



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: Computer and Office Automation

Academic Year: 2020-2021

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 Gulbarga University, Kalaburagi. Re-Accredited by NAAC with "B" Grade)

Dr.Venkatesh B. Devaru, M.Sc.,Ph.D.,MBA.
PRINCIPAL

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

Date: 10/11/2020

TO WHOMEVER IT MAY CONCERN

This is to certify that, the college has introduced the Add_On course on, "Computer and Office Automation" with the duration of 36 hours introduced in 2020-21. The said programme is apart from the existing course curriculum.

Head of the Department

**Head of Department
Computer Science
L. V. D. College,
RAICHUR-584101.**

Principal

**PRINCIPAL
L.V.D. College RAICHUR**

Date: 10/nov/2020

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 Certificate course titled "**COMPUTER AND OFFICE AUTOMATION**" 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,


PRINCIPAL
L.V.D. COLLEGE, RAICHUR


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



Taranath Shikshana Samsthe
LAXMI VENKATESH DESAI
COLLEGE, RAICHUR.
 Re-Accredited BY NAAC with 'B'
 grade.



Department of Computer
 Science

Offering Add_On Course on
**"Computer and Office
 Automation".**



Course Includes:

- Introduction to Computers and Its Components.
- MS Office Tools-
- Working on Text:
- Components of MS-Word
- MS-Excel Basic
- Power Point
- Google Documents

2020-2021
For B.A Students
Duration: One Month
Starts from: 01-01-2021

Join Now

Objectives:

- Students will be able to do touch 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 proof reading documents and printing the documents.
- Students will be able to do Prepare 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.
- Students can also create google documents



CONTACT:

- 1) M.A.KAREEM
H.O.D
- 2) MD ILLIYAS
LECTURER

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



Taranath Shikshana Samsthe



LAXMI VENKATESH DESAI COLLEGE, RAICHUR-584103.

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Dr. Venkatesh B. Devaru, M.Sc., Ph.D., MBA.
PRINCIPAL

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Ph: (08532)-240286, 240707
Fax: +918532 240707
e-mail: lvdrcc@gmail.com
Website: www.lvdcollege.c

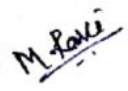


Date: 16/10/2020

ORDER


Sub: Meeting of Board of Studies members


A meeting of the following BOS constituted is hereby convened on 23/10/2020 at 04:30 PM in the Department of Computer Science, LVD College, Raichur.

BOARD OF APPOINTMENT OF BOS MEMBERS FOR ADD-ON COURSE

1)	Sri. M. Ravi Assistant Professor Department of Computer Science GFGC, Raichur.	Chairman 
2)	Sri. Laxmikanth Dixit 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
L.V.D. College, RAICHUR


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L.V.D. College, RAICHUR-03

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 Certificate course titled "**COMPUTER AND OFFICE AUTOMATION**" starting from

1st Jan 2021, from 2:30 PM to 3:20 PM

This course enable the students to understand computer, and its use in various applications like Typing (both upper case & lower case), it also provide details use of Microsoft office tools for preparing personal/business letters, creating tables in excel sheets using various formulas, making use of different charts, and creating attractive presentations etc. It also includes Google form creation, which helps the students to create Google forms.

Lab - Phy
Views
15/12/21

Lab
B.Sc. II year

B.Sc. III year

PRINCIPAL
L.V.D. COLLEGE, RAICHUR

B.C.A. I year
Yanfali

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

Laxmi Venkatesh Desai College, Raichur

Re-Accredited by NAAC with B Grade

Department of Computer Science
Computers and Office automation
Certificate Course-2020-2021

Syllabus

<p>1. Introduction to Computers 1.1. What is computer? 1.2. Characteristics of Computers 1.3. Types of Computers 1.4. Generations of Computer 1.5. Components of Computer 1.6. Networking</p> <p>2. Operating System 2.1. Features 2.2. Types of operating system 2.3. Functions of operating system 2.4. Computer Languages</p> <p>3. MS Office 3.1. Introduction 3.2. Ribbon</p> <p>4. MS Word 2010 4.1. Interface Elements 4.2. File Menu 4.3. Auto Correct 4.4. Home Tab 4.5. Insert Tab 4.6. Page Layout Tab 4.7. Mailings Tab 4.8. Review Tab 4.9. View Tab</p> <p>5. MS Excel 2010 5.1 Spread sheets 5.2 Introduction to Excel 2010 5.3 File Tab 5.4 Home Tab 5.5 Functions in Excel 2010 5.6 Insert Tab 5.7 Page Layout Tab 5.8 Formulas 5.9 Data Tab 5.10 Review Tab 5.11 View Tab 5.12 Charts 5.13 Conditional formatting 5.14 Data Validation 5.15 Printing</p>	<p>6 Presentation Tool MS PowerPoint 2010 6.1 Ribbon 6.2 Create a new presentation 6.3 Slide Views 6.4 Apply Transition 6.5 Presenting Slide Show 6.6 Saving and Printing 6.7 Word Art and Shapes 6.8 Animating Text and Objects</p> <p>7 Internet 7.1 What is Internet? 7.2 What is www? 7.3 Web Browser 7.4 Toolbars 7.5 URL 7.6 Domains 7.7 Home Page and History 7.8 The Cache 7.9 Favourites 7.10 How does Search Engine Work? 7.11 Things to Be Cautious About the Internet 7.12 Google Documents</p> <ul style="list-style-type: none">• Creating Google Account• Google Drive options
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Taranath Shikshana Samsthe

LAXMI VENKATESH DESAI COLLEGE, RAICHUR

Computer and Office Automation

Time Table with effect from 01/01/2021 Class B.A Department Computer Science Section _____ Room No. CS-lab

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

Head of Department
Department of Computer Science
L.V.D. College,
RAICHUR - 574 101

Name of the Staff : MD. Illiyas

Principal
L.V.D. College, RAICHUR

Laxmi Venkatesh Desai College, Raichur

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

Attendance Sheet

Department of Computer Science																																			
Class: BA-IT		Course title: Computer and Office Automation															Faculty Name: Md. Illiyas																		
Sl.No	Register No	Name of the Student	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		
1	A2135640	Ashiq	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P		
2	A2135641	Venugopal	P	A	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P	A	A	P	P		
3	A2135642	Anil	P	P	P	A	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	A	P	A	P	P	A		
4	A2135643	Vdaya Kumar	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A		
5	A2135644	Baswaraj	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P		
6	A2135645	Sohamkumar	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P		
7	A2135646	Mahesh	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P		
8	A2135647	Kirod	P	P	P	P	P	A	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P		
9	A2135648	Satish	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	A	P	
10	A2135649	Ranganath	P	P	A	P	A	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	A	A	
11	A2135650	Nandesh	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	A	P	P	A	P	P	A	P	P	P	P	P	P	P	
12	A2135651	Earesha	P	P	P	A	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	
13	A2135652	Hareesh	P	P	P	A	P	P	P	A	A	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	
14	A2135653	Shankar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P
15	A2135654	Babulal	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P

Signature of Faculty in-charge:
Computer science
L. V. D. College,
RAICHUR-584 101.

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

Signature of Principal
PRINCIPAL
L.V.D. College, RAICHUR

Laxmi Venkatesh Desai College, Raichur

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

Attendance Sheet

Department of Computer Science																																				
Class: BA-1 sem		Course title: <i>Computer and Office Automation</i>															Faculty Name: <i>Md. Illiyas</i>																			
Sl.No	Register No	Name of the Student	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			
16	A2135655	Shabhana.	P	P	P	P	P	A	A	P	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	A		
17	A2135656	Subhan.	P	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	A	P	P	P	A	P	P	P	P	P		
18	A2135657	Swati	A	A	A	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P		
19	A2135658	Devaraj	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P		
20	A2135659	Channabasava	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P		
21	A2135660	Ramesh	A	A	P	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P	A	A		
22	A2135661	Ground	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P		
23	A2135662	Dopanna	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	A	P	P	A	P	P	P	P	P	P		
24	A2135663	DevalSab	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	A	
25	A2135664	Ravi Kumar	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P		
26	A2135665	Sahana.	P	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P
27	A2135666	Raghavendra	P	A	P	P	P	P	A	A	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
28	A2135667	Vinod Kumar	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P
29	A2135668	Mounaiddin	P	P	A	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
30	A2135669	Trupti	A	A	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P

[Signature]
Signature of Faculty

[Signature]
Signature of HOD
Head of Department
Computer Science
L.V.D. College
Raichur

[Signature]
Signature of Principal
PRINCIPAL
L.V.D. COLLEGE, RAICHUR

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Attendance Sheet

Department of Computer Science

Class: BA-1 Sem	Course title: Computer and office Automation	Faculty Name: Md. Illiyas																																		
Sl.No	Register No	Name of the Student	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			
31	A2135670	Sohel	P	P	A	P	P	P	P	A	A	P	P	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P			
32	A2135671	Udaya	P	P	P	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	A			
33	A2135672	Shankappa	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P	A	A	P	A	P	P	P	P	P	P	A	A	P	P	P	P			
34	A2135673	Yanarodappa	P	P	P	P	P	P	P	A	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P		
35	A2135674	Bajrugouda	P	P	P	P	P	P	P	A	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P			
36	A2135675	Ranganatha	A	A	A	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P		
37	A2135676	Pavan	A	P	D	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P		
38	A2135677	Mallikarjun	A	A	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	A	P	P		
39	A2135678	Feroz	A	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	A	P		
40	A2135679	Yousef Ali	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	A	A	P	P	P	
41	A2135680	Abhishek	P	P	A	P	P	P	A	P	A	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	A	A	P	P	P	P	
42	A2135681	Elanna	P	A	P	P	P	A	P	A	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	A	P	P	
43	A2135682	Bhaskurniya	P	P	P	P	A	P	A	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P
44	A2135683	Shanthi	P	P	P	P	A	P	P	A	P	P	P	P	A	P	A	A	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P
45	A2135684	Arun Kumar	P	A	A	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P

Signature of Faculty

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

Signature of Principal
PRINCIPAL
L.V.D. College, RAICHUR

Laxmi Venkatesh Desai College, Raichur

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Attendance Sheet

Class: BA 7sem		Department of Computer Science																														
Sl.No	Register No	Name of the Student	Faculty Name: Md. Illiyas																													
			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
46	A2135685	Shameena.	P	P	P	A	A	P	P	A	P	P	A	A	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P
47	A2135686	Chamareddy	P	A	P	P	A	P	P	A	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P
48	A2135687	Prashanta	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	A	P	P	P	P	P
49	A2135688	Huseri	A	A	P	P	A	P	A	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P
50	A2135689	Vijay	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P
51	A2135690	Radhika	P	P	P	A	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A	A	P	P	A	P	P	P	P	P	P
52	A2135691	Shiraganga	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	A	A	P	P	P	P
53	A2135692	Gayatri	P	A	P	P	A	P	P	P	A	A	P	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P
54	A2135693	Siddhima	A	A	P	A	A	P	A	P	P	P	A	A	A	P	P	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P
55	A2135694	Sangeeta	P	P	A	P	P	A	P	A	P	A	P	P	P	A	P	A	P	A	P	A	A	P	P	A	P	P	P	P	P	P
56	A2135695	Praveen.	P	P	P	P	A	A	P	P	A	A	P	P	A	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	P	P
57	A2135696	Isouliya	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P
58	A2135697	Neer Kumar	P	P	P	P	P	A	A	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P
59	A2135698	Abhishek	P	P	P	P	P	A	P	A	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
60	A2135699	Lechana.	P	P	P	A	A	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P

Signature of Faculty

Signature of HOD

Signature of Principal

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

L.V.D. College, RAICHUR

Laxmi Venkatesh Desai College, Raichur

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

Attendance Sheet

Class: BA Isem		Course title: Computer and office Automation		Department of Computer Science																															
Sl.No	Register No	Name of the Student	Faculty Name: Md. Illiyas																																
			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			
61	A2135700	Lakshmi	P	P	A	P	A	P	P	A	P	P	A	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	A	P		
62	A2135701	Anitha	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	A	P	
63	A2135702	Nityashree	A	A	P	P	A	P	A	P	P	A	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	A	P	P	A	A	A	
64	A2135703	Somesh	A	P	A	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	A	P	P	P	P	P	
65	A2135704	Earamma	P	P	A	P	P	P	P	A	P	P	A	P	A	P	A	P	P	A	P	P	A	P	P	P	A	P	P	A	P	P	P		
66	A2135705	Babajar	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	A	P	P	A	P	P	P	P	P	P	P	A	P	P	A	P	
67	A2135706	Eresh	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	A	P	P	P	A	P	
68	A2135707	Eramma	P	P	P	P	P	P	A	P	P	P	A	P	P	A	A	A	P	P	P	A	P	P	P	P	P	P	A	A	P	P	P	A	
69	A2135708	Mamatha	P	P	A	A	P	P	P	P	P	A	P	P	P	P	A	A	A	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	
70	A2135709	Jayamma	P	P	A	A	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	A	P	
71	A2135710	Naveen	P	P	P	P	A	A	P	P	P	P	P	P	A	P	A	A	P	P	P	P	A	P	P	P	A	A	P	P	A	P	P	P	
72	A2135711	Krishna	A	P	A	P	P	A	P	P	P	P	P	P	P	A	A	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P	A	
73	A2135712	Raju	A	P	P	P	P	P	P	A	P	P	A	P	P	A	P	P	A	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	
74	A2135713	Udaya	P	A	A	P	P	A	P	A	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	A	P	P	P	
75	A2135714	Anjannayya	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P

Signature of Faculty

Signature of HOD
 Head of Department
 Computer Science
 L.V.D. College
 RAICHUR-584 107

Signature of Principal
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

Report of Certificate course

Add-On course:	COMPUTER AND OFFICE AUTOMATION
Duration:	36 hrs
Started on:	01-01-2021
Completed on:	08-02-2021
Name of the faculty:	Md. Illiyas
Total No of students admitted	75
Total No of classes taken	36
Total No of students benefited	75

There were 75 students joined the course and attended all the classes. Students are able to do English typing both upper & 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. Students can also create Google forms, which helps to create quiz or any other kinds of forms.

Signature of Faculty

PRINCIPAL
L.V.D. College, RAICHUR

Signature of HoD
L. V. D. College,
RAICHUR-584 101



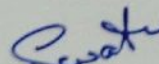
Taranath Shikshana Samsthe

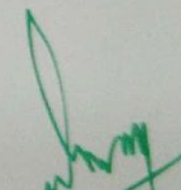
LAXMI VENKATESH DESAI COLLEGE RAICHUR

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

Certificate

This is to Certify that Miss. / Mr. [✓] ANIL
of B.A I year has completed the Certificate Course in
Computer and office Automation
Conducted by the Department of computer Science from
01/01/2021 to 08/02/2021


Head of the Department
Head of Department
Computer Science


Principal
PRINCIPAL

L.V.D. COLLEGE RAICHUR-03