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: Fundamentals of Computer

Academic Year: 2021-2022

Sl.No	Particulars				
1	Declaration				
2	Permission letter				
3	BOS Request Letter				
4	Brochure		11-		
5	Notice	2,			
6	Syllabus				
7	Timetable	2.91			
8	Attendance				1,00
9	Summary Report				
10	Model certificate				
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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: lvdrcr@gmail.com Website: www.lvdcollege.com

Date: 07/10/2021

TO WHOMEVER IT MAY CONCERN

This is to certify that, the college has introduced the Add_On course on, "FUNDAMENTALS OF COMPUTER" with the duration of 35 hours introduced in 2021-22. The said programme is apart from the existing course curriculum.

Head of the Department

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

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

Date: 7/10/2021

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 "FUNDAMENTALS OF COMPUTER" to B.A/B.Sc 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 Haithfully, Head of Department Computer Science L. V. D. College, AICHUR-584 191

Laxmi Venkatesh Desai College, RAICHUR.



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Date: 24/9/2021

ORDER Sub: Meeting of Board of Studies members

A meeting of the following BOS constituted is hereby convened on 28/9/2021 at 3:00 PM in the Department of Computer Science, LVD College, Raichur.

BOARD OF APPOINTMENT OF BOS MEMBERS FOR ADD-ON COURSE

Dr. Chandrashekhar. S

Assistant Professor

1) Department of Computer Science

GFGC, Raichur.

Chairman

Sri. Laxmikanth Dixit

2) . Assistant Professor

AME'S Degree College, Raichur.

M.A. Kareem

Head of the Department

3) 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

LV.D. College, RAICHUR-03



Fundamentals understand about Computer typing both upper & lower case and Students will be able to do English

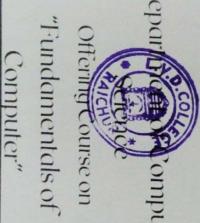
- printing the documents documents, formatting the documents, Edit and proofing the documents and Personal/Business letters, setting the Students will be able to do Prepare
- Students Mark sheets, Create & Students will be able to do create
- formula and Function for different Analyze the Charts, Edit the Worksheets and Apply Different
- Attractive Presentations. Students will be able to do Create



Taranath Shikshana Samsthe

LANMIVENKATESHDESAL COLLEGE, RAICHUR.

WITH 'B' GRADE



DURATION: ONE MONTHS FOR B.A STUDENTS STARTS FROM: 2021-2022

Join Now

Course includes:

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



CONTACT:

1) Dr. Padmavathi Lecturer

Science Department of Computer

Lecturer 2) Swathi Dixit

Department of Computer

Laxmi Venkatesh Desai College, Raichur

Affiliated to Culturge Subserveile. Tellular sight the Lorrandian by LLLC with Affireda

Department of Computer Science

NOTICE

All the B.A/B.Sc students are hereby informed to join and get the benefit of the Certificate course titled "FUNDAMENTALS OF COMPUTER" starting from

10th November 2021, 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 presentation.

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

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Laxmi Venkatesh Desai College, Raichur

Re-Accredited by NAAC with B grade

DEPARTMENT OF COMPUTER SCIENCE

Course Title: Fundamentals of Computer

Duration: 35hours

This Course is for StudentsB.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, SlideTransition, 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
Hood of Department
Computer Science
L.V.D. College,
*AICHUR. 584 101

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Laxmi Venkatesh Desai College, Raichur

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Department of Computer Science

Report of Certificate course

Add-On course:

FUNDAMENTALS OF COMPUTER

Duration:

35 hrs 10-11-2021

Started on: Completed on:

17-12-2021

Name of the faculty:

M.A Kareem and Swathe.

Total No of students admitted Total No of classes taken

33

Total No of students benefited

15

There were 15 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.

Signature of Faculty

L.V.D. College, HAICHUR-03

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