

Basic Computer Literacy Training (Non-credit Course)



Organized by:

Sukuna Multiple Campus
Sundarharaincha-12, Morang

Managed By

BICTE program

Report Prepared by:

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Focal person

BICTE program

2080



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Introduction

The non-credit course entitled “**Basic Computer Literacy Training** “[See Annex I for syllabus] designed to equip participants with the fundamental knowledge and practical expertise required to navigate various software applications effectively.

The course was conducted on two cycles. First cycle was conducted on 2080/05/17 to 2080/06/26 and second cycle was conducted 2080/11/12 to 2080/12/30. Both the cycle was conducted by instructor Biplab Dhakal faculty member of BICTE. Over the specified duration, participants developed concepts of word processing, spreadsheet management, presentation creation, email and internet usage, and basic Photoshop techniques. Through a combination of theoretical lectures, practical demonstrations, hands-on exercises, and collaborative activities, participants developed proficiency in utilizing these software tools for both personal and professional endeavors. By the end of this training, participants had a solid foundation in essential computer skills, empowering them to excel in today's technology-driven world. Each students were provided with the certificate at the end of the program.

Objective

- i. To master essential word processing skills and effectively manage documents, enhancing written communication abilities.
- ii. To develop proficiency in organizing, analyzing, and presenting data using electronic spreadsheets, facilitating informed decision-making.
- iii. To acquire the ability to craft visually engaging presentations and deliver them confidently, improving communication prowess.
- iv. To gain familiarity with email and internet tools for efficient communication, collaboration, and information access in the digital realm.
- v. To learn basic image editing and design techniques to enhance digital creativity and produce visually captivating content.



Participant Profile

The training participants include the student of Sukuna Multiple Campus from different faculty and programs. The first cycle training includes 6 students (5 female 1 male) and second course cycle includes 8 students (6 male 2 female) [see Annex III for list of students].

Resource Person Profile

The 30 days non credit course was hosted and monitored by Bachelor in Information Communication and Technology (BICTE) program and was conducted by BICTE faculty Biplab Dhakal. The detail about instructor is as follows.

Name	Biplab Dhakal
Designation	Instructor
Qualification	B.Sc. CSIT
Institute	Sukuna Multiple Campus
Teaching Experience	5 years



Program Schedule

First Course Cycle:

Table 1: Program Schedule of first course cycle

Starting Date	2080/05/17
Ending date	2080/06/26
No of Hours Per day	1 hour
Total No of Days	30
Total No of hours	30

Second Course Cycle:

Table 2: Program Schedule of first course cycle

Starting Date	2080/11/12
Ending date	2080/12/30
No of Hours Per day	1 hour
Total No of Days	30
Total No of hours	30

The 30-hour training of first cycle was conducted on 2080/05/17 to 2080/06/26 and second was conducted 2080/11/12 to 2080/12/30.



Methodology of Program

The following methodology was adopted for the completion of the training.

Lectures and Demonstrations:

The training began with theoretical lectures that introduced concepts, features, and functionalities of each software application. Demonstrations were used to illustrate how to perform specific tasks, navigate interfaces, and utilize various tools.

Hands-on Practice:

The course was conducted in computer Lab so participants were provided with computer so they can practice what they had learned through hands-on exercises. Tasks and projects were assigned that required students to apply the concepts and techniques taught in class, reinforcing learning and enhancing retention.

Guided Practice:

Guided practice sessions were offered where students worked on exercises under the supervision and guidance of the instructor. This allowed students to receive immediate feedback, ask questions, and clarify doubts as they worked through the exercises.

Group Activities:

Group activities and collaborative projects were incorporated where students worked together to solve problems, create documents, analyze data, or design presentations. This fostered teamwork, communication skills, and peer learning.

Assessment and Feedback:

Regular assignments were implemented to evaluate students' progress and understanding the course material. Constructive feedback was provided to students to help them identify areas for improvement and reinforce their strengths.



Achievement / Outcome

Upon completion of this course, participants achieved the following outcomes:

Proficiency in essential computer skills:

Participants gained proficiency in using various software applications, including software Microsoft Word, Microsoft Excel, Microsoft PowerPoint, gmail and Adobe Photoshop.

Effective communication and documentation:

Participants were able to create, format, and manage documents effectively, enhancing their written communication abilities. They also learned to craft visually engaging presentations.

Data management and analysis:

Participants developed skills in organizing, analyzing, and presenting data using electronic spreadsheets.

Efficient digital communication:

Participants were made familiar with email and internet tools, enabling them to communicate, collaborate, and access information efficiently in the digital realm.

Creative digital content production:

Participants learned basic image editing and design techniques using Photoshop, enhancing their digital creativity and enabling them to produce visually compelling content.

Overall, the achievement of these outcomes will empower participants to excel in both personal and professional domains, enhancing their productivity, communication, and digital literacy skills.



Conclusion

In conclusion, this comprehensive course on essential computer skills has provided participants with a solid foundation in navigating various software applications effectively. Through theoretical lectures, practical demonstrations, hands-on exercises, and collaborative activities, participants have acquired proficiency in word processing, spreadsheet management, presentation creation, email and internet usage, and basic Photoshop techniques.

The achievement of these outcomes equips participants with essential skills for success in both personal and professional endeavors. Effective communication and documentation abilities, data management and analysis skills, efficient digital communication techniques, creative digital content production capabilities, and a mindset of adaptability and lifelong learning are among the key achievements of this course.



Recommendation

Based on the completion of this course, participants are encouraged to continue practicing and refining their newly acquired skills in real-world scenarios. Additionally, they may consider pursuing further specialized training or certification programs to deepen their expertise in specific areas of interest, such as advanced spreadsheet analysis, graphic design, or email marketing.

Furthermore, participants should stay updated with advancements in technology and software applications by actively seeking out new learning opportunities, attending workshops, webinars, or online courses, and staying engaged with relevant industry trends and developments.

Moreover, participants are encouraged to apply their skills in their academic, professional, and personal endeavors, leveraging technology to enhance productivity, creativity, and communication effectiveness. Whether it's creating professional documents, analyzing data for decision-making, designing impactful presentations, or leveraging social media and digital tools for networking and collaboration, the skills gained from this course are invaluable in today's digital landscape.



Annexes

ANNEX I – COURSE SYLLABUS



Basic Computer Literacy Training

Course Description:

This course provides comprehensive training in essential computer skills, focusing on word processing, electronic spreadsheet management, presentation creation, email and internet usage, and basic Photoshop techniques. Over a series of sessions, students will learn fundamental concepts and practical applications of these tools, enabling them to efficiently create and manage documents, analyze data, deliver impactful presentations, communicate effectively online, and perform basic image editing tasks.

Objective

- i. To master essential word processing skills and effectively manage documents, enhancing written communication abilities.
- ii. To develop proficiency in organizing, analyzing, and presenting data using electronic spreadsheets, facilitating informed decision-making.
- iii. To acquire the ability to craft visually engaging presentations and deliver them confidently, improving communication prowess.
- iv. To gain familiarity with email and internet tools for efficient communication, collaboration, and information access in the digital realm.
- v. To learn basic image editing and design techniques to enhance digital creativity and produce visually captivating content.

1. Word Processing [8 hours]

Concept of Word Processing, Creating, Saving, Opening, Previewing and Printing documents; Changing Default settings, Elements of Word Processing Environment (Menu, Toolbars, Status bar, Rulers, Scrollbars), Copying, Moving, Editing and Formatting text (Font, Size, Color, Alignment, line and paragraph spacing); Selection, Finding and Replacing text; Setting Page Layout(margin, orientation, size, Column) ; Creating lists with Bullets and Numbering; Creating and Manipulating Tables; Borders and Shading; Use of Indentation and Tab Setting; Creating Newspaper Style Documents using Column; Inserting Header, Footer, Footnotes, Endnotes, Page Numbers, File, Page break, Section break, Graphics, Pictures, Charts, Word Art, Symbols ; Organization Chart; Mail Merge; AutoCorrect, Spelling and Grammar Checking, and Thesaurus; Security Technique of Documents; Familiarity with Devanagari fonts
Formatting a report (cover page, table of content, list of tables, margins, Referencing)

2. Electronic Spreadsheet [8 hours]

Concept of Electronic Spreadsheet, Organization of Electronic Spreadsheet application (Cells, Rows, Columns, Worksheet, Workbook and Workspace), Creating, Opening, Saving, Page Setting, Previewing and Printing Work Book; Editing, Copying, Moving, Deleting Cell Contents; Formatting Cells (Font, Border, Pattern, Alignment, Number and Protection); Formatting Rows, Column and Sheets Using arithmetic logic and other basic function, Generating Series; Sorting and Filtering Data; Summarizing Data with Sub Total, Creating and customizing charts (bar, line, pie), Inserting Header and Footer, Importing data from and exporting into other formats.

- *Creating a simple Bill*
- *Creating a Marks Ledger*



3. Presentation System [3 hours]

Introduction to presentation application, Creating, Opening and Saving Slides, Formatting Slides, Slide Show, Animation, Inserting Built-in picture, Picture, Table, Chart, Graphs, and Organization Chart etc.

- Create: Slides for a company.

4. E-mail and Internet [3 hours]

Creating g-mail, using browser, familiar with social media, ChatGPT, YouTube, Zoom, Team Viewer

5. Photoshop [8 hours]

Familiar with basic Photoshop tools, Image resizing and cropping, Basic editing technique, simple design using Photoshop tools: Id card, Flex, certificate.

Evaluation Schema

The evaluation of the student is done daily during the teaching, learning and practical session. The Performance by the student is evaluated separately chapterwise. The marks distribution

Marks Distribution

S.No	Topics	Teaching Hours	Marks
1	Word Processing	8 hours	30
2	Electronics Spreadsheet	8 hours	30
3	Presentation System	3 hours	5
4	E mail and Internet	3 hours	5
5	Photoshop	8 hours	3

Score Card:

The marks obtained by the student will be provided as a grade with the percentage they obtained for each chapter as shown in below table. Overall grade and remarks will be proved by averaging the percentage they obtained in each chapter.

Percentage	90-100	80-90	80-70	70-60	60-50	50-0
Grade	A	A-	B	B-	C	F
Remarks	Outstanding	Excellent	Very Good	Good	Average	Fail
Percentage	90-100	80-90	80-70	70-60	60-50	50-0

ANNEX II – Participants Information

Table 3: List of student Enrollment from 1st cycle

S.No	Participant Name	Program	Year
1	Shova Dewan	B.Ed	2 nd year
2	Sangam Rai	B.Ed	2 nd year
3	Bipana Katwal	B.Ed	2 nd year
4	Bimisha Adhikari	B.Ed	2 nd year
5	Anuska Phuyel	B.Ed	2 nd year
6	Geeta Cheetry	B.Ed	2 nd year

Table 4: List of student enrollment from 2nd course cycle

S.No	Participant Name	Program	Sem/year
1	Arjun Sapkota	B.Ed	2 nd year
2	Anup Adhikari	B.Ed	2 nd year
3	Dipak Bhandari	B.Ed	2 nd year
4	Laxmi Rayamajhi	B.Ed	2 nd year
5	Milan Gurung	B.Ed	2 nd year
6	Sandip Suhung	B.Ed	2 nd year
7	Smritikala Raut	BBS	1 st year
8	Ujwal Bhandari	B.Ed	2 nd year



ANNEX III – COPY OF THE DECISIONS:



Picture 1: Sample certificate from 1st cycle



ANNEX III- DAILY LOG

S/N	Date	Time	No. of Students	Topics	Teacher's Name	Signature
1	2080/05/17	3:00 - 4:00	06	Introduction of computer & presentation	Shirala S. Dharal	
2	2080/05/18	3:00 - 4:00	06	Concept of word processing, creating, saving, printing & deleting.	Shirala S. Dharal	
3	2080/05/19	3:00 - 4:00	06	Font size, font color, spacing, bulleting, alignment, border	Shirala S. Dharal	
4	2080/05/20	3:00 - 4:00	06	Creating lists, table, borders	"	
5	2080/05/21	3:00 - 4:00	06	Creating simple graphics, borders, arrows.	"	
6	2080/05/22	3:00 - 4:00	06	Inserting Headers, footers, page No, picture	"	
7	2080/05/23	3:00 - 4:00	05	Spelling & Grammar, Theorem, Review, practice	"	
8	2080/05/24	3:00 - 4:00	06	Practice & creating various documents	"	
9	2080/05/25	3:00 - 4:00	06	Introduction to spreadsheets, cell, review, edit	"	
10	2080/05/26	3:00 - 4:00	06	Editing content, formatting Rows, columns, text	"	
11	2080/05/27	3:00 - 4:00	06	Basic functions & formulae	"	
12	2080/05/28	3:00 - 4:00	05	Filtering, Sorting, creating charts	"	
13	2080/05/29	3:00 - 4:00	06	Inserting Headers & footers, mail merge	"	
14	2080/05/30	3:00 - 4:00	06	Importing data & exporting data	"	
15	2080/05/31	3:00 - 4:00	05	Creating macro, practice	"	
16	2080/06/01	3:00 - 4:00	05	Introduction to presentation system	"	
17	2080/06/02	3:00 - 4:00	06	Creating / Opening & saving slides	"	
18	2080/06/03	3:00 - 4:00	06	Formatting slides, slide show	"	
19	2080/06/04	3:00 - 4:00	06	Animation, inserting pictures, table, group, delete	"	
20	2080/06/05	3:00 - 4:00	05	Creation of presentation	"	
1	2080/06/06	3:00 - 4:00	06	Introduction of Email & internet	"	
2	2080/06/07	3:00 - 4:00	05	Creating gmail, sending mail, receiving	"	
3	2080/06/08	3:00 - 4:00	05	Using & leaving sites to generate in doc.	"	

Picture 2: Daily Teaching log file of first cycle

[Handwritten signature]



[illegible]

Non-Credit Course (Basic Computer Course) Log Book						
S/N	Date	Time	No. of Students	Topics	Teacher's Name	Signature
1	2080/11/20	12:45-1:45	7	Intro of computer	Biplab Dhairex	
2	2080/11/21	12:45-1:45	8	Concept of word processing	"	
3	2080/11/22	12:45-1:45	8	Creating list table, borders	"	
4	2080/11/23	12:45-1:45	8	Creating simple newspaper, id card	"	
5	2080/11/27	12:45-1:45	8	Spelling/grammar checking, Thesaurus	"	
6	2080/11/29	12:45-1:45	7	Introducing the spreadsheet	"	
7	2080/11/30	12:45-1:45	7	Editing content/Formatting Rows	"	
8	2080/12/12	12:45-1:45	7	Basic function & formulae	"	
9	2080/12/21	12:45-1:45	6	Filtering/sorting/sorting	"	
10	2080/12/5	12:45-1:45	8	mail merge	"	
11	2080/12/6	12:45-1:45	7	Importing data/Exporting	"	
12	2080/12/7	12:45-1:45	8	Creating newsletter, ledger	"	
13	2080/12/9	12:45-1:45	8	Introducing to presentation/10	"	
14	2080/12/13	12:45-1:45	8	Creating, opening & saving slides	"	
15	2080/12/14	12:45-1:45	8	formatting slides, slide shows	"	
16	2080/12/15	12:45-1:45	8	Animation, produce.	"	
17	2080/12/18	12:45-1:45	7	Introduction of email & internet	"	
18	2080/12/19	12:45-1:45	6	Understanding gmail, e-learning site	"	
19	2080/12/20	12:45-1:45	7	formatting which desktop, zoom.	"	
20	2080/12/22	12:45-1:45	6	Introducing to photoshop	"	
21	2080/12/23	12:45-1:45	7	photoshop tools	"	
22	2080/12/27	12:45-1:45	7	creating 10 card	"	
23	2080/12/28	12:45-1:45	6	1 produce	"	

Picture 4: Daily Teaching log file of second cycle



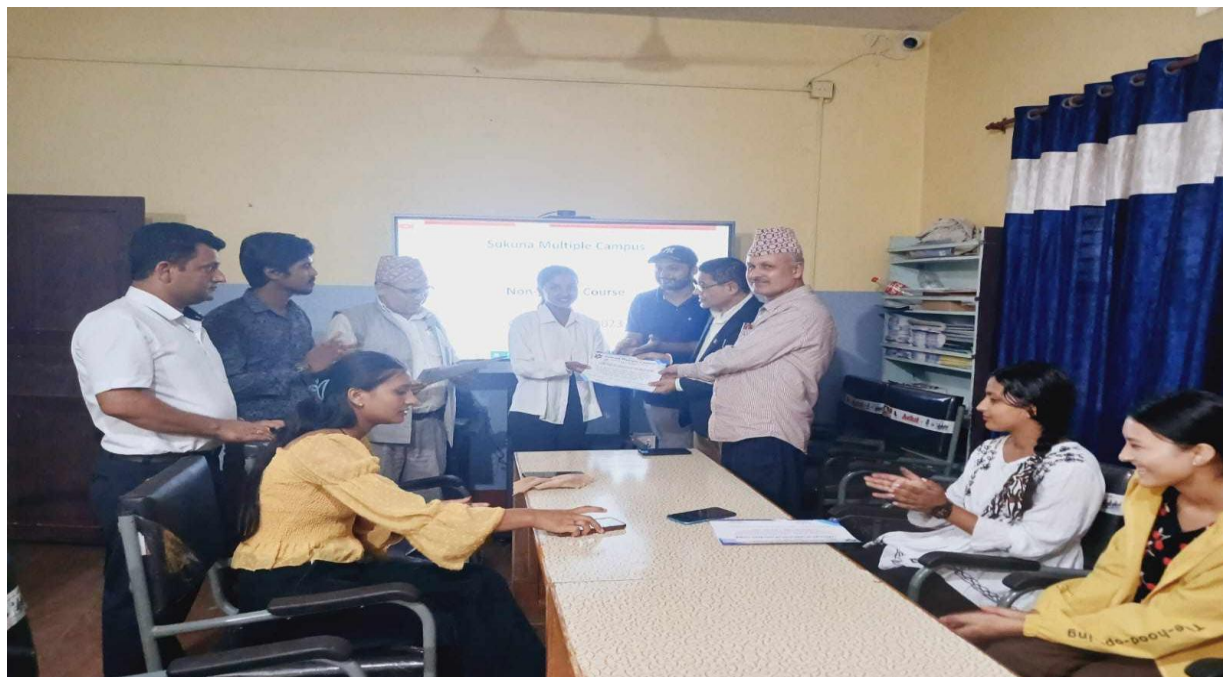
ANNEX IV- SAMPLE CERTIFICATE



Picture 5: Sample certificate of 2nd cycle course



ANNEX V – PHOTOGRAPH OF TRAINING



Picture 6: Certificate Distribution of course first cycle



Picture 7: Certificate Distribution of course second cycle

ANNEX V – PROGRAM ENDING MINUTE

आज मिति २०८० साल फागुन २० गतेको दिन सुकुना बहुमुखी क्याम्पस BICTE कार्यक्रम अन्तर्गत फोकल पर्सन सन्तोष दाहालको संयोजकत्वमा बसेको बैठकले निम्न उपस्थितिमा निम्न प्रस्तावहरूमाथि छलफल गरि निर्णय पारित गरियो ।

प्रशिक्षक

१. श्री विप्लव ढकाल

उपस्थित:

१. ई. सन्तोष दाहाल (फोकल पर्सन BICTE)
२. श्री केशवराज भट्टराई (मुख्य-प्राध्यापक)
३. श्री अतुल भट्टराई (शिक्षण सहायक)
४. श्री बासुदेव दाहाल (शिक्षण सहायक)
५. श्री भोजराज घिमिरे (शिक्षण सहायक)
६. श्री धर्म कुमारी कालाखेता (शिक्षण सहायक)
७. श्री कल्याण दाहाल (शिक्षण सहायक)
८. श्री पुष्कल गौतम (शिक्षण सहायक)
९. श्री उषा किरण वाग्ले (शिक्षण सहायक)
१०. श्री गिरिराज दाहाल (शिक्षण सहायक)
११. श्री सुमन सापकोटा (शिक्षण सहायक)
१२. श्री सृजना धमला (कर्मचारी)

आमन्त्रित:

१. अर्जुनराज अधिकारी (क्याम्पस प्रमुख)
२. बलराम पोखरेल (सहायक क्याम्पस प्रमुख)
३. गणेश प्रसाद दाहाल (सहायक क्याम्पस प्रमुख)

प्रस्ताव:

१. Non-क्रेडिट कोर्स समापन सम्बन्धमा।

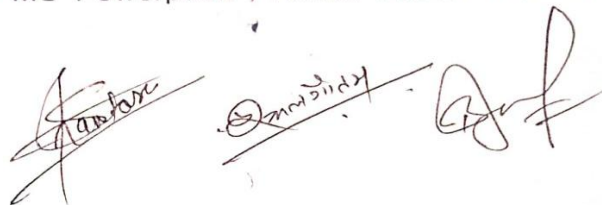
Picture 8: Ending Minute of course



निर्णय :

१. प्रस्ताव नम्बर १ माथि छलफल गर्दा मिति २०८०/१०/११ देखि २०८०/११/२० सम्म सन्चालन भएको "Basic Computer Literacy Training" तालिम समापन गर्ने निर्णय गरिएको छ। बैठकमा मा तालिमको फाइदाको बारेमा छलफल गरी आगामी दिनमा यस्तै तालिमहरु संचालन गर्ने निर्णय गरिएको छ।

यो तालिमबाट विद्यार्थीले Computer सम्बन्धि जानकारी तथा computerमा MS Word, MS Excel, MS Powerpoint , Adobe PhotoShop जस्ता software चलाउन सिके।



Picture 9: Ending Minute of course

