



Karnataka People's Education Society's

**DR AMBEDKAR COLLEGE OF ARTS, COMMERCE
AND PG CENTRE. KALABURAGI**

(Affiliated to Gulbarga University, Kalaburagi)

Date: 15-12-2018

NOTICE

All the B.A /B Com students here by inform that college is conducting the Basic ICT Training Programme, enroll your name on or before 18/12/2018.

Programme Co-ordinator

Principal

**PRINCIPAL ·
DR. AMBEDKAR COLLEGE
OF ARTS & COMMERCE
GULBARGA**



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 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 25-12-2018 to 15-1-2019 for the academic year 2018-19. In this training 67 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: 25/12/18

DR. AMBEDKAR COLLEGE

ATTENDANCE REGISTER

EDN. 79

Admission No.	Class No.	Name of the Student	Admission Date	1	2	3	4	5	6	7	8	9	10	11
1)		Reshma D/o Malleappa		P	P	P	P	P	P	P	P	P	P	P
2)		Umasree D/o Gurunath		P	P	P	P	A	P	P	P	P	P	P
3)		Raghunath S/o Purallik		P	P	P	P	P	P	P	P	P	P	A
4)		Anchana D/o Nagaraj		P	P	P	P	A	P	P	P	P	A	P
5)		Mallikarjun S/o Babavaraj		P	P	P	P	P	A	P	P	P	P	P
6)		Mahesh S/o Shambuling		P	P	P	P	A	P	P	P	P	P	P
7)		Nikita D/o Ambusing		P	P	P	P	P	P	A	P	P	P	P
8)		Shruti D/o Shivaraya		P	P	P	P	P	A	P	P	P	P	P
9)		Shreekanth S/o Mallappa		P	P	P	P	P	A	P	P	P	P	P
10)		Shivakumar S/o Mallayya		P	P	P	P	P	P	A	P	P	P	P
11)		Shreedevi D/o Ravidranath		P	P	P	P	P	P	A	P	P	P	P
12)		Bhavani D/o Ambaraya		P	P	P	P	P	P	P	P	P	P	P
13)		Ashwini D/o Saibanna		P	P	P	P	P	P	P	P	P	P	P
14)		Mansing S/o Mohan		P	P	P	P	P	P	P	P	P	P	P
15)		Akash S/o Mahadev		P	P	P	P	P	A	P	P	P	P	P
16)		Vijayakumar S/o Chavadappa		P	P	P	P	A	P	P	P	P	P	P
17)		Kishor S/o Gopal		P	P	P	P	P	P	P	P	P	P	P
18)		Shivaling S/o Ramesh		P	P	P	P	P	P	P	P	P	P	P
19)		Malashree D/o Laxman		P	P	P	P	A	P	P	P	P	P	P
20)		Devika D/o Babavaraj		P	P	P	P	P	A	P	P	P	P	P
21)		Vaishnavi D/o Mallikarjun		P	P	P	P	P	P	A	P	P	P	P
22)		Prिया D/o Hanamant		P	P	P	P	P	A	P	P	P	P	P
23)		Rita D/o Ambaraya		P	P	P	P	P	A	P	P	P	P	P
24)		Raghavendra S/o Laxman		P	P	P	P	A	P	P	P	P	P	P
25)		Malashree D/o Suresh		P	P	P	P	P	P	P	P	P	P	P
26)		Avinash S/o Ranikrishna		P	P	P	P	P	P	P	P	P	P	P
27)		Jaganath S/o Pentappa		P	P	P	P	P	A	P	P	P	P	P

Admission No.	Class No.	Name of the Student	Admission Date											
				1	2	3	4	5	6	7	8	9	10	11
28)		Nagraj s/o Uthhal		P	P	P	P	P		P	P	P	P	
29)		Vivekanand s/o Ravianna		P	P	P	P	P		P	P	P	P	
30)		Shekhar s/o Siddanna		P	P	P	P	P		P	P	P	P	
31)		Prantikumar s/o Mallanna		P	P	P	P	P		P	P	P	P	
32)		Shreedhar s/o Tujappa		P	P	P	P	P		P	P	P	P	
33)		Sunil s/o Malappa		P	P	P	P	P		P	P	P	P	
34)		Mallappa s/o Chandrakant		P	P	P	P	P		P	P	P	P	
35)		Siddanna s/o Ayyanna		P	P	P	P	P		P	P	P	P	
36)		Rahul s/o Ramesh		P	P	P	P	P		P	P	P	P	
37)		Pavan s/o Suresh		P	P	P	P	P		P	P	P	P	
38)		Manjunath s/o Arjunappa		P	P	P	P	P		P	P	P	P	
39)		Lokesh s/o Chant Mallappa		P	P	P	P	P		P	P	P	P	
40)		Hannanth s/o Basappa		P	P	P	P	P		P	P	P	P	
41)		priyanka D/o Jagannath		P	P	P	P	P		P	P	P	P	
42)		Shalini D/o Baburao		P	P	P	P	P		P	P	P	P	
43)		Sheelvanti D/o Basanna		P	P	P	P	P		P	P	P	P	
44)		Santhosh s/o Arjun		P	P	P	P	P		P	P	P	P	
45)		Nayankumar		P	P	P	P	P		P	P	P	P	
46)		Shantappa D/o Sayabanna		P	P	P	P	P		P	P	P	P	
47)		Maya D/o Chandrakant		P	P	P	P	P		P	P	P	P	
48)		Mallappa s/o Gurappa		P	P	P	P	P		P	P	P	P	
49)		Vinod Kumar s/o Bhimsha		P	P	P	P	P		P	P	P	P	
50)		Pushpanjali		P	P	P	P	P		P	P	P	P	
51)		Jyoti D/o Gundappa		P	P	P	P	P		P	P	P	P	
52)		Siddaram Suryakant		P	P	P	P	P		P	P	P	P	
53)		Praveenkumar S.		P	P	P	P	P		P	P	P	P	
54)		Ushat s/o Sharanappa		P	P	P	P	P		P	P	P	P	
55)		Rahul s/o Prakash		P	P	P	P	P		P	P	P	P	

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Date: 2-12-2019

NOTICE

All the B.A /B Com students here by inform that college is conducting the Basic ICT Training Programme, enroll your name on or before 6/12/2019.

Programme Co-ordinator

Principal

**PRINCIPAL ·
DR. AMBEDKAR COLLEGE
OF ARTS & COMMERCE
GULBARGA**



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.



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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.

Programme Co-ordinator

Principal

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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 4-2-2020 to 11-2-2020 for the academic year 2019-20. In this training 68 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 operators .



Students of attending the practical training on MS office tools in Computer Lab on Date: 9/2/20

(ICT)
Technology

Information Communication
KARN.
DR. AMBEDKAR COLLEGE

EDN. 79

ATTEND

Admission No.	Class No.	Name of the Student	Admission Date	4-2-2020	5-2-2020	6-2-2020	7-2-2020	8-2-2020	10-2-2020	11-2-2020
1)		Siddaram s/o Mallikarjun		P	P	P	P	P	A	P
2)		Machendra s/o Dharmaraj		P	P	P	A	P	P	P
3)		Nikhil s/o Gurappa		P	P	P	P	P	P	P
4)		Aishwarya D/o Mallikarjun		P	P	P	P	A	P	P
5)		Ranesh s/o Sharanappa		P	P	P	P	P	P	P
6)		Shweta D/o Santhosh		P	P	P	P	P	P	P
7)		Aswinkumar s/o Gundappa		P	P	P	P	P	P	P
8)		Bhagya D/o Sadashiv		P	P	P	P	P	P	P
9)		Devendra s/o Muttappa		P	P	P	P	P	P	P
10)		Vashta D/o Shivaputra		P	P	P	P	P	P	P
11)		Meghanath s/o Mahadev		P	P	P	P	P	P	P
12)		Ashwini D/o Madartha		P	P	P	P	P	P	A
13)		Ravikumar s/o Siddappa		P	P	P	A	P	P	P
14)		Shashikumar s/o Bilappa		P	P	P	P	P	P	A
15)		Prabhuling Yallappa		P	P	P	P	P	P	P
16)		Sudha D/o Shivareya		P	P	P	P	P	P	P
17)		Chandrabhala D/o Nagappa		P	P	P	A	P	P	P
18)		Laxmi D/o Basavaraj		P	P	P	P	P	P	P
19)		Sunil s/o Balaji		P	P	P	P	P	P	P
20)		Seetha s/o Basavaraj		P	P	P	P	P	P	P
21)		Ganesh s/o Maruti		P	P	P	P	P	P	P
22)		Ravi s/o Kiran		P	P	P	P	P	P	P
23)		Rahul s/o Shankaling		P	P	P	P	P	P	P
24)		Muttanna s/o Basavaraj		P	P	P	P	P	P	P
25)		Kiran s/o Ratan chavan		P	P	P	P	P	P	P
26)		Haramanth s/o Mallayya		P	P	P	P	P	P	P
27)		Chinikka s/o Umde		P	P	P	P	P	P	P

DR. AMBEDKAR COLI

ATTE

EDN. 79

Admission No.	Class No.	Name of the Student	Admission Date	4-2-2020	5-2-2020	6-2-2020	7-2-2020	8-2-2020	10-2-2020
				P	P	P	P	P	P
28)		Priyanka D/o Nagenobre		P	P	P	P	P	P
29)		Mallikarjun S/o Suryakant		P	P	P	P	P	P
30)		Ganesh S/o Maruti		P	P	P	P	P	P
31)		Ganivas ula		P	P	P	P	P	P
32)		Praveenkumar		P	P	P	P	P	P
33)		Utham Singh Kumpendra		P	P	P	P	P	P
34)		Suraj Jayapal		P	P	P	P	P	P
35)		Suman Manik		P	P	P	P	P	P
36)		Gouind S/o Pandu		P	P	P	P	P	P
37)		Shilpa S/o Suryakant		P	P	P	P	P	P
38)		Geeta S/o Ishwar		P	P	P	P	P	P
39)		Sunil Somai Chavan		P	P	P	P	P	P
40)		Siddarth S/o Shankar		P	P	P	P	P	P
41)		Gangabai S/o Hanmant		P	P	P	P	P	P
42)		Suresh S/o Nagappa		P	P	P	P	P	A
43)		Soroja D/o Mallikarjun		P	P	P	P	P	P
44)		Eranna S/o Muttanna		P	P	P	P	P	P
45)		Sudip S/o Revansiddappa		P	P	P	P	P	P
46)		Chitra D/o Shamraya		P	P	P	P	P	P
47)		Shilpa D/o Suryakant		P	P	P	P	P	P
48)		Geeta D/o Ishwara		P	P	P	A	P	P
49)		Shridevi Siddappa		P	P	P	A	A	P
50)		Bhagappa S/o Shesappa		P	P	P	P	P	P
51)		Pesha D/o Devidrao		P	P	P	A	P	P
52)		Chandrakant		P	P	P	A	P	P
53)		Kartik S/o Maruti		P	P	P	P	P	P
54)		Sanju S/o Rukayya		P	P	P	P	P	P



Karnataka People's Education Society's

**DR AMBEDKAR COLLEGE OF ARTS, COMMERCE
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(Affiliated to Gulbarga University, Kalaburagi)

Date :- 20-1-2021

NOTICE

All the students of B.A. I Sem here by inform that college is conducting the Basic ICT Training Programme, enroll your name on 29/01/2021 .

Programme Co-ordinator

Principal

**PRINCIPAL -
Dr. AMBEDKAR COLLEGE
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GULBARGA**



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**DR AMBEDKAR COLLEGE OF ARTS, COMMERCE
AND PG CENTRE. KALABURAGI**

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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.
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Ms-excel:

1. Excel basics: Introduction, Navigating, Selecting cells, Entering and Editing text, Entering numbers, Entering formulas, Entering dates, Alignment.
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Ms-power point:

1. Power Point basics: Introduction to pp.
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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 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 .

Report of the Activity:

The college has started ICT Training programme for students from 3-2-2021 to 11-2-2021 for the academic year 2019-2020. In this training 65 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: 11/2/20



Karnataka People's Education Society's

**DR AMBEDKAR COLLEGE OF ARTS, COMMERCE
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(Affiliated to Gulbarga University, Kalaburagi)

Date :- 20-1-2022

NOTICE

All the BA/B Com students are here by inform that college is conducting the Basic ICT Training Programme, enroll your name on or before 29/01/2022 .

Programme Co-ordinator

Principal

PRINCIPAL -
Dr. AMBEDKAR COLLEGE
OF ARTS & COMMERCE
GULBARGA



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.
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Ms-excel:

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DR AMBEDKAR COLLEGE OF ARTS, COMMERCE AND PG CENTRE. KALABURAGI

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Report on ICT Training for the Academic Year 2021-22

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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 Grammer
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 8-2-2021 to 15-2-2021 for the academic year 2019-2020. In this training 58 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: 15/2/22



Karnataka People's Education Society's

**DR AMBEDKAR COLLEGE OF ARTS, COMMERCE
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(Affiliated to Gulbarga University, Kalaburagi)

Date :- 3-1-2023

NOTICE

All the Commerce students are here by inform that , college conducting the Basic ICT Training Programme, enroll your name on or before 10/01/2023 .

Programme Co-ordinator

Principal

PRINCIPAL -
Dr. AMBEDKAR COLLEGE
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GULBARGA



SYLLABUS FOR ICT TRAINING PROGRAMME

“BASICS OF COMPUTER AND INTERNET”

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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



Karnataka People's Education Society's

DR AMBEDKAR COLLEGE OF ARTS, COMMERCE AND PG CENTRE. KALABURAGI

(Affiliated to Gulbarga University, Kalaburagi)

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 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 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 17-1-2023 to 24-1-2023 for the academic year 2022-23. In this training 62 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: 21/1/23

