Detailed Report on Computer Literacy Workshop

Introduction

The Department of Computer Applications, in collaboration with the Digital Initiatives Committee of the college, successfully organized a one-week Computer Literacy Workshop aimed at enhancing the digital skills of the non-teaching staff. The workshop was conducted from November 21, 2023, to November 27, 2024, with the primary objective of empowering participants with essential computer knowledge and operational proficiency.

Workshop Structure and Content

The workshop was meticulously planned and executed as per a pre-designed schedule, ensuring a structured learning experience for the participants. The sessions were held in the smart classroom of the BCA department, providing an interactive and well-equipped environment for practical learning.

Throughout the week, participants were introduced to various cutting-edge technologies and trained in performing official tasks using computers. The training included:

- Fundamental computer concepts and operations
- Basics of hardware and software
- Effective use of Microsoft Office tools (Word, Excel, and PowerPoint) for documentation and presentations
- Email communication and internet usage for official correspondence
- Data security and cyber hygiene practices
- Digital record-keeping and file management
- Hands-on lab sessions for practical application

Inaugural Session

The workshop commenced with a formal welcome address by the Head of the Department of Computer Applications, Prof. Sajad Ahmad Shah. He extended greetings to the Principal and all participants and provided an insightful overview of the workshop's purpose. Prof. Shah elaborated on the growing significance of computer literacy in today's digital era and how it contributes to workplace efficiency.

Keynote Address by the Principal

In his presidential remarks, Principal Prof. G. R. Ganie emphasized the importance of the workshop and advised participants to strictly adhere to the schedule. He encouraged them to develop technical expertise to perform their roles more effectively. He also underscored the necessity of digital proficiency in modern-day professional settings, urging attendees to embrace technology as a tool for efficiency and productivity.

Expert Sessions and Faculty Contributions

The technical sessions were delivered by esteemed faculty members from the Department of Computer Applications, who covered various relevant topics to ensure a comprehensive learning experience. The key speakers included:

- **Mr. Mudasir Habib War** – Covered fundamental computer operations and their practical applications in an office environment.

- **Dr. Rouf Ahmad Baht** – Delivered an in-depth session on Microsoft Office tools, guiding participants on how to efficiently create documents, spreadsheets, and presentations.
- **Mr. Sajad Ahmad Lone** – Conducted a session on email communication, internet safety, and cyber hygiene, highlighting best practices for secure digital interactions.
- **Dr. Fordous Ahmad** – Focused on advanced topics such as digital file management, record-keeping, and automation tools for administrative tasks.

Practical Training and Lab Sessions

A significant portion of the workshop was dedicated to hands-on practice, allowing participants to apply theoretical knowledge in a practical setting. The lab sessions provided them with an opportunity to:

- Familiarize themselves with computer interfaces and operating systems
- Practice document creation, editing, and formatting
- Perform calculations and data analysis using spreadsheets
- Engage in email drafting, scheduling, and official communication
- Explore techniques for secure file storage and retrieval

Participant Feedback and Conclusion

The workshop concluded on a highly positive note, with participants expressing their gratitude and appreciation for the initiative. Many acknowledged that the training had significantly improved their ability to perform official tasks using computers. The interactive sessions, coupled with practical exercises, made learning engaging and effective.

The initiative was recognized as a crucial step towards digital empowerment, enabling the non-teaching staff to adapt to the evolving technological landscape. The workshop not only enhanced their technical proficiency but also instilled confidence in utilizing digital tools for administrative efficiency.

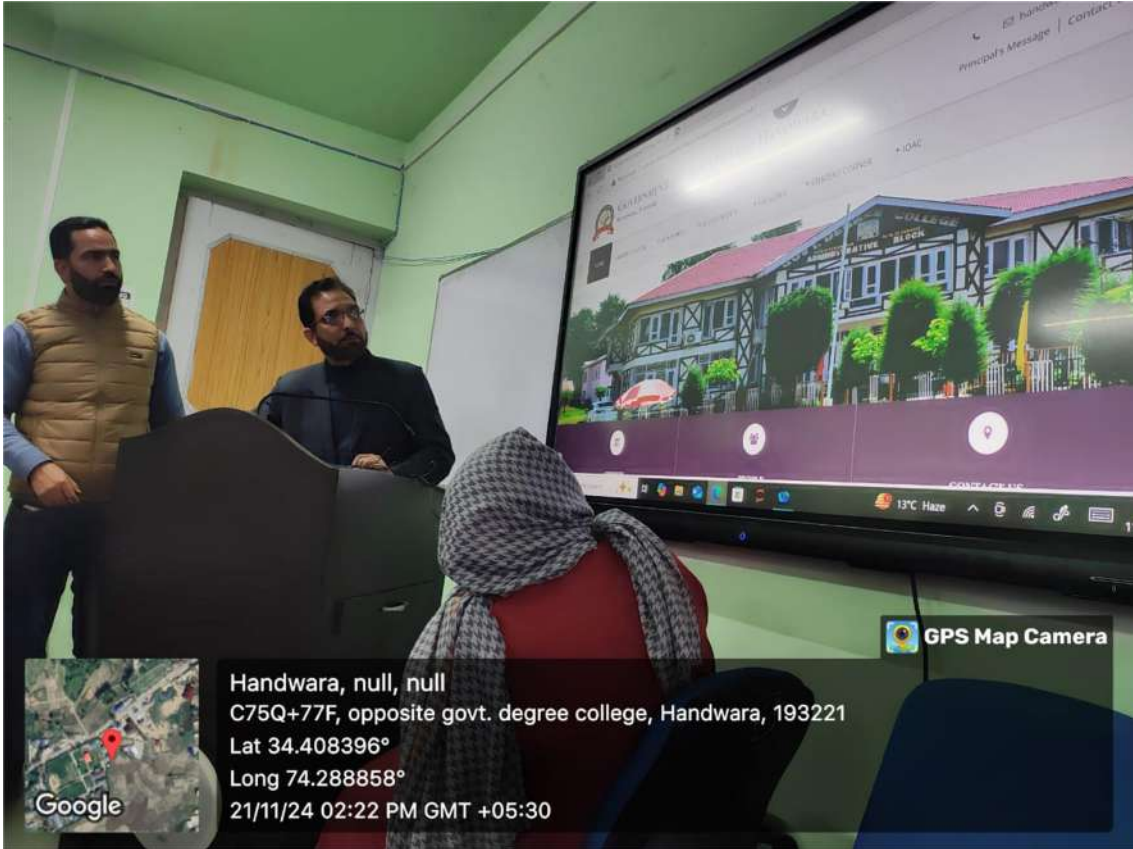## Recommendations and Future Prospects

Given the overwhelming success and positive feedback, it is recommended that similar training programs be conducted periodically to further strengthen the digital capabilities of the staff. Advanced-level workshops focusing on specific software and emerging technologies can also be introduced to ensure continuous learning and professional development.

The Computer Literacy Workshop stands as a testament to the institution's commitment to fostering technological growth and equipping its staff with the necessary skills to navigate the digital age effectively.

Sd/-

Prof Sajad Ahmad Shah
HoD Computer Applications / Convener Digital Initiative Committee

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