

**Report of Activities arranged by
Shreejee Institute of Technology and Management, Khargone
And
Govt. P.G.College, Khargone**

Computer fundamentals and MS Office Training -

Objective of Training: - Objective of this training is to make the students understand the functioning MS-Office. It will also helps the student to have hands on experience on various application software's used for office automation like MS-Word, MS-Excel and MS-PowerPoint, day-to-day problem solving, in particular for creating business documents, data analysis and graphical representations. Computer training also prepares participants to use different types of technology in everyday settings. This may include installing software, managing updates and performing backups on desktop computers, laptops or tablets.

Computer training and practical sessions-

Sessions has been arranged on the following dates:-

03-12-2016 to 22-07-2017 Students were provided with training for one month on every Saturday of the month.

Resource persons Dr. Chetan Nagar asst. prof and other faculty member of computer science of Shreejee Institute of Technology and Management, Khargone delivered lectures on the Topic of – Basic Fundamental of Computer and office. He asked Computer is an essential part of our daily life. Almost everything around us are associated with computer hardware and/or software. Invention in technology is directly associated with the computer science. That's the reason to study this subject. This course is generic in nature, anyone from any discipline can opt this course to learn computer basics. This course deals with fundamentals of computer. Which includes Basic Information of computer, evolution and development of microprocessor, input and output devices, primary and secondary storage devices, programming languages etc. It also deals with the hardware and software aspects of the computer like operating system, application software and system software. It provides an overview of functions and working of central processing unit, motherboard and other peripherals. Dr. Nagar delivered motivational lectures on fundamental of computer and office. Approximately 60 student and faculty attended the session .



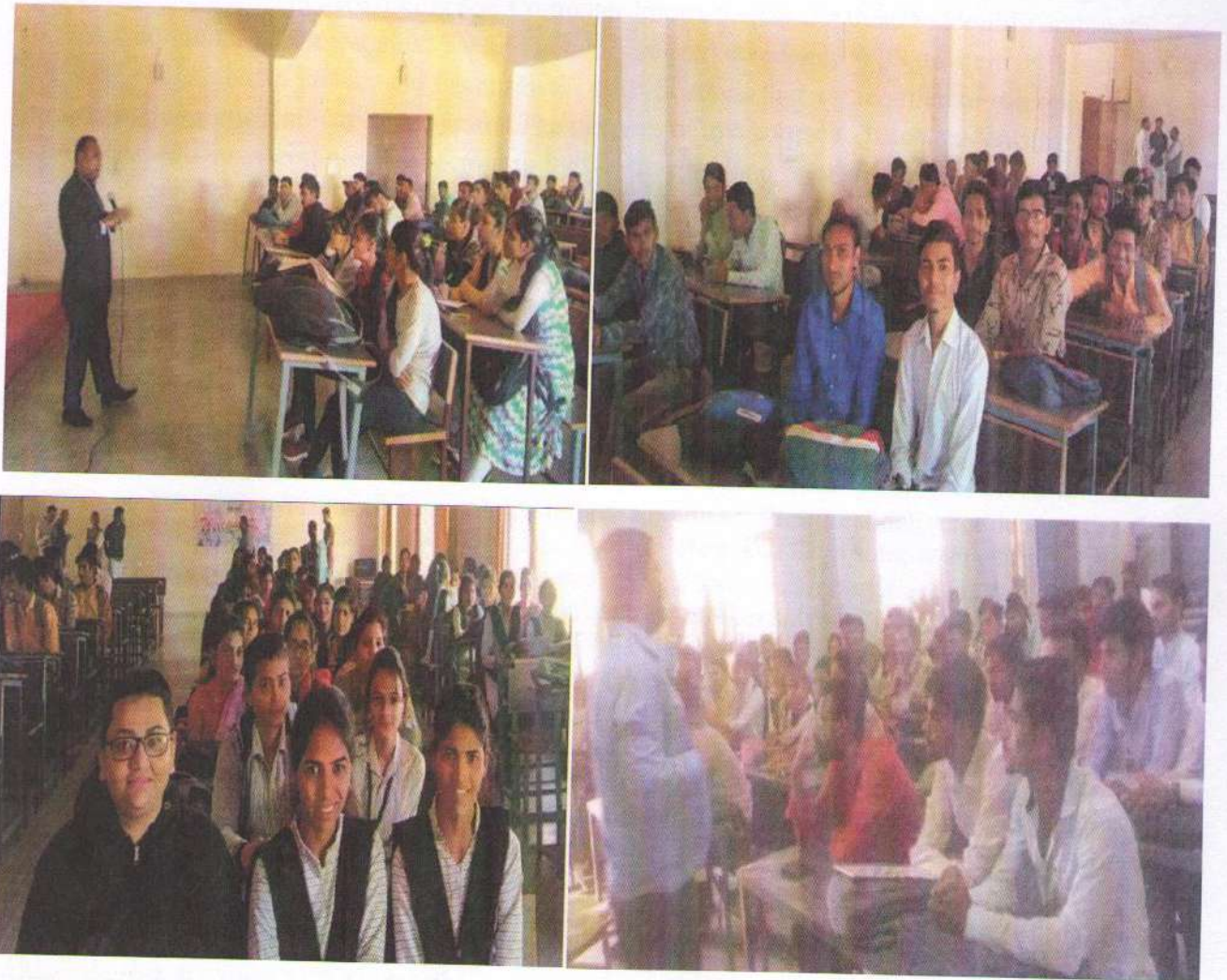
Principal

**Govt.P.G.College, Khargone
07282 - 241562**

The Following activities were arranged -


1. At the time of training, students were given training related to theory and practical.
2. Information related to basic input and output and software was provided to students.
3. Training can prepare you to use a computer both on the job and in your personal life.
4. Achieving the objectives of computer training typically enables participants to master basic skills on which to build future computer knowledge and expertise.

Photographs of Training Session-



After completion of this course, student will be able to understand the basic concept of Fundamental of Computer.

1. Identify the existing configuration of the computers and peripherals.
2. Upgrading the system as and when required.
3. Apply their knowledge about computer peripherals to identify / rectify problems onboard.
4. Integrate the PCs into local area network and re-install operating system and various application programs.
5. Manage data backup and restore operations on computer and update application software.


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Computer Hardware Networking and Internet Training –

Objective of Training: - This course will provide student a much needed knowledge of computer hardware and networking and Computer Internet, enabling them to identify and rectify the onboard computer hardware, software and network related problems. With the help of this course the student will be able to understand the hardware specifications that are required to run operating system and various application programs. The purpose of this course to teach students to use and configure web browsers; use the Internet to locate, transfer, and publish information; create a basic HTML document. To understand the Internet / Intranet architecture. Apply the knowledge drawn from academic into practical setting at any live.

Training and practical sessions of Hardware Networking & Internet-

Sessions has been arranged on the following dates:-

06-01-2018 to 08-09-2018 Students were provided with training for one month on every Saturday of the month.

Resource persons Dr. Chetan Nagar asst. prof and other faculty member of computer science of Shreejee Institute of Technology and Management, Khargone delivered lectures on the Topic of-Computer Hardware Networking and Internet. He asked Computer is an essential part of our daily life. Almost everything around us are associated with computer hardware and/or software. Invention in technology is directly associated with the computer science. Computer Hardware & Network Technology aims to provide technical skills and expertise in the fast growing field of computer hardware and network engineering. It is for both working professionals who want to upgrade their knowledge in self paced manner and fresh graduate/diploma holders pursuing their career in the computer hardware. Thus equip them to handle- normal operation as well as emergencies in installation, configuration and maintenance of latest computer hardware in networked environment. The course is exclusively devoted to practical training in an Organization. It also deals with the hardware and software aspects of the computer like operating system, application software and system software. Dr. Nagar, Mr Rituraj Choudhary and Miss Shruti Kanungo delivered motivational lectures on fundamental of computer and office. Approximately 55 student and faculty attended the session .

The Following activities were arranged –

1. At the time of training, students were given training related to theory and practical.
2. Information related to Hardware Networking and Internet was provided to students.
3. Training can prepare you to use a computer both on the job and in your personal life.
4. Achieving the objectives of computer training typically enables participants to master basic skills on Hardware Networking and Internet which to build future computer knowledge and expertise.
5. Whenever a computer has problem, the exact message that it displays should be noted down. The application software that was working that should time is repairing the computer to have a better understanding of how the breakdown happened in the first place.



Principal


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Photographs of Training Session-



After completion of this course, student will be able to understand the basic concept and structure of computer hardware and networking.

1. Identify the existing configuration of the computers and peripherals.
2. Upgrading the system as and when required.
3. Apply their knowledge about computer peripherals to identify / rectify problems onboard.
4. Integrate the PCs into local area network and re-install operating system and various application programs.
5. Manage data backup and restore operations on computer and update application software.
6. Student received information about internet connection.


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