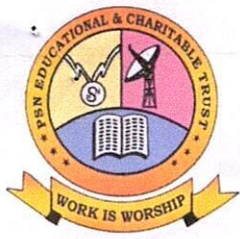# PSN ENGINEERING COLLEGE

Melathediyoor, Palayamkottai Taluk, Tirunelveli District, Pin - 627 152.

(Approved by AICTE and Affiliated to Anna University)

An ISO 9001 : 2015 Certified Institution

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ISO 9001 : 2015

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Report on Skill Development Program on **Computer Proficiency**

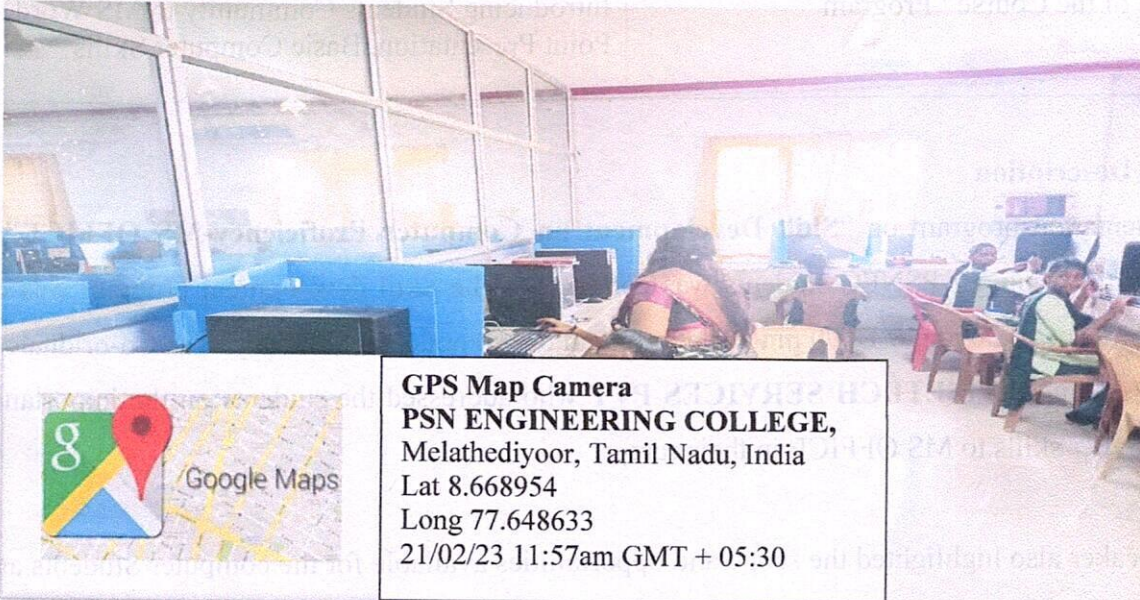|	
Name of the Course/Program	Report on Skill Development Program on Computer Proficiency
Conducted on	21.02.2023
Duration	One and a Half Hours
Venue	PSNEC CSE Laboratory
Number of Participants	25 students
Dept/Year/Semester	Students of Computer Science Engineering Department
Guest Speakers	Ms. Anu Trainer / WISETECH SERVICES PVT
Objective of the Course / Program	Introducing Students Community to MS Word, Excel, Power Point Presentation, Basic Computer Skills

Program Description

An orientation program on **"Skill Development on Computer Proficiency-MS OFFICE"** for computer science Engineering of PSNEC students was conducted. The Skill development program was conducted on 21.02.2023 from 10.30 am to 12.00 pm .The program on computer proficiency was Co-oridnated by **Ms. ANU** Trainer, **WISETECH SERVICES PVT** who addressed the students on the importance of learning basic computer skills to MS OFFICE in their career.

The speaker also highlighted the scope and opportunities available for the computer Students and the courses available to learn basic computer skills and develop their skills like quick typing, error check, quality analysis, preparing power point Presentations and so on. The Skill Development Program was successfully concluded around 12.15 pm.

Feedbacks were collected from all students, on analysis of the feedback collected, it was found to be effective and interesting for the students.

The following points were stressed by the speakers of the day.

❖ The students were taught how to use MS Word documents

❖ Learnt to prepare Power Point Presentations (PPT)

❖ Learn to work on computer tools to MS Excel and MS DOS.

❖ Mock session was conducted to check their learning ability.

❖ Students received hands on experience to work on MS OFFICE.

❖ MS Words were used to document

❖ Demonstration on PPT with animation and diagrams are conducted (graphs and Pie Charts)

❖ Formulas were used in Excel sheet to calculate Intervals, Mean and Median

❖ Simple Mathematical calculations were used on the excel sheet like addition, subtraction, multiplication and Division.

❖ Storage of data like marks sheet, class strength, population of a region, grocery lists were taught.

GPS Map Camera
PSN ENGINEERING COLLEGE,
Melathediyoor, Tamil Nadu, India
Lat 8.668954
Long 77.648633
21/02/23 11:57am GMT + 05:30

Ms.ANU Trainer/ KRIATEC SERVICES PVT demonstrating the students with MS Office

Skill Development Programe

Number of Students VS Satisfaction Level

From the above Bar chart, it is understood that the students of computer science engineering enthusiastically learnt the basic computer Skill program, which worked as a foundation enabling the students to learn more computer programming skills.

FEED BACK ANALYSIS:

➢ Based on the feedback received from the students , Almost all students showed keen interest to learn MS Word, MS DOS, MS Excel, PPT

➢ Few students gave suggestions to conduct more hands on experience to increase their creativity.

Action Taken

➢ Based on the feedback received, we have proposed to conduct many such skill development programs like **C, C++** programs would be conducted in course of time

In-Charge   HOD   Director   Principal
                                                           IQAC
                                                      Dr G Satish Pandian   Dr. M.S RAVIKUMAR
              Head of the Department   Professor of Mech & Auto   Principal
          Department of Computer science and   Director - IQAC   SN ENGINEERING COLLEGE
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