini	Shussaini
58	HASANUDDIN	Hasanuddin	Hasanuddin	Hasanuddin	Hasanuddin	Hasanuddin	Hasanuddin	Hasanuddin

  
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59	PRIYA TUKARAM	Priya	Priya	Priya	Priya	Priya	Priya	Priya
60	NEHA UMESH LAKSHETTY	Neha	Neha	Neha	Neha	Neha	Neha	Neha
61	MALLIKARJUN UMESH	Ma	Ma	Ma	Ma	Ma	Ma	Ma
62	DEEKSHA JAGANNATH	Deeksha	Deeksha	Deeksha	Deeksha	Deeksha	Deeksha	Deeksha
63	VISHNUKATH JATAGOND	Vishnu	Vishnu	Vishnu	Vishnu	Vishnu	Vishnu	Vishnu
64	SACHIN RAKJKUMAR	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin
65	VAISHALI SANJUKUMAR	Vaishali	Vaishali	Vaishali	Vaishali	Vaishali	Vaishali	Vaishali
66	PREETI SHRAVANKUMAR	Preeti	Preeti	Preeti	Preeti	Preeti	Preeti	Preeti
67	SUDHAKAR JAGANNATH	Su	Su	Su	Su	Su	Su	Su
68	MD ANWAR PASHA MD ISMAIL	Anwar	Anwar	Anwar	Anwar	Anwar	Anwar	Anwar
69	VINAYAKUMAR MARUTI	Vinay	Vinay	Vinay	Vinay	Vinay	Vinay	Vinay
70	SHAMUNDESHWARI RAJKUMAR							
71	APOORVA SANTOSH	Apoorva	Apoorva	Apoorva	Apoorva	Apoorva	Apoorva	Apoorva
72	AHMED	Ahmed	Ahmed	Ahmed	Ahmed	Ahmed	Ahmed	Ahmed
73	MAHALING BABURAO	Mahaling	Mahaling	Mahaling	Mahaling	Mahaling	Mahaling	Mahaling
74	ANJALI KALIDAS	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali
75	POOJA NAGAPPA	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
76	POOJA ASHOK	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
77	SATI VEERANNA							
78	POOJA RAMSHETTY MAJGE	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
79	SIMRAN MUJAFIR	Simran	Simran	Simran	Simran	Simran	Simran	Simran
80	POOJA RAJKUMAR	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
81	SIDDESHWAR GUNDAPPA	Siddeshwar	Siddeshwar	Siddeshwar	Siddeshwar	Siddeshwar	Siddeshwar	Siddeshwar
82	JYOTI RAVINDARA	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti
83	BHAGYA SHREE VEERBHDRAPPA	Bhagyashree	Bhagyashree	Bhagyashree	Bhagyashree	Bhagyashree	Bhagyashree	Bhagyashree
84	POOJA PRAKSH	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
85	SHRUSTI PRBHURAO	Shrushti	Shrushti	Shrushti	Shrushti	Shrushti	Shrushti	Shrushti
86	NIKEETA SHIVAJI	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita
87	NEELAMBIKA SHIVKUMAR	Neelu	Neelu	Neelu	Neelu	Neelu	Neelu	Neelu
88	SANJEEVINI ANJAREDDY	Sanjeevini	Sanjeevini	Sanjeevini	Sanjeevini	Sanjeevini	Sanjeevini	Sanjeevini
89	KUMAR	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar
90	SANJANA MANOJ	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana

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91	GAYATRI RAMESH	AB	Gayatri	Gayatri	AB	Gayatri	Gayatri	AB
92	SANGAMESHWAR JAGANATH	Sangamesh	Sangamesh	Sangamesh	AB	Sangamesh	Sangamesh	Sangamesh
93	HEEN BEGUM ABDUL RAHEEM	Heena	Heena	Heena	AB	Heena	Heena	AB
94	ANJALI BASAVARJ	Anjali	Anjali	Anjali	AB	Anjali	Anjali	AB
95	SNEHA K SHRAVANKUMAR	Sneha	Sneha	Sneha	AB	Sneha	Sneha	AB
96	SOUMYA GANGADHAR	Soumya	Soumya	AB	Soumya	AB	Soumya	AB
97	SHWINNI SURYAKANTH	AB	AB	AB	AB	AB	AB	AB
98	PRIYANKA DASHRATH	Priya	Priya	Priya	AB	Priya	AB	Priya
99	SACHIN B B BABU	Sachin	Sachin	AB	Sachin	Sachin	Sachin	AB
100	VASIHNAVI RAVINDRA	Vaishnavi	Vaishnavi	Vaishnavi	AB	Vaishnavi	AB	Vaishnavi
101	AFREEN BEGUM	AF	AF	AF	AF	AF	AF	AF
102	SIDDHARTH	Siddhu	Siddhu	Siddhu	Siddhu	Siddhu	Siddhu	Siddhu
103	SIDDALING BAKKAPPA	S	S	S	S	S	S	S
104	PRATHAM GIREESH	Pratham	Pratham	Pratham	Pratham	Pratham	Pratham	Pratham
105	ARIFUDDIN	Arif	Arif	Arif	Arif	Arif	Arif	Arif
106	DEEPIKA DHANRAJ	Deepika	Deepika	AB	Deepika	AB	Deepika	Deepika
107	SHREKHANE	S	S	S	S	S	AB	AB
108	VIJAYALAXMI KASHINATH	Vijju	Vijju	Vijju	AB	AB	Vijju	AB
109	CHAYA PATIL MANESHWARI	Chaya	Chaya	Chaya	AB	Chaya	Chaya	Chaya
110	SANDEEP CHANDRAPPA	Sandeep	Sandeep	Sandeep	Sandeep	AB	Sandeep	AB
111	ABHISHEK KALAPPA	Abhi	Abhi	Abhi	Abhi	AB	Abhi	AB
112	AKANKASHA GNYANDEV	AK	AK	AK	AB	AK	AB	AB
113	NAGAJYOTI UMESH	Niyoti	Niyoti	Niyoti	AB	AB	Niyoti	AB
114	JYOTI ASHOKKUMAR	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti	Jyoti
115	ARATI UMESH	Arati	Arati	Arati	AB	Arati	Arati	AB
116	AJAZ SALEEM	Ajaz	Ajaz	Ajaz	Ajaz	Ajaz	Ajaz	Ajaz
117	DIVYA PATIL ASHOK	Divya	Divya	Divya	Divya	Divya	Divya	Divya
118	SHRUSHTI MALAPPA	Shrushti	Shrushti	Shrushti	Shrushti	Shrushti	AB	AB
119	SWATI CHANDRAKANTH	AB	Swati	Swati	AB	Swati	Swati	Swati
120	RAM BHIMARAO	AB	Ram	Ram	Ram	AB	Ram	AB
121	AKSHTA PRABHUDEVA	Akshata	AB	Akshata	AB	Akshata	AB	Akshata
122	POOJA CHANDRAPPA	AB	Pooja	Pooja	AB	Pooja	AB	Pooja

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123	RENUKA MAHARUDRAPPA	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka	Renuka
124	SABHA ANJUM SULTAN SAB	AD	Sabham	AD	Sabham	Sabham	Sabham	Sabham
125	SHRILAXMI PRABHAKAR	Shree	Shree	Shree	Shree	AD	Shree	Shree
126	NIKITA RAJENDRA	Nikita	Nikita	Nikita	AD	Nikita	Nikita	Nikita
127	SUSHIL KUMAR BHIMSHA	Sushil	Sushil	Sushil	Sushil	Sushil	Sushil	AD
128	WASARE	Wasare	Wasare	Wasare	Wasare	Wasare	AD	Wasare
129	PRERNA BHOSLE PANDIT RAO	Prerna	Prerna	Prerna	AD	Prerna	Prerna	AD
130	BHIMKAR	(B)	(B)	(B)	(B)	(B)	(B)	(B)
131	PALLAVI NAGSHETTY	Pallavi	Pallavi	Pallavi	AD	Pallavi	AD	Pallavi
132	MALLIKARJUN	AD	Mallikarjun	Mallikarjun	Mallikarjun	AD	Mallikarjun	AD
133	VIJAYALAXMI SHIVRAJ	Vijayalaxmi	Vijayalaxmi	Vijayalaxmi	AD	Vijayalaxmi	Vijayalaxmi	AD
134	ROHIT RAMESH	Rohit	Rohit	Rohit	AD	Rohit	AD	Rohit
135	ABHISHEK KALGI GANAPATI	Abhishek	Abhishek	Abhishek	AD	Abhishek	Abhishek	AD
136	SNEHA BHAURAO KALSE	Sneha	Sneha	Sneha	AD	Sneha	Sneha	AD
137	ANJALI RAJKUMAR	Anjali	Anjali	Anjali	Anjali	Anjali	AD	Anjali
138	PARSHETTE	(P)	(P)	(P)	(P)	(P)	AD	(P)
139	DIVYA SHANKAR	AD	Divya	Divya	Divya	Divya	AD	Divya
140	PRIYA RAVINDRA	Priya	Priya	Priya	AD	Priya	Priya	AD
141	ARUN HANAMANTH	Arun	Arun	AD	Arun	Arun	Arun	Arun
142	SHRUTHI VIJAYAKUMAR	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
143	GANESH VENKATRAO BIRADAR	AD	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh	AD
144	AVINASH MAREPPA SHINDHE	Avinash	AD	Avinash	Avinash	AD	Avinash	Avinash
145	ANUJA GURUNATH	Anuja	Anuja	Anuja	AD	Anuja	Anuja	AD
146	NEHA RAMABAI	Neha	Neha	Neha	Neha	Neha	Neha	Neha
147	HASEEB	Haseeb	Haseeb	AD	Haseeb	AD	Haseeb	Haseeb
148	VISHNU PRAHLAD	AD	Vishnu	Vishnu	Vishnu	AD	Vishnu	AD
149	GURUPRASAD NAGABHUSHAN	Gurur	Gurur	Gurur	Gurur	AD	Gurur	AD
150	PREETIKA RAJKUMAR	Preetika	Preetika	Preetika	AD	Preetika	AD	Preetika
	Staff Signature	Sangeet	Sangeet	Sangeet	Sangeet	Sangeet	Sangeet	Sangeet

  
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