



Tarunath 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

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1	Declaration
2	Permission letter
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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: lvdrccr@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

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


Principal

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

Date: 7/10/2021

To
The Principal,
LVD College, Raichur.

From
HoD.
Computer Science Department.

Respected Sir,

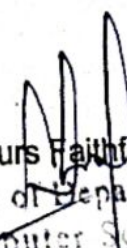
Sub: Permission to start a Certificate course

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,



PRINCIPAL
Laxmi Venkatesh Desai College,
RAICHUR.


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



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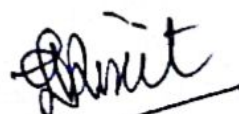

Date: 24/9/2021

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

- | | | | |
|----|--|-----------------|---|
| 1) | Dr. Chandrashekhar. S
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


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



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
LANMIVENKATESHIDESAI

COLLEGE, RAICHUR.

RE-ACCREDITED BY NAAC
WITH 'B' GRADE

Department of Computer



Offering Course on
"Fundamentals of
Computer"

FOR B.A STUDENTS
DURATION: ONE MONTHS

2021-2022
STARTS FROM:
10-11-2021

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

Laxmi Venkatesh Desai College, Raichur

Affiliated to Gulbarga University, Kalaburagi & Co. Accredited by N.B.E.E. with B Grade

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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B.Sc. I year
B.Sc. III year
B.A. II year

B.A. I year

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

[Handwritten signature]
BA II year

B.Sc lab
I year
Manjula
3/10/2021

[Handwritten signature]
Signature of ~~Principal~~
read of
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

Course Title: Fundamentals of Computer

Duration: 35hours

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,
AICHUR. 584 101



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LAXMI VENKATESH DESAI COLLEGE, RAICHUR
Fundamentals of Computers

Time Table with effect from 10/11/2021 Class B.A/B.Sc Department Computer Science Section _____ Room No. CS Lab

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

Head of Department
[Signature]
 Head of Department
 L.V.D. College,
 RAICHUR-584101

Name of the Staff: Geetha Dixit Reddy

PRINCIPAL
 L.V.D. College, RAICHUR-03
[Signature]

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

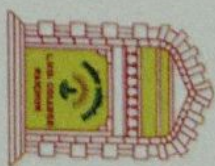
Add-On course:	FUNDAMENTALS OF COMPUTER
Duration:	35 hrs
Started on:	10-11-2021
Completed on:	17-12-2021
Name of the faculty:	M.A Kareem and <i>Swathi</i>
Total No of students admitted	15
Total No of classes taken	33
Total No of students benefited	15

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.

Swathi
Signature of Faculty

[Signature]
PRINCIPAL
L.V.D. College, RAICHUR-03

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




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LAXMI VENKATESH DESAI COLLEGE RAICHUR

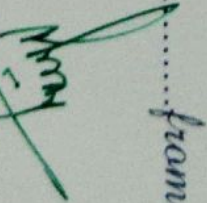
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Certificate

This is to Certify that Miss. / Mr. Nikhil
 of B. Sc III Semester has completed the Certificate Course in
Fundamentals Of Computers
 Conducted by the Department of Computer Science
 from 10th Nov 2021 to 17th Dec 2021


 Head of the Department
 Computer Science




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