



Taranath Shikshana Samsthe

LAXMI VENKATESH DESAI COLLEGE, RAICHUR-584103.



Re-Accredited by NAAC with B Grade

DEPARTMENT OF COMPUTER SCIENCE

Add-On Course Documents

Title: Certificate Course on Fundamentals of Computer

Academic Year: 2019-2020

Sl.No	Particulars
1	Declaration
2	Permission letter
3	BOS Request Letter
4	Brochure
5	Notice
6	Syllabus
7	Timetable
8	Attendance
9	Summary Report
10	Model certificate



Taranath Shikshana Samsthe



LAXMI VENKATESH DESAI COLLEGE, RAICHUR-584103.
(Affiliated to Raichur University, Raichur. Re-Accredited by NAAC with "B" Grade)


Sri. Chandrakanth, M.Sc.,
PRINCIPAL

Office of the Principal
Ph:(08532)-240286, 24071
Fax:+918532 240707
e-mail: lvdrccr@gmail.com
Website: www.lvdcollege.org


Date: 20/06/2019

TO WHOMEVER IT MAY CONCERN

This is to certify that, the college has introduced the Add_On course on, "CERTIFICATE COURSE ON FUNDAMENTALS OF COMPUTER" with the duration of 30 hours introduced in 2019-20. The said programme is apart from the existing course curriculum.


Head of the Department

Head of Department
Computer Science
L. V. D. College,
RAICHUR-584 101.


Principal
PRINCIPAL
L.V.D. College, RAICHUR-03.

Date: 20/06/2019

To
The Principal,
LVD College, Raichur.

From
HoD.
Computer Science Department.


Respected Sir,


Sub: Permission to start a Certificate course

With respect to the above-cited subject I, the undersigned request you to grant permission to start a course titled "CERTIFICATE COURSE ON FUNDAMENTALS OF COMPUTER" to B.A students. The details of the syllabus and duration are enclosed. This course helps students to build up their skills. Kindly grant the permission.

Thanking You,

Yours Faithfully,


Head of Department
Computer Science
L. V. D. College,
RAICHUR-584 104.

Permitted

PRINCIPAL
L.V.D. College, RAICHUR-03.



Sri. Chandrakanth M.Sc.
Principal

Ph.No:08532-24086
Email: lvdrcr@gmail.com
Website:www.lvdcollege.org




Date: 26/6/2019

ORDER

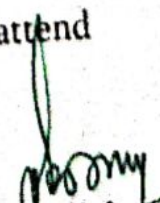
Sub: Meeting of Board of Studies members

A meeting of the following BOS is hereby convened on 4/7/2019 at 11:00 AM in the Department of Computer Science, LVD College, Raichur

BOARD OF APPOINTMENT OF BOS MEMBERS FOR ADD-ON COURSE

1)	Sri. Chandrashekhar. S Assistant Professor Department of Computer Science GFGC, Raichur.	Chairman 
2)	Sri. Vinod Kumar Assistant Professor AME'S Degree College, Raichur.	Member 
3)	M.A. Kareem Head of the Department Department of Computer Science LVD College, Raichur	Member 

The Chairman and the members are requested to make it convenient to attend
THE BOS Meeting


PRINCIPAL



Outcomes:


- Students will be able to do English typing both upper & lower case and understand about Computer Fundamentals.
- Students will be able to do Prepare Personal/Business letters, setting the documents, formatting the documents, Edit and proofing the documents and printing the documents.
- Students will be able to do create Students Mark sheets, Create & Analyze the Charts, Edit the Worksheets and Apply Different formula and Function for different Purpose.
- Students will be able to do Create Attractive Presentations.



Taranath Shikshana Samsthe
LAXMI VENKATESH DESAI
COLLEGE, RAICHUR.
RE-ACCREDITED BY NAAC
WITH 'B' GRADE

Department of Computer
Science
Offering Course on
"Certificate Course on
Fundamentals of Computer"

FOR B.A STUDENTS
DURATION: ONE MONTHS
2019-2020
STARTS FROM:
01-08-2019

 Join Now

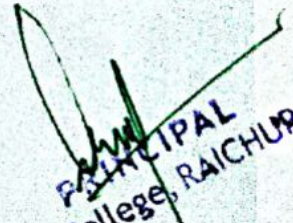
Course includes:

- BASICS OF COMPUTER
- MS-OFFICE
- WORKING ON TEXT:
- MS-EXCEL BASIC:
- POWER POINT



CONTACT:

- 1) Dr. Padmavathi
Lecturer
Department of Computer
Science
- 2) Swathi Dixit
Lecturer
Department of Computer
Science


PRINCIPAL
L.V.D. College, RAICHUR.

Laxmi Venkatesh Desai College, Raichur

Affiliated to Gulbarga University, Kalaburagi & Re-Accredited by NAAC with B Grade

Department of Computer Science

NOTICE

All the B.A students are hereby informed to join and get the benefit of the Add_On course titled

"CERTIFICATE COURSE ON FUNDAMENTALS OF COMPUTER"

Starting from 1st August 2019, from 2:30 PM to 3:20 PM

This course enables you to use the computer for basic purposes e.g., English typing (both upper case & lower case), preparing personal/business letters, students mark sheets and creating attractive presentations etc. The course also helps to create Excel sheets, use various formulas and presentations.

BCA 2nd year
Vamshali
15/7/2019

Gift
B.Sc. II year

Breddy
B.Sc 2nd year

Amr
BA II Sem

Vijay
B.Sc 2nd yr

Divya
B.A. II year

Pr
B.A. Ist year

Principal
L.V.D. College, RAICHUR-03.

Signature of HoD
Head of Department
Computer Science
L.V.D. College,
RAICHUR-584 101.

DEPARTMENT OF COMPUTER SCIENCE

Course Title: Certificate Course on fundamentals of Computer

Duration: 35 hours

This Course is for Students **B.A I Semester**

Aims and Objectives:

The course is designed aiming at Computer Literacy which includes Computer Fundamentals & MS-office for learners. After completing the course the incumbent will be able to use computer for basic purposes e.g., English typing (both upper case & lower case), preparing his personal/business letters, students mark sheets and creating attractive presentations etc. The course also helps small business communities to maintain their small accounts using computers.

English Touch Typing & Fundamentals of Computer basic

MS-OFFICE

Working on Text:

Components of MS-Word Screen, Editing and Proofing the Text , Text Formatting, Font, Alignment , Lists , Paragraph and Line Spacing , Inserting Objects , Date & time, Symbols , Table, Clip Art, Shapes, Smart Art and Word Art, Hyperlink, Page Formatting & Printing , Setting Page Margins, Size and Layout.

MS-Excel Basic: Components of MS-Excel Screen, Workbook and Worksheet, Data Types in Excel, Building Formula (addition, subtraction, multiplication, percent and division)

Functions: Function for average, count, sum, maximum and minimum, Inserting Object, Clipart & Word Art , Understanding Chart wizard, Various Types of Chart,

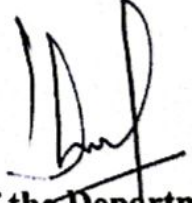
Power Point: Starting with Power Point, types of slide, text on slide, Fun with Presentation, Slide Design, Slide Transition, Animation, Auto Content Wizard, Setup the slide show.

Course Outcomes:

1. Students will be able to do touch English typing both upper & lower case and understand about Computer Fundamentals.
2. Students will be able to do Prepare Personal/Business letters, setting the documents, formatting the documents, Edit and proofing the documents and printing the documents.
3. Students will be able to do create Students Mark sheets, Create & Analyze the Charts, Edit the Worksheets and Apply Different formula and Function for different Purpose.
4. Students will be able to do Create Attractive Presentations.

References:

"Computer Fundamentals" by P K Sinha


Head of the Department
M.A. Kareem
Head of Department
Computer Science
L. V. D. College,
RAICHUR-03


PRINCIPAL
L.V.D. College, RAICHUR-03.



LAXMI VENKATESH DESAI COLLEGE, RAICHUR

Certificate Course on Fundamentals of Computers.

Time Table with effect from 1/8/2019. Class BA/B.S.C Department Computer Science Section _____ Room No. C-Slab

Time → Days ↓	9:30	10:20	11:10	12:00	12:50	1:40	2:30	3:20	4:10
Mon							FOC ↓		
Tue							-do-		
Wed							-do-		
Thu							-do-		
Fri							-do-		
Sat							-do-		

Head of Department
Computer Science
L.V.D. College,
RAICHUR-564 101

Name of the Staff :

Radhika Reddy

Principal
L.V.D. College, RAICHUR-03

ಶಾಲೆಯ ಹೆಸರು: B.A
 ವರ್ಷ: August 2019-20
 ತರಗತಿ: Fundamentals of Computer

Name of the School: _____
 Month of: Aug/Sep 2019
 Class: B.A

Roll No. ದಾಖಲೆ ಸಂ.	Admission No. ಪ್ರವೇಶ ಸಂಖ್ಯೆ	Date of Birth ಜನ್ಮ ದಿನಾಂಕ	Name of the Student ವಿದ್ಯಾರ್ಥಿಯ ಹೆಸರು	Caste ಜಾತಿ	Date										
					1	2	3	4	5	6	7	8	9	10	11
117	524		Mabeboob		P	P	P	P	P	P	A	P	P	A	P
118	525		Sahana nayak		P	A	P	P	A	P	P	P	P	P	P
119	529		Sumeriya Begum		P	P	P	P	P	P	T	P	A	P	P
120	530		Sharanabacaula		P	P	P	P	P	A	P	P	P	P	P
121	531		Bhagyashree		P	P	A	P	P	V	P	P	P	P	P
122	532		Padmanabha		P	P	P	A	P	A	P	P	P	P	P
123	533		Girijanama		P	P	A	P	P	A	P	P	P	P	P
124	534		Geetha		P	P	A	P	P	P	A	P	P	P	P
125	535		Shireesh patil		A	P	P	P	P	P	A	P	P	P	P
126	536		Raju		P	P	P	P	P	P	P	P	P	P	P
127	537		Tatyappa		P	P	P	P	P	P	P	P	P	P	P
128	538		Priyanka		P	A	P	P	P	P	P	D	A	P	P
129	539		Premaraj		P	A	P	P	P	P	P	P	P	P	P
130	549		Shivalingappa		A	P	P	P	P	P	P	P	P	P	P
131	600		Tofig		P	P	P	P	P	P	P	P	P	P	P
132	601		manoj P		P	A	P	P	P	P	P	P	P	P	P
133	602		Prakash		P	P	P	P	P	P	P	P	P	P	P
134	603		Vasudha		P	P	P	P	P	P	P	P	P	P	P
135	604		Shivaraj Rajal		P	P	P	P	P	P	P	P	P	P	P
136	604		Chilpa		P	A	P	P	P	P	P	P	P	P	P
137	608		Channabasava		P	P	P	P	P	P	P	P	P	P	P
138	609		Jyothi		P	P	P	P	P	P	P	P	P	P	P
139	650		Rehmat Anisagada		P	P	P	P	P	P	P	P	P	P	P
140	651		Tatawari Sangita		A	P	P	P	P	P	P	P	P	P	P
141	652		R. Sharanabasava		P	P	P	P	P	P	P	P	P	P	P
142	653		Vijay Reddy		P	P	P	P	P	P	P	P	P	P	P
143	654		Ravi Kumar		P	A	P	P	P	P	P	P	P	P	P
144	655		Ramesh		A	P	P	P	P	P	P	P	P	P	P
145	656		Shiva Prasad B		P	P	P	P	P	P	P	P	P	P	P

No. Present Daily _____
 Total No. in the Register _____

ಆರಂಭದಲ್ಲಿ ಸೇರಿದವರು Abstract in the beginning				
Rolls/Boys	SC	ST	Minorities	Others
ಹೆಣ್ಣು/Girls				

1) Number at the beginning of the Month _____
 2) Admission during the month _____
 3) No. left during the month _____
 4) Number at the end of the month _____

ಶಾಲಾ ಸಹಾಯಕಿ/Class Teacher Signature _____

Date																															No. of days present	Total No. of Attendance from the beginning of the Academic year	Date of original admission to the class / promotion	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12	12	12	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	13	13	13
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	14	14	14
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15	15	15
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	16	16	16
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	17	17	17
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	18	18	18
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	19	19
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20	20	20
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	21	21	21
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	22	22	22
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	23	23	23
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	24	24	24
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	25	25
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	26	26
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	27	27
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	28	28
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	29	29
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30	30	30
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	31	31	31

5) No. of School working days _____
 6) Average number on the roll during the month _____
 7) Average attendance during the month _____
 8) Percentage of (6) and (7) _____

ಶಾಲಾ ಸಹಾಯಕಿ/Head Master Signature _____

ಆಂಶದಲ್ಲಿ ಸೇರಿದವರು Abstract at the end				
Rolls/Boys	SC	ST	Minorities	Others
ಹೆಣ್ಣು/Girls				
ಒಟ್ಟು/Total				

Laxmi Venkatesh Desai College, Raichur

Affiliated to Gulbarga University, Kalaburagi & Re-Accredited by NAAC with B Grade

Department of Computer Science


Report of Certificate course

Add-On course:	CERTIFICATE COURSE ON FUNDAMENTALS OF COMPUTER
Duration:	35 hrs
Started on:	01-08-2019
Completed on:	27-09-2019
Name of the faculty:	M.A Kareem and Dr.Padmavathi
Total No of students admitted	174
Total No of classes taken	41
Total No of students benefited	174

There were 174 students joined the course and attended all the classes. Students are able to do English typing both upper and lower case and understand about Computer Fundamentals. Students are able to Prepare Personal/Business letters, setting the documents, formatting the documents, Edit and proofing the documents and printing the documents. Students are able to create Students Mark sheets, Create & Analyze the Charts, Edit the Worksheets and Apply Different formula and Function for different Purpose. Students are able to Create Attractive Presentations.


Signature of Faculty

Signature of HoD


Head of Department
Computer Science
L. V. D. College,
RAICHUR-584 101


PRINCIPAL
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Taranath Shikshana Samsthe

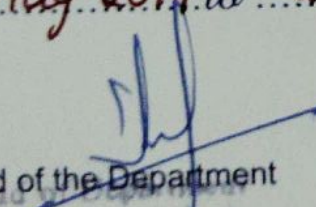
LAXMI VENKATESH DESAI COLLEGE RAICHUR

(Re-Accredited by NAAC with 'B' Grade)

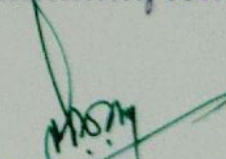
Certificate

This is to Certify that [✓]Miss. / Mr. Asha Bee
of B.A. I Semester has completed the Certificate Course in
Fundamentals Of Computer

Conducted by the Department of COMPUTER SCIENCE from
1st Aug 2019 to 27th Sep 2019


Head of the Department
Computer Science




PRINCIPAL
L.V.D. College, RAICHUR-03
Principal