



# SKYLARK FOUNDATIONS

## ARTS, SCIENCE & COMMERCE COLLEGE

Khed Shivapur, Tal. Haveli, Dist. Pune - 412205

ID No. : PU/PN/ACS/346/2009

Recognized by Govt. of Maharashtra

Affiliated to Savitribai Phule Pune University

PUNCODE : CAAP014750

College Code No. 880

Exam. Code No. 200

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Ref. :

Date :

### Activity Report: Basic Computer Course

Course Title: Basic Computer Skills

Date: 23-01-2023

Duration: 1 to 6 Days

Instructor Name: Mr. Mrunal Gadre

Venue: Skylark Foundation Arts, Science & Commerce College, Khed Shivapur- 412205

**Objective:** To provide foundational computer skills, including email usage, internet browsing, understanding computer components, and hands-on practical guidance.

### Summary of Activities:

#### 1. Email Basics:

Students were introduced to the concept of email communication, starting with creating email accounts on popular platforms like Gmail. The instructor demonstrated how to log in, compose messages, attach files, and send emails. As part of a practical exercise, students practiced sending emails to classmates and the instructor, fostering familiarity with email functionalities.

#### 2. Internet Browsing:

The session began with an introduction to widely used browsers such as Google Chrome and Mozilla Firefox. Students learned to open websites, perform searches using search engines, and utilize browser features like bookmarking pages for future reference. A hands-on activity had students search for specific information and bookmark relevant websites, enhancing their browsing confidence.

#### 3. Computer Components Overview:

This segment focused on providing students with a foundational understanding of computer hardware and internal components. Key topics included the functions of external devices like monitors, keyboards, and mice, as well as internal components such as processors, RAM, and hard drives. The distinction between hardware and software was emphasized, and students identified components in a real or simulated setup.

#### 4. Functions of Computer Components:

Building on the overview, the instructor explained the specific functions of input devices like keyboards and mice, as well as output devices such as monitors and printers. Peripheral devices, including USB drives and webcams, were highlighted for their practical uses.



Students engaged in activities to explore these components within actual or simulated environments.

#### **5. Practical Guidance:**

Hands-on sessions were a crucial aspect of the course, where students received guidance on tasks like formatting documents, saving and organizing files, and connecting to and operating printers. The instructor provided one-on-one support to address individual challenges and ensured that each student could perform the tasks independently.

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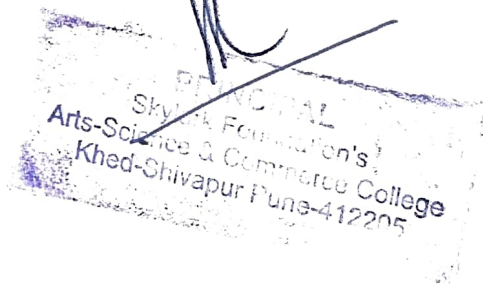
**Outcomes Achieved:** Students successfully created and used email accounts, demonstrated basic internet browsing skills, and acquired foundational knowledge of computer components. Hands-on activities significantly reinforced their theoretical understanding, and they showed marked improvement in confidence and practical skills.

**Challenges Faced:** Some students required additional support due to varied levels of prior experience. Initial unfamiliarity with technical terms posed a minor hurdle, which was addressed through tailored explanations.

**Recommendations:** Future sessions should include advanced topics like cybersecurity and cloud storage. Introducing interactive tools like quizzes and extending the course duration will provide more opportunities for in-depth learning and practice.

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**Instructor's Remarks:** The students demonstrated strong enthusiasm and made substantial progress; with continued practice, they are expected to achieve even greater proficiency.





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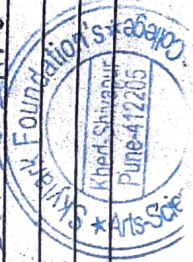
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ARTS, SCIENCE AND COMMERCE COLLEGE KHEDSHIVAPUR

NAME OF COURSE: Basic Computer Skill.

ATTENDANCE REGISTER OF COURSE BATCH TIME SCHEDULE:

23-01-23 to  
28-01-23.

SR NO.	NAME	CLASS	1	2	3	4	5	6	7	8	9	10
1	Gogawale vedika Dashrod	T.Y.B.A										
2	Ambre Akash Anil	S.Y.B.Com										
3	Rathod Divya Raju	T.Y.B.A										
4	Gilkarwad Atharv Prabhakar	T.Y.B.A										
5	Awastare Pratik Sayali	S.Y.B.Com										
6	Gaikwad divya digambar	S.Y.B.A										
7	Phavan Rutik Shilpi	S.Y.B.A										
8	More Shradha Vilas	S.Y.B.Com										
9	Tambe Nilshi Rajesh	S.Y.B.Com										
10	More Suresh Ganesh	S.Y.B.Com										
11	Tatwad Pooja Bharat	S.Y.B.A										
12	Waghmare Pallavi Vikram	S.Y.B.A										
13	Chavan Rutik Shilpi	S.Y.B.A										
14	Khutwad Rupali Uttam	T.Y.B.A										
15	Nilkam Sharayu Uttam	T.Y.B.A										
16	Wadkar Omkar Mahadev	T.Y.B.A										
17	Thende Abhishek Ramesh	T.Y.B.A										
18	Pawar Vaibhav Ganesh	T.Y.B.A										
19	Zosomnath Dilip	T.Y.B.Com										
20	Yadav Rutuja Narayan	T.Y.B.Com										
21	Surve Shruti Sambharaj	T.Y.B.A										
22												
23												
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# Basic Computer Courses 23/01/2023





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