



K.R.E. Society's

R.V BIDAP LAW COLLEGE BIDAR

(Approved by BCI Delhi & Permanently Affiliated to Karnataka State Law University, Hubballi)
MANHALLI ROAD, BIDAR - 585 403. (KARNATAKA STATE) INDIA

Date: 01-03-2019

NOTICE

All the 3rd year LLB students here by inform that college is conducting the Basic ICT Training Programme, enroll your name on or before 04/03/2019.


PRINCIPAL
R.V Bidap Law 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 computers, 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 2018-19

Preamble: The college has introduced the Information Communication Technology (ICT) Training Programme. This initiative aims to impart essential ICT and computing skills to both graduate and postgraduate students across various disciplines. The well-equipped computer laboratory facilitates training on the fundamentals of computers, word processing software, spreadsheet software and its applications, as well as Microsoft PowerPoint presentations. This programme is designed to enhance students' technical proficiency and prepare them for the demands of the modern digital world.

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:

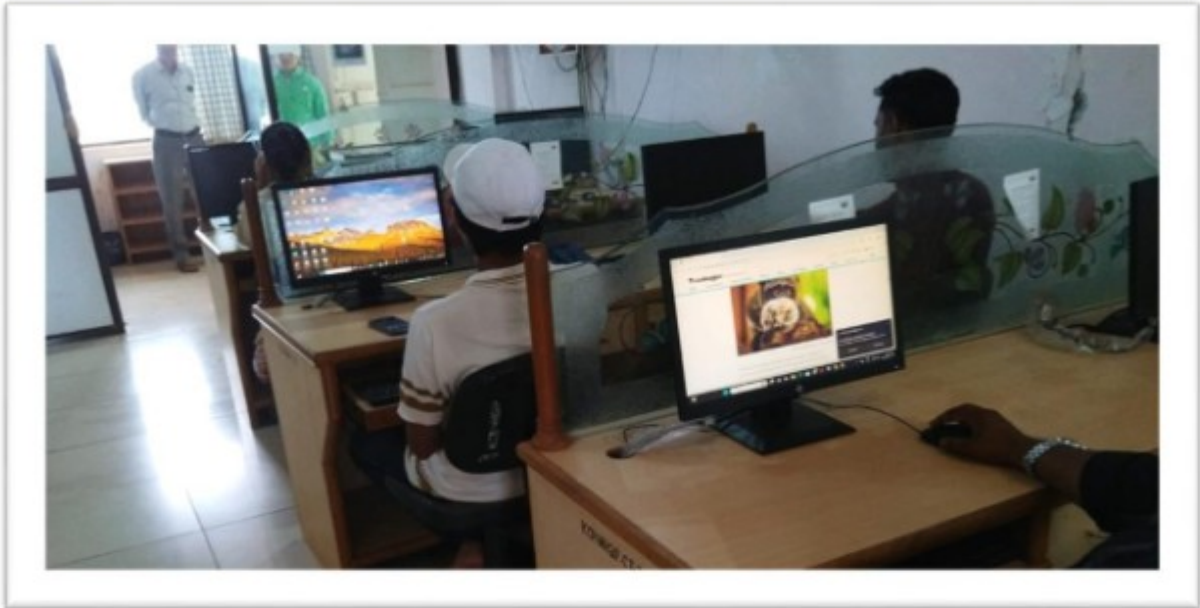
The College has started ICT Training programme for students from 05-03-2019 to 11-03-2019 for the academic year 2018-19. In this training 20 students are participated. After completing this training students are familiar to use computer and application software likes MS-Word, MS-Excel, MS-PowerPoint. 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 of attending the practical training on MS office tools in
Computer lab on Date: 05/03/2019.**


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MANHALLI ROAD, BIDAR - 585 403. (KARNATAKA STATE) INDIA

Name of the Event: **ICT SKILL DEVELOPMENT PROGRAMME THROUGH
KRE IT SKILL DEVELOPMENT CENTER**

Date: **05/03/2019 to 11/03/2019**

ATTENDANCE SHEET

SL NO	NAME OF THE STUDENT	CLASS	05/03/2019	06/03/2019	07/03/2019	08/03/2019	09/03/2019	10/03/2019	11/03/2019
1	ASHWINI NARAYAN	5th Sem	P	P	P	P	P	P	P
2	MALLESHAWARI BASAWARAJ	5th Sem	P	P	Ab	P	P	P	P
3	MOULANA MAINUDDIN	5th Sem	P	P	P	P	P	P	P
4	ARUNKUMAR ARJUNRAO	5th Sem	P	P	P	P	P	P	P
5	AVINASH G TRILOKCHAND	5th Sem	P	P	P	P	Ab	P	P
6	MALLIKARJUN SHARNAPPA	5th Sem	P	P	P	P	P	P	P
7	BIPIN KUMAR ARUN MAHATA	5th Sem	P	P	P	P	P	P	P
8	PUNEETSING JAGTARSING	5th Sem	P	P	P	P	P	P	P
9	CHANDRASHEKHAR BHIMRAO	5th Sem	P	P	P	P	P	P	Ab
10	DHARMENDRA RAMESHWAR SINGH	5th Sem	P	P	P	P	P	P	P
11	PADMAKAR HANMANTH	5th Sem	P	Ab	P	P	P	P	P
12	FIROZMIYA KHALEEL PATEL	5th Sem	P	P	P	P	P	P	P
13	DHARMENDRA NEPAL SINGH	5th Sem	P	P	P	P	P	P	P
14	GEETA ANGARD	5th Sem	P	P	P	P	P	P	P

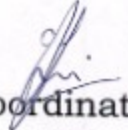


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15	GUNSHAKHAR MANIKRAO PATIL	5th Sem	P	P	P	P	P	P	P
16	DHANRAJ LAXMAYYA	5th Sem	P	Ab	P	P	P	P	P
17	MALLIKARJUN ISHAPPA	5th Sem	P	P	P	P	P	P	P
18	RAJKUMAR TIPANNA	5th Sem	P	P	P	P	P	P	P
19	SHESHIKANTH MANOHAR RAO	5th Sem	P	P	P	P	P	P	P
20	MONIK JAYESH KUMAR MOHAN	5th Sem	P	P	P	P	P	P	P
21	NAGSHETTY MALLIKARJUN	5th Sem	P	P	P	P	P	P	P
22	P MOSESS P SUNDER	5th Sem	P	P	P	Ab	P	P	P
23	RAJENDAR MANIK	5th Sem	P	P	P	P	P	P	P
24	SADDAM HUSSAIN ABDUL RAHAMAN	5th Sem	P	P	P	P	P	P	P
25	SAVITA PANCHAYYA	5th Sem	P	P	Ab	P	P	P	P
26	SRIKANTH ARJUN	5th Sem	P	P	P	P	P	P	P
27	VIRSHETTY PRAKASH	5th Sem	P	P	P	P	P	P	P
28	YOGENDAR SINGH VIJAY BHADUR SINGH	5th Sem	P	P	P	P	P	P	P


Coordinator


PRINCIPAL
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MANHALLI ROAD, BIDAR - 585 403. (KARNATAKA STATE) INDIA

Date: 07-03-2020

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All the 3rd year LLB students here by inform that college is conducting the Basic ICT Training Programme, enroll your name on or before 11/03/2020.


PRINCIPAL
R.V. Bidap Law College
BIDAR-585401



SYLLABUS FOR ICT TRAINING PROGRAMME

MS-Office

Unit-1

Ms-word:

- Create a new document.
- Open, save and print a document.
- Edit and format text.
- Change the page layout, background and borders.
- Insert headers and footers.
- Insert and edit tables.
- Insert clip art and pictures to documents.
- Perform a mail merge.
- Share and review shared document files.

Unit-2

Ms-excel:

- Examine spreadsheet concepts and explore the Microsoft Office Excel environment.
- Create, open and view a workbook.
- Save and print workbooks.
- Enter and edit data.
- Modify a worksheet and workbook.
- Work with cell references.
- Learn to use functions and formulas.
- Create and edit charts and graphics.
- Filter and sort table data.
- Work with pivot tables and charts.
- Import and export data.

Unit-3

Ms-power point:

- Create a new presentation.
- Modify presentation themes.
- Add and edit text to slides.
- Add new slides to a presentation.
- Insert clipart images and shapes to slides.
- Insert and modify tables and charts.
- Add sound and video to a slide presentation.
- Insert and edit animations and slide transitions.



-
- Display a speaker-lead and self-running presentation.

Report on ICT Training for the Academic Year 2019-20

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 demonstrate the knowledge of ICT skills in today life

Report of the Activity:

College has started ICT Training programme for students from 12-03-2020 to 18-03-2020 for the academic year 2019-20. In this training 20 students are participated. After completing this training students are familiar to use computer and application software likes MS-Word, MS-Excel, MS-PowerPoint. After completing this training, they can work as a computer operator.



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**Students of attending the practical training on MS office tools in
Computer Lab on Date: 12/03/2020**



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MANHALLI ROAD, BIDAR - 585 403. (KARNATAKA STATE) INDIA

Name of the Event: **ICT SKILL DEVELOPMENT PROGRAMME THROUHG
KRE IT SKILL DEVELOPMENT CENTER**

Date: **12/03/2020 to 18/03/2020**

ATTENDANCE SHEET

SL NO	NAME OF THE STUDENT	CLASS	12/03/2020	13/03/2020	14/03/2020	15/03/2020	16/03/2020	17/03/2020	18/03/2020
1	JEETENDAR SUBHASH	5th Sem	P	P	A	P	P	P	P
2	KIRAN KUMAR YADAV	5th Sem	P	P	P	P	P	A	P
3	KRISHMA SHIVARAJ	5th Sem	P	P	P	A	P	P	P
4	LATA WAGMODE KHANDERAO	5th Sem	P	P	A	P	P	P	A
5	MALLIKARJUN MANIKAPPA	5th Sem	P	P	P	P	P	A	P
6	MANGALA SHIVARAJ	5th Sem	P	P	P	P	P	P	P
7	MEENAKSHI VEERSHETTY	5th Sem	P	P	P	A	P	P	P
8	NAGARAJ SIRSGI VAJJINATH	5th Sem	P	P	P	P	P	P	P
9	PRADEEP ARJUN	5th Sem	P	P	A	P	P	A	P
10	PRAKASH HIRE GOUDA SUBHASH	5th Sem	P	P	P	P	P	P	P
11	RADHIKA MANIKAPPA	5th Sem	P	P	A	P	P	P	P
12	RAHUL RAJ RAMSEVAK	5th Sem	P	P	P	P	P	P	P
13	RAJSHEKHAR SANGSHETTY	5th Sem	P	P	P	P	P	A	P
14	RAMABAI CHANDRAPPA	5th Sem	P	P	P	P	P	P	P



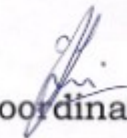
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15	RAMESH ANJAPPA	5 th Sem	P	P	P	P	P	P	P
16	REBIKA LAXMAN	5 th Sem	P	P	A	P	P	P	P
17	SHWETA PANDURANG	5 th Sem	P	P	P	P	P	P	P
18	SOMNATH SHARNAPPA	5 th Sem	P	P	P	P	A	P	P
19	SUNIL SAKHARAM	5 th Sem	P	P	P	P	P	P	A
20	SUNILKUMAR SANGRAM	5 th Sem	P	P	A	P	P	P	P
21	SYED KHAJA MAINODDIN	5 th Sem	P	P	P	P	A	P	P
22	TULSIRAM MARUTI	5 th Sem	P	P	P	P	P	P	P
23	VANITA KASHAPPA	5 th Sem	P	P	P	A	P	P	P
24	VANITA SHANKAR	5 th Sem	P	P	A	P	P	P	P
25	VEERESH GUNDAYYA	5 th Sem	P	P	P	P	A	P	P
26	VISHNUKANT SHANKAR JYOTI	5 th Sem	P	P	P	P	P	P	P
27	SIMAN HAVAPPA	5 th Sem	P	P	A	P	P	A	P
28	RAHUL ASHOK	5 th Sem	P	P	P	P	P	P	P
29	MOLANA MAINODDIN	5 th Sem	P	P	P	A	P	P	A
30	RAVI NARSAPPA	5 th Sem	P	P	P	P	P	P	P


Coordinator


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Date: 03-03-2021

NOTICE

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PRINCIPAL
R.V. Bidap Law 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 computers, 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

2020-21

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. Students will be able to create various documents newsletters, Brochures, making document using photographs, charts, presentation, documents, drawings and other graphics images.
4. To demonstrate the knowledge of ICT skills in today life.



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Report of the Activity:

The college has started ICT Training programme for students from 08-03-2021 to 14-03-2021 for the academic year 2020-2021. In this training 20 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 of attending the practical training on MS office tools in Computer. Lab on Date: 08/03/2021



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Name of the Event: **ICT SKILL DEVELOPMENT PROGRAMME THROUHG
KRE IT SKILL DEVELOPMENT CENTER**

Date: **08/03/2021 to 14/03/2021**

ATTENDANCE SHEET

SL NO	NAME OF THE STUDENT	CLASS	08/03/2021	09/03/2021	10/03/2021	11/03/2021	12/03/2021	13/03/2021	14/03/2021
1	KRISHNA RAJSHEKHAR	5th Sem	P	AB	P	P	P	P	AB
2	RAJKUMAR BABURAO	5th Sem	AB	P	P	P	AB	AB	P
3	PADMAVATI BABURAO	5th Sem	AB	AB	P	AB	P	AB	P
4	SATISH KUMAR SHIVRAMJI	5th Sem	P	P	P	P	AB	P	AB
5	UZMA NISHAT MOHAMMED SALEEM	5th Sem	P	P	AB	P	P	P	P
6	USHA KAMALAKAR VISHWAKARMA	5th Sem	P	P	P	P	AB	P	P
7	ROOPA BIRADAR KALLYANAPPA BIRADAR	5th Sem	P	P	P	P	AB	P	P
8	DANRAJ DESHMUKH SHANKAR RAO DESHMUKH	5th Sem	P	P	P	AB	AB	P	P
9	MOTHKU DURGA PRASAD MOTHKU CHANDRESHEKAR	5th Sem	P	P	AB	P	AB	P	P
10	SHAIK MAQSOOD SHAIK MAHMOOD	5th Sem	P	P	AB	AB	P	P	P
11	HABEEB MIYAN MUSA MIYAN	5th Sem	P	P	P	AB	P	P	P
12	SYED IBRAHIM SYED HUSSAIN	5th Sem	P	P	P	AB	P	P	P
13	NADEEM MA QUDDUS MA	5th Sem	P	P	P	AB	P	P	P
14	PRIYANKA VISHWANATH	5th Sem	P	AB	AB	P	AB	P	P




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15	PASTAM SATHEESH VENKANNA	5 th Sem	P	P	P	P	P	P	P
16	SABASTEEN SURYAKANTH	5 th Sem	P	P	P	P	AB	AB	P
17	ANUPAMA ANILRAO	5 th Sem	P	AB	P	AB	P	P	P
18	AMARNATH KASHINATH HALLIKHED	5 th Sem	P	AB	P	AB	P	P	P
19	RITA MANOHAR	5 th Sem	P	AB	P	P	P	P	P
20	VIJAY KUMAR BASWARAJ	5 th Sem	P	AB	P	P	P	P	P
21	ASRA KHAN M.D FEROZKHAN	5 th Sem	AB	P	P	P	P	P	P
22	NAVANATH MARUTI	5 th Sem	AB	P	P	P	P	P	P
23	NIKITA MANIK RAO	5 th Sem	P	P	P	P	P	P	P
24	A NAGARATHNAM A POCHAIH	5 th Sem	AB	AB	P	P	AB	P	P
25	R SATYNARAYANA R.DURGAIAH	5 th Sem	P	P	P	P	P	P	P
26	AMAR DEEP KANTEPPA	5 th Sem	P	P	AB	AB	P	P	P
27	ARUN KUMAR RAMANNA	5 th Sem	AB	P	P	P	P	P	AB
28	BASWAPURE SHIVKUMAR B.DHARMENDAR	5 th Sem	P	P	P	P	P	P	P
29	DEEPAK KUMAR CHANDRA DEV PRASAD YADAY	5 th Sem	P	AB	P	P	P	AB	P
30	RAKESH TIWARI RAJKUMAR TIWARI	5 th Sem	P	AB	P	P	P	AB	P


Coordinator


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Date: 11-03-2022

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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 computers, 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:

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1. Excel basics: Introduction, Navigating, selecting cells, Entering and Editing text, entering numbers, entering formulas, Entering dates, Alignment.
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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 2021-22

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. Create, edit, save and print documents with list tables, header, footer, graphics, mail merge, spellchecker and Grammar



K.R.E. Society's

R.V BIDAP LAW COLLEGE BIDAR

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MANHALLI ROAD, BIDAR - 585 403. (KARNATAKA STATE) INDIA

4. 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 16-03-2022 to 22-03-2022 for the academic year 2021-2022. In this training 20 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.



Students of attending the practical training on MS office tools in Computer Lab on Date: 16/03/22


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R.V BIDAP LAW COLLEGE BIDAR

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Name of the Event: **ICT SKILL DEVELOPMENT PROGRAMME THROUGH
KRE IT SKILL DEVELOPMENT CENTER**

Date: **16/03/2022 to 22/03/2022**

ATTENDANCE SHEET

SL NO	NAME OF THE STUDENT	CLASS	16/03/2022	17/03/2022	18/03/2022	19/03/2022	20/03/2022	21/03/2022	22/03/2022
1	RUPALI GHANTE PRADEEP	5th Sem	P	Ab	P	P	P	P	P
2	SANGAMESHWAR MURLIDHAR	5th Sem	P	P	P	Ab	P	P	P
3	SANJAYKUMAR SHEORAIN MUKHTYAR SINGH	5th Sem	P	P	P	P	P	P	P
4	SANTOSH MANIKAPPA	5th Sem	P	P	P	P	P	P	P
5	SHAIK SADEQUE SHAIK MUNIRODDIN	5th Sem	P	Ab	P	P	Ab	P	P
6	MIMMI BHOSKE RAMDAS BHOSKE	5th Sem	P	P	P	P	P	P	P
7	SHETTY SANGAN BASAPPA	5th Sem	P	P	P	P	P	P	P
8	SHIVRAJ KUMAR BASWARAJ C	5th Sem	P	P	P	P	P	P	P
9	SHUBHAM SHIVKUMAR	5th Sem	P	P	P	P	P	P	P
10	SIDDAGONDA TIPPANNA	5th Sem	P	P	P	P	P	P	Ab
11	SIDDARAJ BABURAO	5th Sem	P	P	P	P	P	P	P
12	SIDDAYYA SHIVKUMAR	5th Sem	P	P	P	P	P	P	P
13	SRIVASTAV AKHIL KUMAR S SANJAY KUMAR	5th Sem	P	P	Ab	P	P	P	P
14	SUDHIR SINGH TEJ SINGH	5th Sem	P	P	P	P	P	P	P




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15	TIPPANNA LAXMAN	5th Sem	P	P	P	P	P	P	P
16	YOHAN P PUNDLIK	5th Sem	Ab	P	P	P	P	P	P
17	USHARANI BASAYYA SWAMY	5th Sem	P	Ab	P	Ab	P	P	P
18	SANJEEV KUMAR KANTEPPA	5th Sem	P	P	P	P	P	P	P
19	V PRABHULU VENKATESHAM	5th Sem	P	P	P	P	P	P	P
20	VAMSHIDHAR GURUNATHAYYA	5th Sem	Ab	P	P	P	Ab	P	P
21	RAMESHWAR SURYAKANTH	5th Sem	Ab	P	Ab	P	Ab	P	Ab
22	VEERSHETTY SHIVPUTRA	5th Sem	P	Ab	P	P	P	P	P
23	AMAR MALLAYYA	5th Sem	P	P	P	P	P	P	P
24	Y RAJANI PRIYA Y NAGISHETTY	5th Sem	P	P	P	P	P	P	P
25	MAHESH BHIMRAO	5th Sem	P	P	P	P	P	P	P
26	ABHI RANJAN KUMAR SHAM NARAYAN THAKUR	5th Sem	P	P	P	P	P	P	P
27	EMANVEL SHANKAR	5th Sem	P	Ab	P	P	P	P	P
28	AISHWARYA SANJEEV REDDY	5th Sem	P	P	P	P	P	P	P
29	PUNNYA SHETTY SWETHA PRATAP SINGH	5th Sem	Ab	P	P	P	P	P	P
30	JAWAHAR SINGH SUBEDAR PRATAP SINGH	5th Sem	P	P	P	P	P	P	P


Coordinator


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Date: 01-03-2023

NOTICE

All the 3rd year LLB students here by inform that college is conducting the Basic ICT Training Programme, enroll your name on or before 02/03/2023.


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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 computers, 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 2022-23

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. Create, edit, save and print documents with list tables, header, footer, graphics, mail merge, spellchecker and Grammar
4. To demonstrate the knowledge of ICT skills in today life.



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Report of the Activity:

The Department of Computer Science has started ICT Training programme for students from 03-03-2023 to 09-03-2023 for the academic year 2022-2023. In this training 20 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.



Students of attending the practical training on MS office tools in Computer Lab on Date: 03/03/23



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Name of the Event: **ICT SKILL DEVELOPMENT PROGRAMME THROUHG
KRE IT SKILL DEVELOPMENT CENTER**

Date: **03/03/2023 to 09/03/2023**

ATTENDANCE SHEET

SL NO	NAME OF THE STUDENT	CLASS	03/03/2023	04/03/2023	05/03/2023	06/03/2023	07/03/2023	08/03/2023	09/03/2023
1	DIVYA SHIVARAJ	5 th Sem	P	P	P	P	P	P	P
2	SAI PREETAM PATIL P. SHANKER	5 th Sem	P	P	P	P	P	P	P
3	K.BHOOMIAIAH K.SHANKARAIHAH	5 th Sem	P	P	P	P	P	P	P
4	PATIL LAXMI DEEPAK PATIL	5 th Sem	P	Ab	P	P	P	P	P
5	RASHMI ANANT DESHPANDE	5 th Sem	P	P	P	P	P	P	P
6	RAMESH GAIBANNA	5 th Sem	P	P	P	P	P	P	P
7	KRISHNA RAJSHEKHAR	5 th Sem	P	P	P	P	P	P	P
8	UZMA NISHAT MOHAMMED SALEEM	5 th Sem	P	P	P	P	Ab	P	P
9	A NAGARATHNAM A POCHAIHAH	5 th Sem	P	P	P	P	P	P	P
10	NISHAT BANSAL	5 th Sem	P	P	P	P	P	P	P
11	R SATYNARAYANA R.DURGAIAH	5 th Sem	P	P	P	P	P	P	P
12	AARATI	5 th Sem	P	P	P	P	P	P	P
13	ARUN KUMAR RAMANNA	5 th Sem	P	P	P	P	P	P	P
14	ROOPA BIRADAR KALLYANAPPA BIRADAR	5 th Sem	P	P	P	Ab	P	P	P




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15	BASWAPURE SHIVKUMAR B.DHARMENDAR	5th Sem	P	P	P	P	P	P	P
16	PRIYANKA VISHWANATH	5th Sem	Ab	P	P	P	P	P	P
17	RAHIMATA ALI INAYATH	5th Sem	P	P	P	P	P	P	P
18	HARSHA VARDAN BISHNU MOHAN PANDEY	5th Sem	P	P	P	P	P	P	P
19	SABASTEEN SURYAKANTH (M) ANITA KUMARI	5th Sem	P	P	P	P	P	P	P
20	AMARNATH KASHINATH HALLIKHED	5th Sem	P	P	P	P	P	P	P
21	RAKESH TIWARI RAJKUMAR TIWARI	5th Sem	P	P	P	P	P	P	P
22	RITA MANOHAR	5th Sem	P	P	P	P	P	P	P
23	MANNE VINEET KUMAR MANNE VIJAY KUMAR	5th Sem	P	P	P	P	P	P	P
24	VIJAY KUMAR BASWARAJ	5th Sem	P	P	P	P	P	P	P
25	ASRA KHAN M.D FEROKHAN	5th Sem	P	Ab	P	P	P	P	P
26	RAHUL VASANT	5th Sem	P	P	P	P	P	P	P
27	MOTHKU DURGA PRASAD MOTHKU CHANDRESHEKAR	5th Sem	P	P	P	P	P	P	P
28	ANUPAMA ANILRAO	5th Sem	P	P	P	P	P	P	P
29	NAVANATH MARUTI	5th Sem	P	P	P	P	P	P	P
30	NARENDRA GOUD	5th Sem	P	P	P	P	P	P	P


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