

Computer Training Survey Form

Please provide the following information to help us understand how we can improve the course.

1. Below are list of topics you learnt in the Computer and Internet Education Program. Please rate the extent to which these topics are useful to you. Tick mark across the choice that applies to you.

#	Topic	Very useful	Useful	Little useful	Not useful	Not at all useful
1	Introduction to computers.					
2	Computer parts (input and output devices).					
3	Mouse skills.					
4	Keyboard skills.					
5	Introduction to applications.					
6	Desktop navigation.					
7	Getting started with computer - start up/shut down login/logout.					
8	Information gathering and management with Internet.					
9	Communication tool – e-mail.					
10	Dos and donts – exercises to avoid strain on eyes, hands, etc.					
11	File management and directory structure					
12	Word processing					
13	Spread sheet					
14	Presentation					
15	Use of printer, scanner, pen drive, CD					
16	HTML – write a code, make a web page.					
17	Stepwise thinking					
18	Introduction to programming concepts through Scratch (multimedia programming)					
19	Logical reasoning					
20	Projects					

2. The teaching strategies used in the course are listed below. How helpful were these in learning?

#	Topic	Very helpful	Helpful	Little helpful	Not helpful	Not at all helpful
1	Teacher teaching without the computer					
2	Teacher giving a demo on the computer.					
3	In-class activities on the computer.					
4	Handouts					
5	Hands-on Projects (Word, Excel, PowerPoint, Web pages).					
6	Multiple-choice test					
7	Test – short answers					

3. Are you satisfied with the training you received?

___Very satisfied ___Satisfied ___Little satisfied ___Not satisfied

4. At the end of the training, how do you intend to use the learnt skills?

6. Briefly explain how has the training met your needs.

7. What topics you think need to be included in the course?

8. What topics you think need to be taught more extensively in the course?

Usage details

1. Do you have a computer at home? ____ Yes ____ No

2. Do you use the computer at the office?

If yes, for what purpose do you use it?

____ Data entry ____ Preparing letters ____ Sending circulars

____ others (please specify _____)

3. Do you surf the Internet? ____ Yes ____ No

4. How frequently do you use the computer?

____ Never ____ Occasionally ____ Weekly ____ Daily

Personal Information

Name (optional) : _____

1. Occupation

____ Office assistant ____ Security staff ____ Gardener
____ Library staff ____ Estate office staff ____ Hostel staff
____ Other (please specify _____)

2. Age

____ 20- 25 years ____ 26 – 35years ____ 36- 40years ____ 41 and over

3. Gender

____ Female ____ Male

4. Level of Education

____ Class X ____ Class XII/ Diploma ____ College Degree
____ Other (please specify _____)