



दिनांक: 16/09/2026

सूचना

महाविद्यालय के सभी संकाय के स्नातक तथा स्नातकोत्तर छात्रा-छात्राओं को सूचित किया जाता है कि कम्प्यूटर साइंस तथा कम्प्यूटर एप्लीकेशन विभाग के संयुक्त तत्वाधान में " कम्प्यूटर स्किल ट्रेनिंग " प्रोग्राम का आयोजन कम्प्यूटर साइंस विभाग के लैब -1 में किया जा रहा है। प्रोग्राम की कक्षा अनुशार समय सारणी निम्नलिखित होगी। इस हेतु विभागाध्यक्ष तथा संकाय अध्यक्ष विद्यार्थियों को अवगत कराते हुए विद्यार्थियों की उपस्थिति सुनिश्चित करें।

Date	Class	Time/Day
18.09.2026 - 19.09.2026	BSc.- I(BIO)	3:30-4:30 , Friday-Saturday
25.09.2026 - 26.09.2026	BSc.- III(BIO)	3:30-4:30 , Friday-Saturday
02.10.2026 - 03.10.2026	BSc.- V (BIO)	3:30-4:30 , Friday-Saturday
09.10.2026 - 10.10.2026	BSc.- I(MATHS)	3:30-4:30 , Friday-Saturday
16.10.2026 - 17.10.2026	BSc.- III(MATHS)	3:30-4:30 , Friday-Saturday
23.10.2026 - 24.10.2026	BSc.- V(MATHS)	3:30-4:30 , Friday-Saturday
30.10.2026 - 31.10.2026	BA - I	3:30-4:30 , Friday-Saturday
06.11.2026 - 07.11.2026	BA - I	3:30-4:30 , Friday-Saturday
13.11.2026 - 14.11.2026	BA - III	3:30-4:30 , Friday-Saturday
15.01.2027 - 16.01.2027	BA - V	3:30-4:30 , Friday-Saturday
22.01.2027 - 23.01.2027	BCom - I	3:30-4:30 , Friday-Saturday
29.01.2027 - 30.01.2027	BCom - I	3:30-4:30 , Friday-Saturday
05.02.2027 - 06.02.2027	BCom - III	3:30-4:30 , Friday-Saturday
12.02.2027 - 13.02.2027	BCom - V	3:30-4:30 , Friday-Saturday
19.02.2027 - 20.02.2027	MSc. (BOTANY),MSc.(ZOOLOGY)	3:30-4:30 , Friday-Saturday
26.02.2027 - 27.02.2027	MSc.(BIOTECH),MSc.(MICROBIOLOGY)	3:30-4:30 , Friday-Saturday
05.03.2027 - 06.03.2027	MSc.(PHYSICS),MSc.(MATHS)	3:30-4:30 , Friday-Saturday
12.03.2027 - 13.03.2027	MSc.(MATHS),MSW	3:30-4:30 , Friday-Saturday
19.03.2027 - 20.03.2027	MA(ENGLISH),MA(HINDI)	3:30-4:30 , Friday-Saturday
02.04.2027 - 03.04.2027	MA(HISTORY),MA(POL. SCIENCE)	3:30-4:30 , Friday-Saturday
09.04.2027 - 10.04.2027	MA(GEOGRAPHY),MA(ECONOMICS)	3:30-4:30 , Friday-Saturday
16.04.2027 - 17.04.2027	MA(SOCIOLOGY),	3:30-4:30 , Friday-Saturday
23.04.2027 - 24.04.2027	BAJMC	3:30-4:30 , Friday-Saturday
30.04.2027 - 01.05.2027	YOGA	3:30-4:30 , Friday-Saturday

HOD.

Department of Computer Science
Govt. Digvijay Collage Rajnandgaon

Principal
Govt. Digvijay College
Rajnandgaon (C.G.)

Computer Skill Training for All Students(UG & PG)

Syllabus

Computer Elementary & Google Workspace

Introduction to computers and their uses, Parts of a computer: monitor, keyboard, mouse, CPU, Starting and shutting down a computer, Using a mouse and keyboard, Creating, saving, opening, and deleting files, Creating a Gmail account, Understanding the Gmail inbox, Adding attachments, Downloading email attachments, Email subject and proper email writing, Spam, Trash, and important emails, Introduction to Google Drive. Introduction to Google Docs, Creating a new document, Naming and saving documents, Typing and editing text, Cut, copy, and paste, Formatting text: font, size, color, bold, italic, underline, Paragraph alignment and spacing, Creating numbered and bulleted lists, Inserting images, Creating and formatting tables, Page setup and printing, Downloading documents as PDF/Word files. Introduction to Google Slides, Creating a presentation, Adding and arranging slides, Adding text and images, Inserting shapes and tables, Presenting a slideshow. Introduction to Google Sheets, Understanding rows, columns, and cells, Entering and editing data, Creating tables, Basic mathematical operations, Using formulas, Basic functions: SUM, AVERAGE, MIN, MAX, COUNT.


HOD.

Department of Computer Science
Govt. Digvijay Collage Rajnandgaon

Ic. Asadi
Principal
श्रीमती दिग्विजय कॉलेज
Rajnandgaon (C.G.)
राजनांदगांव (छ.प.)