



## EXTENSION ACTIVITY REPORT

Activity Title : **SMILE for HIs: Short-Course in Computer Technology** Time Started: **9:00** Ended: **5:00**

Venue: CIT Computer Technology Laboratory. Date Conducted: Oct. 22–Nov.26, 2016

### A. Rationale/ Background of Activity

The SMILE for HIs extension project offered its first skills training on the fourth quarter of the year 2016 on the first semester of the university's new calendar year. The computer technology course was offered as a response to the needs assessment conducted in 2012. Through an interest test, results revealed that one of the top interests of hearing impaired respondents is in computer manipulation. This training was intended for the HIs to learn skills associated with key application software, basic computing fundamentals and appropriate behavior while using the technology as a tool for employment.

The training was organized by the College of Arts and Sciences (CAS) where the said extension project is based. The trainers are the instructors from the College of Industrial Technology (CIT) Computer Technology department. In order to facilitate the training, the officers and some active members of the CAS Samahan sa Sikolohiyang Pilipino (SSP) and the CIT Association of Computer Technology Students (ACTS) served as the assistant trainers and shadow teachers for a more efficient teaching methodology. Aside from the SSP facilitators, the SPED teachers were also present for the sign language translation. The training program lasted for 6 weeks limited to Saturday classes to complete 42 hours of training.

### B. Objectives

The main objective of this training is to train the HIs for skills associated with key application software, basic computing fundamentals, and appropriate behavior while using technology as a tool for employment.

Specific objectives are the following:

1. To provide fundamental knowledge and skills on computing;
2. To understand various application software of computer; and
3. To gain proficiency in the uses of each application software particularly MS Office applications.

### C. Attendance

#### Guest, Speakers, Facilitators

Name	Position	Address/ Agency
1. Mr. Gino A. Cabrera	Project Leader/ Faculty	CAS-SLSU
2. Mr. Owen E. Mendoza	Teacher Aide	PSL
3. Mr. Omar Maravilla	Trainer/ Faculty	CIT-SLSU
4. Mr. Reynaldo V. Danganan	Trainer/ Faculty	CIT-SLSU
5. Mr. Lyndon John S. Mangonon	Trainer/ Faculty	CIT-SLSU
6. Ms. Lolita D. Eder	SPED Teacher	Mauban Southg ES
7. Albert M. Lucinada	Facilitator/ Assistant	CIT-ACTS
8. Clowie Ckien R. Caagbay	Facilitator/ Assistant	CIT-ACTS
9. Apple Gem E. Abulencia	Facilitator/ Assistant	CIT-ACTS
10. Avrell Jozh R. Fortuna	Facilitator/ Assistant	CIT-ACTS
11. Rhean M. Cano	Facilitator/ Assistant	CIT-ACTS
12. Arvin P. Mergenio	Facilitator/ Assistant	CIT-ACTS



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13. Abraham Cangao	Facilitator/ Assistant	CAS-SSP
14. Dyan Ara L. Torres	Facilitator/ Assistant	CAS-SSP
15. Mariel Melody S. Ilagan	Facilitator/ Assistant	CAS-SSP
16. Aileen R. Devera	Facilitator/ Assistant	CAS-SSP
17. Mark Angelo M. Asia	Facilitator/ Assistant	CAS-SSP
18. Jerick B. Targa	Facilitator/ Assistant	CAS-SSP
19. Antonette A. Adao	Facilitator/ Assistant	CIT-ACTS
20. Jessel Q. Campos	Facilitator/ Assistant	CIT-ACTS
21. Gabriel Emmanuel M. Alcantara	Facilitator/ Assistant	CIT-ACTS
22. Mrs. Sarah O. Mendoza	SPED Teacher	PSL
23. Mr. Sherwen T. Ferreras	SPED Teacher	Kalumpang ES
24. Mr. Gilbert S. Dealino	SPED Teacher	Tayabas East ES
25. Dr. Ma. Elna R. Cosejo	Chairperson-AB Psych	SLSU-CAS
26. Angela Kamil S. Morin	Facilitator/ Assistant	CIT-ACTS
27. Vinze Geruel G. Borines	Facilitator/ Assistant	CIT-ACTS
28. Joshua Renz N. Granada	Facilitator/ Assistant	CAS-SSP
29. Kate Nicole V. Malbog	Facilitator/ Assistant	CAS-SSP
30. Sheena Q. Carraig	Facilitator/ Assistant	CAS-SSP
31. Mae Magnaye	Facilitator/ Assistant	CAS-SSP
32. Ferlo C. Talisic	Facilitator/ Assistant	CIT-ACTS
33. Melquesedec L. Evea	Facilitator/ Assistant	CIT-ACTS

### Participants

Name	Position	Address
1. Joemelyn D. Dumangon	N/A	Lucban, Quezon
2. Joy Crizel M. Celis	N/A	Lucban, Quezon
3. Angelina Anareta	N/A	Lucban, Quezon
4. Ginalyn M. Celis	N/A	Lucban, Quezon
5. Kentwenley B. Robles	N/A	Mauban, Quezon
6. Mark Christian M. Sangcap	N/A	Mauban, Quezon
7. Apple Lyka A. Rey	N/A	Mauban, Quezon
8. Lemar John C. Edilloran	N/A	Mauban, Quezon
9. John Kerrwin M. Ilarde	N/A	Mauban, Quezon
10. Michelle M. Lanuza	N/A	Mauban, Quezon
11. Reymark S. Alba	N/A	Mauban, Quezon
12. Januel A. Codnar	N/A	Mauban, Quezon
13. Jerickson Q. Derecho	N/A	Mauban, Quezon
14. Leovic J. Briola	N/A	Mauban, Quezon
15. John Lauren R. Rivera	N/A	Mauban, Quezon
16. John Mark M. Alpuerto	N/A	Mauban, Quezon
17. Michael Precilla	N/A	Lucban, Quezon
18. Gladys Sto. Domingo	N/A	Lucban, Quezon
19. Reymart C. Cada	N/A	Lucban, Quezon
20. Meljane A. Castillo	N/A	Tayabas City
21. Gilbert Dealino	N/A	Tayabas City
22. Leonard Lames	N/A	Tayabas City
23. John Cris Zalameda	N/A	Tayabas City
24. Jomar S. Reyes	N/A	Tayabas City



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### D. Summary of attendance

Attendees	No. of Male	No. of Female
a. Guest, speakers, facilitators	18	15
b. Participants	17	7
Total	34	22

### E. Program of the Activity

Date	Particulars/ Lessons	Duration	Trainer
Oct. 22	Word Processing Software (MS Word) <ul style="list-style-type: none"> <li>• Quick Overview</li> <li>• Familiarizing with GUI</li> <li>• Understanding Windows Command</li> </ul>	7 hrs.	Mr. Omar Maravilla with the assistance of the SSP and ACTS and Mr. Gino A. Cabrera
Oct. 29	<ul style="list-style-type: none"> <li>• Keyboard Shortcuts</li> <li>• Objects and Tools</li> <li>• Customizing Application Interferes</li> <li>• Using the Help Features</li> </ul>	7 hrs.	
Nov. 5	Spreadsheets Application (MS Excel) <ul style="list-style-type: none"> <li>• Quick Overview</li> <li>• Familiarizing with GUI</li> <li>• Understanding Windows Command</li> </ul>	7 hrs.	Mr. Lyndon John S. Mangonon with the assistance of the SSP and ACTS and Mr. Gino A. Cabrera and Dr. Ma. Elna R. Cosejo
Nov 12	<ul style="list-style-type: none"> <li>• Keyboard Shortcuts</li> <li>• Objects and Tools</li> <li>• Customizing Application Interferes</li> <li>• Using the Help Features</li> </ul>	7 hrs.	
Nov. 19	Presentation Software (MS Powerpoint) <ul style="list-style-type: none"> <li>• Familiarizing with GUI</li> <li>• Understanding Windows Command</li> <li>• Getting More Objects</li> <li>• Animating Objects</li> <li>• Enhancing Multimedia Features</li> <li>• Using the Help Features</li> </ul>	7 hrs.	Mr. Reynaldo V. Danganan with the assistance of the SSP and ACTS and Mr. Gino A. Cabrera
Nov. 26	Publishing Software (MS Publisher) <ul style="list-style-type: none"> <li>• Familiarizing with GUI</li> <li>• Understanding Windows Command</li> <li>• Getting More Objects</li> <li>• Using the Help Features</li> </ul>	7 hrs.	
		42 hrs.	

### F. Highlights and Summary of Output (descriptive report)

The skills training for Computer technology lasted for 6 Saturdays completing 42 hours of learning sessions. The fundamental features of computer such as word, excel, powerpoint and publisher have been taught by competent and dedicated teachers from the College of Industrial Technology. With the possible impediment of language, the SPED teachers and the SSP Officers willingly lend time to translate the instruction from the trainers to the HIs. Also, the ACTS members served as shadow teachers for the participants to be guided in every single step to complete the computer exercises. The outputs of the students are either printed or saved into a rewritable CD.



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### G. Evaluation of the Seminar /Training (Summary of Evaluation)

No. of Respondent: 23

Questions	No. of Participants who rate as:				
	Best	Better	Good	Poor	No answer
<b>A. Layunin</b>					
1. Malinaw ang layunin ng <i>lecture /demonstration/ training.</i>	22	1	0	0	0
2. Napapanahon ang paksa.	19	3	1	0	0
3. Sapat ang itinakdang oras para sa mga gawain	13	10	0	0	0
<b>B. Nilalaman ng kurso</b>					
1. Ang mga paksa na tinalakay ay angkop sa mga layunin.	23				
2. Kapaki-pakinabang ang mga pinag-aralan	23				
3. Nakaragdag sa kaalaman o kakayahan ang mga natutuhan	22	1			
4. Ang mga teknolohiyang ibinigay ay angkop sa sitwasyon	22	1			
<b>K. Tagapagturo</b>					
1. Nagpakita ng sapat na kaalaman.	23				
2. Nakakahikayat ang paraan ng kanyang pagtuturo	20	3			
3. Malinaw ang kanyang pagsasalita	23				
4. Mahusay magpaliwanag sa mga katanungan	22				1
<b>D. Lugar/ Kagamitan</b>					
1. Angkop ang lugar para sa pagsasanay	23				
2. Sapat ang espasyo para sa mga dumalo	21	2			
3. Sapat na liwanag at temperature	19	3	1		
4. Sapat ang mga materyales at kagamitan.	18	5			
<b>E. Palatuntunan</b>					
1. Maayos ang nagging takbo ng mga kabuuang Gawain	19	4			
2. Nagsimula at natapos ang mga gawain sa itinakdang oras	15	7	1		
<b>F. Suporta sa Pagsasanay (mga lathalain/ babasahin)</b>					
1. Husto and pinamimigay na babasahin.	22		1		
2. Mahahalaga ang inpormasyon at napapanahon ang teknolohiyang isinasaad o tinatalakay	19	3			1
<b>G. Pagsasagawa ng Natutunan</b>					
1. Maaaring pagkunan ng panghanapbuhay	21				2
2. Makakapagpapataas ng pansariling kakayahan.	22				1
<b>Total</b>	431	43	5	0	5
<b>Percentage</b>	<b>89.23%</b>	<b>8.90%</b>	<b>1.03%</b>	<b>0%</b>	<b>1.03%</b>

#### Analysis of Evaluation;

The evaluation summary which is composed of twenty-one (21) items listed above showed that 89.23% of the participants rated the activity as best, 8.90% as better, 1.03% rated as good and another 1.03% has no answer. With the total of 98.13% rated the activity as best and better. It shows that participants are satisfied on the training conducted.



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### H. Funding Agency & Actual Expenses

SLSU MOOE – 3, 014. 00

PSWDO – 9, 261. 63

### I. Appendices

- Photos with caption
- Copy of Attendance sheet
- Copy of Approved Project Proposal
- Copy of Letter Communications
- Copy of MOA (if applicable)

*Prepared by:*

*Noted by:*

**GINO A. CABRERA, MPsy, Rpm**  
*Project Leader*

**JUDEIMAR A. UNGRIANO, MAH**  
*Chairperson, Social Sciences Dept.*



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### *SMILE for His: Short-Course in Computer Technology*

October 22 – November 26, 2016, SLSU CIT Computer Technology Laboratory



A typical routine for the Saturday classes is to start with an opening prayer.



The classroom set up-students are hands on, the trainer explains, the teacher translates.



Ms. Lolita D. Eder, SPED teacher translates the instruction from the words of the trainer.



His are highly engrossed with their activities while the SSP and ACTS members facilitate.



The CIT Computer Laboratory becomes a busy place for learning.



One of the students helps Ms. Eder to communicate with his fellow.