

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 Culbarga 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 :- 3-1-2022

NOTICE

All the Commerce students are here by inform that Department of computer Science conducting the Basic ICT Training Programme, enroll your name on or before 10/01/2022 .

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:

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 2021-2022

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 use and differentiate between basic concepts of computer hardware and software.
2. Students will be able to create various documents newsletters, Brochures, making document using photographs, charts, presentation, documents ,drawings and other graphics images.
3. 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.
4. Create ,Edit, Save and print documents with list tables,header, footer ,graphics ,mail merge ,spellchecker and Grammer
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 17-1-2022 to 24-1-2022 for the academic year 2021-22. In this training 155 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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By Ojags

Students attending the practical training on MS office tools in Comp. Sci. Lab on Date: 21/1/22

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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 2021-22
Attendance of B.Com

SL No	Student Name	17/1/22	18/1/22	19/1/22	20/1/22	21/1/22	22/1/22	24/1/22
1	POOJA	P	P	P	P	P	P	P
2	SHAMBUMHADEV	Sham	Sham	Sham	Sham	Sham	Sham	Sham
3	MOHD SHAREEB	Mohd	Mohd	Mohd	Mohd	Mohd	Mohd	Mohd
4	SHWETA METRE	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta
5	RENUKA	Reneeka	Reneeka	Reneeka	Reneeka	Reneeka	Reneeka	Reneeka
6	ANKITA	Anikita	Anikita	Anikita	Anikita	Anikita	Anikita	Anikita
7	BHAGYALAXMI	Bhagya	Bhagya	Bhagya	Bhagya	Bhagya	Bhagya	Bhagya
8	IMRAN	Imran	Imran	Imran	Imran	Imran	Imran	Imran
9	BLESSINA MARLIN	Blessina	Blessina	Blessina	Blessina	Blessina	Blessina	Blessina
10	BEERAPPA	Beerappa	Beerappa	Beerappa	Beerappa	Beerappa	Beerappa	Beerappa
11	ABDUL RAHEEM	A	A	A	A	A	A	A
12	SANDESH	Sandesh	Sandesh	Sandesh	Sandesh	Sandesh	Sandesh	Sandesh
13	ADITYA SHANTKUMAR	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya
14	SURYAPRAKASH GANGAWAR	Surya	Surya	Surya	Surya	Surya	Surya	Surya
15	AMBIKA	Ambika	Ambika	Ambika	Ambika	Ambika	Ambika	Ambika
16	BHARGAVI	B	B	B	B	B	B	B
17	SANDHYA	Sandhya	Sandhya	Sandhya	Sandhya	Sandhya	Sandhya	Sandhya
18	SHANKAR	Shankar	Shankar	Shankar	Shankar	Shankar	Shankar	Shankar
19	SANGAMESH	Sangamesh	Sangamesh	Sangamesh	Sangamesh	Sangamesh	Sangamesh	Sangamesh
20	ROSHANI	Roshani	Roshani	Roshani	Roshani	Roshani	Roshani	Roshani
21	SOMESH	Somesh	Somesh	Somesh	Somesh	Somesh	Somesh	Somesh
22	AISHWARYA	Ai	Ai	Ai	Ai	Ai	Ai	Ai
23	ASHWINI	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini
24	DEEPAK	Deepak	Deepak	Deepak	Deepak	Deepak	Deepak	Deepak
25	SACHIN	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin
26	SWATI	Swati	Swati	Swati	Swati	Swati	Swati	Swati
27	ABHISHEK	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek


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28	IRFAN	irfan	irfan	irfan	irfan	irfan	irfan	irfan
29	POOJA	Pooja	pooja	pooja	pooja	pooja	pooja	pooja
30	Pooja	Puja	puja	puja	puja	puja	puja	puja
31	OMSHIVA	Shiwa	Shiwa	Shiwa	Shiwa	Shiwa	Shiwa	Shiwa
32	SHRUTI MALGE	malge	malge	malge	malge	malge	malge	malge
33	SHIVARAJ	Ar	Ar	Ar	Ar	Ar	Ar	Ar
34	SUNILREDDY	Seddy	Seddy	Seddy	Seddy	Seddy	Seddy	Seddy
35	VAISHNAVI	Ar	Ar	Ar	Ar	Ar	Ar	Ar
36	BHAGYASHREE	Bha	Bha	Bha	Bha	Bha	Bha	Bha
37	ANITA	Anita	Anita	Anita	Anita	Anita	Anita	Anita
38	RAJENDRA REDDY	Rajen	Rajen	Rajen	Rajen	Rajen	Rajen	Rajen
39	SNEHA	Shne	Shne	Shne	Shne	Shne	Shne	Shne
40	VEERBHUSHAN	Vee	Vee	Vee	Vee	Vee	Vee	Vee
41	SANGMESH	ms	ms	ms	ms	ms	ms	ms
42	SHRIDEVI	Dev	Dev	Dev	Dev	Dev	Dev	Dev
43	VISHAL	Vishal	Vishal	Vishal	Vishal	Vishal	Vishal	Vishal
44	ANKIT	Ar	Ar	Ar	Ar	Ar	Ar	Ar
45	NIKHIL	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil
46	BHAVANI	Bha	Bha	Bha	Bha	Bha	Bha	Bha
47	SONALIKA	Sana	Sana	Sana	Sana	Sana	Sana	Sana
48	RAJSHEKHAR	Raj	Raj	Raj	Raj	Raj	Raj	Raj
49	SATISH	Salish	Salish	Salish	Salish	Salish	Salish	Salish
50	SAIKUMAR	Sai	Sai	Sai	Sai	Sai	Sai	Sai
51	RAHUL	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul	Rahul
52	SAPNA	Sapna	Sapna	Sapna	Sapna	Sapna	Sapna	Sapna
53	KALYAN	Kalyan	Kalyan	Kalyan	Kalyan	Kalyan	Kalyan	Kalyan
54	T TEJASWINI	Teja	Teja	Teja	Teja	Teja	Teja	Teja
55	BASAVASHREE	Basa	Basa	Basa	Basa	Basa	Basa	Basa
56	SURYAKANTH	Surya	Surya	Surya	Surya	Surya	Surya	Surya
57	Ayush	Yash	Yash	Yash	Yash	Yash	Yash	Yash
58	SATISH	Ar	Ar	Ar	Ar	Ar	Ar	Ar
59	SONIKA	S	S	S	S	S	S	S
60	PRASHANTH	P	P	P	P	P	P	P
61	SHWETA	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta	Shweta



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62	PRATVITEJA	R	R	R	R	R	R	R
63	KIRANKUMAR	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran
64	SHIVKUMAR	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv	Shiv
65	CHETAN	Chetan	Chetan	Chetan	Chetan	Chetan	Chetan	Chetan
66	MAMATA	Mamata	Mamata	Mamata	Mamata	Mamata	Mamata	Mamata
67	SACHIN	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin
68	METRE VAISHNAVI	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi	Vaishnavi
69	PRAMODKUMAR	P	P	P	P	P	P	P
70	kamal	Kamal	Kamal	Kamal	Kamal	Kamal	Kamal	Kamal
71	AKSHITA S M	Akshita	Akshita	Akshita	Akshita	Akshita	Akshita	Akshita
72	TARUNA	Taruna	Taruna	Taruna	Taruna	Taruna	Taruna	Taruna
73	ARVIND	A	A	A	-ab-	-ab-	A	-ab-
74	VINAYKUMAR	Vin	Vin	Vin	Vin	Vin	Vin	Vin
75	PRITHVIRAJ	Raj	Raj	Raj	Raj	-ab-	Raj	-ab-
76	MAHESHWARI	Mahi	Mahi	-ab-	Mahi	-ab-	Mahi	-ab-
77	ROHIT DONGRE	Rohit	Rohit	Rohit	Rohit	Rohit	-ab-	Rohit
78	POOJA	-ab-	-ab-	-ab-	-ab-	-ab-	-ab-	-ab-
79	BASAVAKIRAN	Basava	Basava	Basava	-ab-	Basava	-ab-	-ab-
80	SRIKANTH KATTE	Katte	Katte	Katte	Katte	Katte	Katte	-ab-
81	U NIHAL	Nihal	Nihal	Nihal	Nihal	Nihal	Nihal	Nihal
82	NAGALING	A	A	-ab-	-ab-	A	A	A
83	ARUN	Arun	Arun	Arun	Arun	Arun	-ab-	-ab-
84	SONALI	Sonali	Sonali	Sonali	Sonali	-ab-	Sonali	Sonali
85	SAYYADA	-ab-	Sayyada	Sayyada	Sayyada	Sayyada	-ab-	Sayyada
86	ANKITA	Ankita	Ankita	Ankita	-ab-	Ankita	-ab-	Ankita
87	ADITYA	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya
88	VAISHNAVI KHASHEMPUR	Xhasempur	Xhasempur	Xhasempur	Xhasempur	Xhasempur	Xhasempur	Xhasempur
89	CHANNAVEER	Chanaveer	Chanaveer	Chanaveer	-ab-	Chanaveer	-ab-	Chanaveer
90	ANITA	Anita	Anita	Anita	Anita	Anita	Anita	Anita
91	LOKESH	Lokesh	Lokesh	Lokesh	-ab-	-ab-	-ab-	-ab-
92	RASHMI DESHMUKH	Ra	Ra	Ra	-ab-	Ra	-ab-	Ra
93	BELAKARANI	Bela	Bela	-ab-	Bela	-ab-	Bela	-ab-
94	FRANKLIN	Franklin	Franklin	Franklin	Franklin	Franklin	-ab-	-ab-
95	PARINITA	P	Pranita	Pranita	-ab-	Pranita	-ab-	-ab-

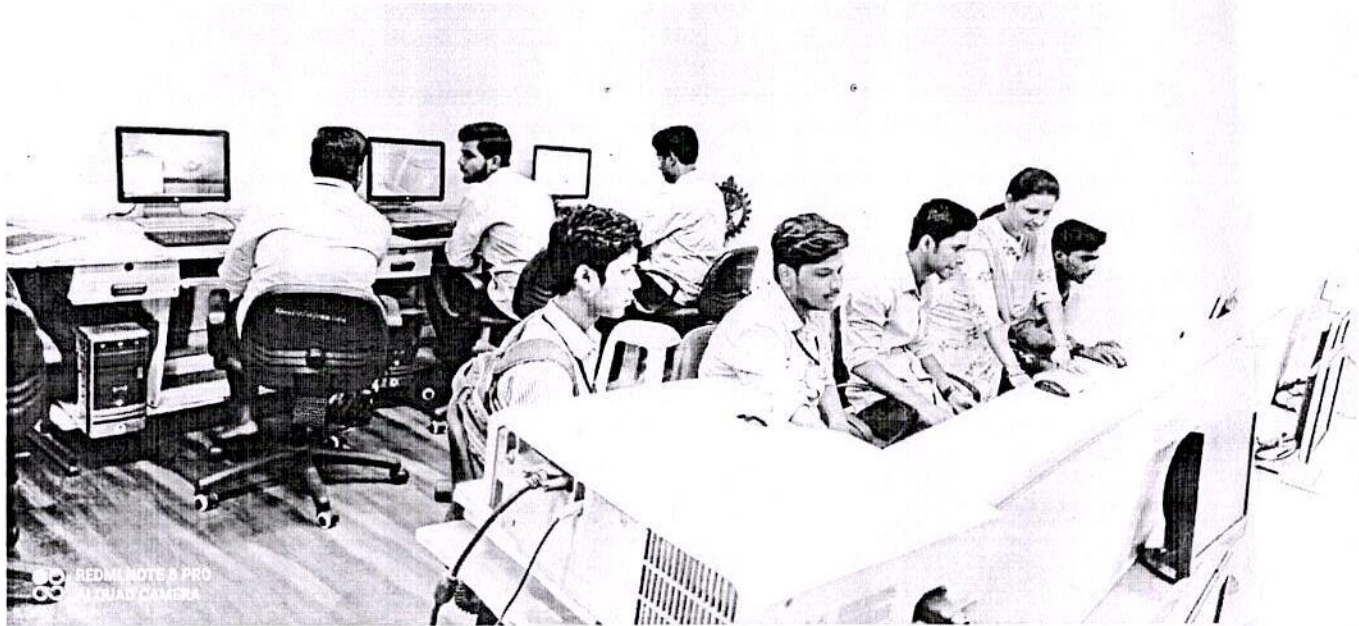

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96	REVATI MOTTE	Revati	Revati	Revati	Revati	Revati	Revati	Revati
97	SHRUSTINA	S	S	-ab-	S	S	S	S
98	SNEHA	Sheha	Sheha	Sheha	Sheha	Sheha	-ab-	Sheha
99	PALLAVI	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi	Pallavi
100	REENA	-ab-	Reena	Reena	-ab-	Reena	Reena	Reena
101	GURU	Guru	Guru	Guru	Guru	Guru	Guru	Guru
102	VINAY	Vinay	Vinay	-ab-	Vinay	Vinay	-ab-	Vinay
103	NAMRATA	Namrata	Namrata	Namrata	Namrata	Namrata	Namrata	Namrata
104	SUPRIYA	-ab-	Supriya	Supriya	Supriya	-ab-	Supriya	Supriya
105	BASAVARAJ	Basava	Basava	Basava	Basava	Basava	Basava	Basava
106	RAVINA	R	R	R	-ab-	R	R	R
107	SANGAMESH	Sangamesh	Sangamesh	Sangamesh	Sangamesh	Sangamesh	Sangamesh	Sangamesh
108	ANJALI	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali
109	BHARAT	Bharat	Bharat	Bharat	Bharat	Bharat	-ab-	Bharat
110	ROHAN	R	R	R	-ab-	R	-ab-	-ab-
111	pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	-ab-
112	PARMESHWAR	Param	Param	Param	-ab-	Param	-ab-	Param
113	koustubh Gadgikar	-ab-	-ab-	-ab-	R	R	R	R
114	Anushk Gaikwad	A	A	A	A	-ab-	A	A
115	SNEHA KATTE	Sheha	Sheha	Sheha	Sheha	-ab-	Sheha	Sheha
116	Kiran	Kiran	Kiran	-ab-	Kiran	-ab-	Kiran	-ab-
117	UMESH	Umesh	Umesh	Umesh	Umesh	-ab-	Umesh	-ab-
118	SHIVANAND	Shiva	Shiva	Shitta	-ab-	Shiva	-ab-	-ab-
119	ANKITA	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita	Ankita
120	MOHAMMAD ABASH	-ab-	-ab-	-ab-	-ab-	-ab-	-ab-	-ab-
121	NAVEENAKUMAR	Naveen	Naveen	Naveen	Naveen	Naveen	Naveen	Naveen
122	PRADEEP	Pradeep	Pradeep	Pradeep	Pradeep	Pradeep	Pradeep	Pradeep
123	ANKITA	-ab-	-ab-	-ab-	A	A	A	A
124	SUPREET	Supreet	Supreet	Supreet	Supreet	Supreet	Supreet	Supreet
125	UMAMAHESHWARI	Uma	Uma	-ab-	Uma	-ab-	Uma	-ab-
126	SHIVANAND SWAMY	Swamy	Swamy	Swamy	Swamy	Swamy	Swamy	Swamy
127	MARUTI	-ab-	-ab-	Maruti	Maruti	Maruti	Maruti	Maruti
128	SACHIN	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin
129	KRISHNA	Krishna	Krishna	-ab-	Krishna	-ab-	Krishna	-ab-

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130	SANGEETA	Sangeeta	Sangeeta	Sangeeta	Sangeeta	Sangeeta	Sangeeta	Sangeeta
131	NARENDRA	Narendra	Narendra	Narendra	Narendra	Narendra	Narendra	Narendra
132	KISHOR	Kishor	Kishor	Kishor	Kishor	Kishor	Kishor	Kishor
133	SACHIN	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin
134	Sakshi Gandge	Gandage	Gandage	Gandage	Gandage	Gandage	Gandage	Gandage
135	RIDHINKUMAR	Ridhin	Ridhin	Ridhin	Ridhin	Ridhin	Ridhin	Ridhin
136	AKASH	A	A	A	A	A	A	A
137	OMKAR	Om	Om	Om	Om	Om	Om	Om
138	ANJALI	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali
139	NAVEEN TEKARAJ	Naveen	Naveen	Naveen	Naveen	Naveen	Naveen	Naveen
140	Sayed Mehraj	Sayed	Sayed	Sayed	Sayed	Sayed	Sayed	Sayed
141	ANUSHREE J M	Am	Am	Am	Am	Am	Am	Am
142	ASHISH	Ashish	Ashish	Ashish	Ashish	Ashish	Ashish	Ashish
143	kartik	K	K	K	K	K	K	K
144	SAMRUDHI	Samsuddi	Samsuddi	Samsuddi	Samsuddi	Samsuddi	Samsuddi	Samsuddi
145	PRABHAVATI	P	P	P	P	P	P	P
146	ASHWINI	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini	Ashwini
147	SAGAR	Sagar	Sagar	Sagar	Sagar	Sagar	Sagar	Sagar
148	SUSHILKUMAR	Sushil	Sushil	Sushil	Sushil	Sushil	Sushil	Sushil
149	ASHARANI	Asha	Asha	Asha	Asha	Asha	Asha	Asha
150	DEEPAK	D	D	D	D	D	D	D
151	SANTOSH	Santosh	Santosh	Santosh	Santosh	Santosh	Santosh	Santosh
152	RAJKUMAR	Raj	Raj	Raj	Raj	Raj	Raj	Raj
153	SHIVANAND	Shivande	Shivande	Shivande	Shivande	Shivande	Shivande	Shivande
154	AMBRESH	A	A	A	A	A	A	A
155	shaymbhawani	Bhavani	Bhavani	Bhavani	Bhavani	Bhavani	Bhavani	Bhavani
Staff Signature		A	A	A	A	A	A	A


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