

**Report on**  
**Computing Skills Enhancement Programs**  
**Children's University, Gandhinagar**

Computing skills enhancement programs hold immense importance in today's technology-driven world. They empower individuals with the knowledge and proficiency needed to navigate and excel in the digital landscape. These programs equip participants with essential skills in areas such as computer applications, internet navigation, cybersecurity, and more. In an increasingly interconnected global society, proficiency in computing is not only advantageous for personal productivity but also a crucial asset in academic, professional, and entrepreneurial pursuits. Moreover, these programs foster digital literacy, enabling individuals to communicate, innovate, and problem-solve effectively in a wide range of fields. By bridging the digital divide and fostering technological competence, computing skills enhancement programs play a pivotal role in equipping individuals with the tools they need to thrive in the 21st century.

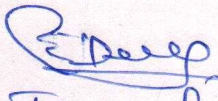
Keeping this aim in mind, Children's University offered a **Certificate Course in Computer** during the academic year 2018-19. It aimed to equip students with fundamental computer skills and knowledge. It attracted the participation of 16 students eager to enhance their digital literacy and technical capabilities.

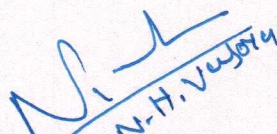
The course was carefully designed to cover a wide range of computer-related topics. This included fundamental concepts of computers like hardware, software, and operating systems. Participants received training in commonly used software applications such as word processing, spreadsheets, and presentations. They were also guided in navigating the internet, understanding search engines, and ensuring online safety. The course addressed email etiquette, introduced online collaboration tools, and raised awareness about social media usage in digital communication. Additionally, participants were introduced to the basics of programming logic and instructed on writing simple programs. Insights were provided into understanding computer components, troubleshooting common issues, and

performing basic maintenance for computer hardware. The course also included an introduction to online threats, with an emphasis on data privacy and highlighting best practices for staying secure, known as cybersecurity awareness. Overall, the course aimed to equip participants with a comprehensive understanding of essential computing concepts and skills.

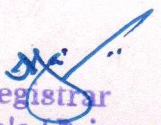
Similarly, in the academic year 2021-22, Children's University introduced the Certificate Course on Computer Concepts (CCC) with the objective of imparting students a foundational grasp of computer concepts and digital literacy. This program generated notable interest, drawing in 221 enthusiastic students eager to acquire fundamental computer skills. The meticulously crafted curriculum covered a diverse spectrum of computer-related subjects. It commenced by establishing a solid foundation through an introduction to computers, ensuring students comprehended the core principles of computer hardware, software, and operating systems. Following this, participants familiarized themselves with widely-used software applications such as word processing, spreadsheets, and presentations. The course also placed a significant emphasis on nurturing digital literacy, enabling students to confidently navigate digital platforms, access online information, and practice safe internet usage.

Additionally, the program included a dedicated segment on file management, equipping students with techniques for efficiently organizing and overseeing files and folders on computers. Participants also delved into the realm of communication and collaboration tools, exploring email, social media, and online collaboration platforms. Understanding internet browsing, search engines, and online resources constituted another pivotal aspect, ensuring students were adept at utilizing online information effectively. Furthermore, the course underscored the critical importance of cybersecurity awareness, imparting knowledge about online threats, data privacy, and best practices for upholding online security. Overall, this comprehensive curriculum was tailored to equip participants with a robust comprehension of essential computing concepts and skills, furnishing them with a sturdy foundation in the domain of computers and digital technology.

  
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