



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: Introduction to Computers and Office Tools

Academic Year: 2018-2019

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



Taranath Shikshana Samsthe



LAXMI VENKATESH DESAI COLLEGE, RAICHUR-584103.

(Affiliated to Raichur University, Raichuri. Re-Accredited by NAAC with "B" Grade)

Sri. Chandrakanth, M.Sc.,
PRINCIPAL


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

Date: 5/06/2018

TO WHOMEVER IT MAY CONCERN

This is to certify that, the college has introduced the Add_On course on, "Introduction to Computers and Office Tools" with the duration of 33 hours introduced in 2018-19.

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: 05/June/2018

To
The Principal,
LVD College, Raichur.

From
HoD.
Computer Science Department.

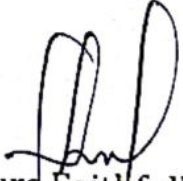
Respected Sir,

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 "**INTRODUCTION TO COMPUTERS AND OFFICE TOOLS**" 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-03.


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
**"Introduction to
 Computer and Office
 Tools".**



Course Includes:

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

2018-2019

For B.A Students

Duration: One Month

Starts from: 01-08-2018

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 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.

CONTACT:

1) M.A.KAREEM

H.O.D

DEPARTMENT OF COMPUTER SCIENCE

2) MD ILLIYAS

LECTURER

DEPARTMENT OF COMPUTER SCIENCE

[Signature]
 PRINCIPAL
 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 **"INTRODUCTION TO COMPUTERS AND OFFICE TOOLS"** starting from

1st August 2018, from 2:30 PM to 3:20 PM

This course enable the students to use computer for various purposes e.g., English typing (both upper case & lower case), it 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.

B.Sc IInd Yr

Urup
10/7/18


B.Sc IInd Year
Suh



B.Sc IInd year


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




BSC II year


Signature of HoD
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: INTRODUCTION TO COMPUTERS AND OFFICE TOOLS

Duration: 33hours

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.

Basics of Computers.

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,

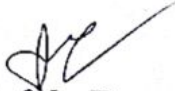
Power Point: Starting with Power Point, types of slide, text on slide, Fun with Presentation, Slide Design, Slide Transition, Animation, Auto Content Wizard, Setup the slide show.

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:

"Fundamentals of Computers" by V. Rajaraman


Head of the Department
M. A. Rajaraman
Computer Science
L. V. D. College
AICHUR-586 101



Taranath Shikshana Samsthe

LAXMI VENKATESH DESAI COLLEGE, RAICHUR

Introduction to Computers and office tools

Time Table with effect from 01/08/2018 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							Compute & office tools		
Tue							-do-		
Wed							-do-		
Thu							-do-		
Fri							-do-		
Sat							-do-		

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

Name of the Staff : M.A. Kareen and MD Illiyas

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

Laxmi Venkatesh Desai College, Raichur

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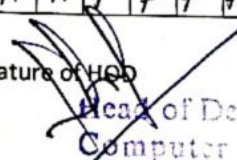
Attendance Sheet

Department of Computer Science																																
Class: BA-I Sem		Course title: Introduction to Computers & office tools															Faculty Name: MA KAREEM / ILLIVAR															
Sl.No	Register No	Name of the Student	1/08/18	1/12	2/12	3/8	4/8	6/8	7/8	8/8	9/8	10/8	11/8	13/8	14/8	16/8	17/8	18/8	20/8	22/8	23/8	24/8	25/8	26/8	27/8	28/8	29/8	30/8	31/8			
1	1923476	Sudha	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
2	1923477	Pallavi	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	P	P	
3	1923478	Priyanka	P	P	P	P	A	A	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A		
4	1923479	Kavya	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	A	A	P	P	P	A	P	P	P	P		
5	1923480	Megha	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	A	P	P	P	P		
6	1923481	Renuka	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P		
7	1923483	Navaneetha	P	P	P	P	P	A	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P		
8	1923484	Eshamma	A	A	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		
9	1923485	Greetanjali	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	
10	1923486	Rajabi	P	P	A	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	P	
11	1923487	Sujamma	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	P	
12	1923488	Mahesh	A	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	
13	1923489	Shivalaj	P	P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	
14	1923491	Umadeni	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	
15	1923492	Mallikarjun	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P

Signature of Faculty



Signature of HOD


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

Signature of Principal


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

Laxmi Venkatesh Desai College, Raichur

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Attendance Sheet

Department of Computer Science MA. KAREEM / ILLIYAS

Class:	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	1923493	Chandrashekhara	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P	P	
17	1923494	Ramesha	P	P	P	A	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
18	1923495	Nagesh	P	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	
19	1923496	Tireupati	A	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	A	P	P	P	P	P	P	A	P	P	
20	1923498	Bheemanna	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	
21	1923499	Hanumanthi	P	P	P	A	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	
22	1923500	Bhargave	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	
23	1923501	Raveendra	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	
24	1923502	Babanna	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
25	1923503	Temmalreddy	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	
26	1923504	Huchappa	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
27	1923506	Soma Mahadev	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
28	1923507	Rangamma	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	
29	1923508	Ramesha	A	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	P	P	P	
30	1923509	Thimmaguru	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	A	P	P	

Signature of Faculty

Signature of HOD

Head of Department
Computer Science
L.V.D. College
Raichur

Signature of Principal

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Laxmi Venkatesh Desai College, Raichur

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Attendance Sheet

Signature of Principal

Signature of Faculty

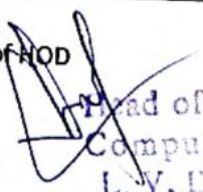
Department of Computer Science

Class: BA-Isem		Course title: Introduction to Computers & office tools		Faculty Name: MAKAREEM / ILLIYAS																													
Sl.No	Register No	Name of the Student	1/10/18	2/10/18	3/10/18	4/10/18	5/10/18	6/10/18	7/10/18	8/10/18	9/10/18	10/10/18	11/10/18	12/10/18	13/10/18	14/10/18	15/10/18	16/10/18	17/10/18	18/10/18	19/10/18	20/10/18	21/10/18	22/10/18	23/10/18	24/10/18	25/10/18	26/10/18	27/10/18	28/10/18	29/10/18	30/10/18	31/10/18
31	1923510	Remesh	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	A	P	P	P	P	P	P	P
32	1923511	K. Shivaraj	A	P	P	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	P
33	1923513	Ashok	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P
34	1923514	Venkatesh	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
35	1923515	mahesh	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	1923516	Tayashree	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P
37	1923517	Tara	P	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
38	1923518	Rekha	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	A	P	P	P	P	P
39	1923519	mamatha	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	P	A	P	P	P
40	1923520	Tayappa	P	A	P	A	A	P	P	P	P	A	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P
41	1923521	Tayappa	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	1923522	Nagareddy	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
43	1923523	Akashraj	A	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44	1923524	Raju	P	P	P	A	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	1923525	Eresha	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	P	P	P	P	P

Signature of Faculty



Signature of NOD



Signature of Principal

PRINCIPAL
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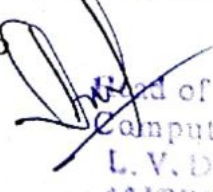
Attendance Sheet

		Department of Computer Science														Faculty Name: M.A.KAREEN / ILLIVAS																	
Class: BA-1 Sem		Course title: Introduction to Computers & office tools																															
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
46	1923526	Suresh.	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	A
47	1923527	Maheboob	A	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	P	P	P
48	1923528	Sahana.	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
49	1923529	Sumeriya	P	P	P	P	A	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
50	1923530	Sharanabasava	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P
51	1923531	Bhagyashree	P	P	P	A	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	P	P
52	1923532	Padmanabha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	A	P	P	P	P	P	P	A	P	P	P	P	P
53	1923533	Cririjamma	P	P	P	P	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	P	P
54	1923534	Greetha	A	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P
55	1923535	Shireesh	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
56	1923536	Raju	A	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
57	1923537	Tayappa.	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
58	1923538	Prियanka	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P
59	1923539	Premaraj	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
60	1923540	Pavan.	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P

Signature of Faculty



Signature of HOD



Signature of Principal

Head of Department
Computer Science
L.V.D. College,
RAICHUR-03.
RAICHUR-575101

Laxmi Venkatesh Desai College, Raichur

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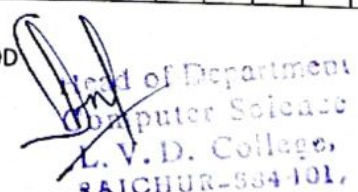
Attendance Sheet

Department of Computer Science			Faculty Name: M.A.KAREEM / ILLIVAS																														
Class: BA-I Sem	Course title: Introduction to Computers & office tools	Sl.No	Register No	Name of the Student	1/8/18	2/8	3/8	4/8	6/8	7/8	8/8	9/8	10/8	11/8	13/8	14/8	16/8	17/8	18/8	20/8	22/8	23/8	24/8	25/8	26/8	27/8	28/8	29/8	30/8	31/8			
61	1923542	Kartik			P	P	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	P	
62	1923542	Venkatesh			A	P	A	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
63	1923543	Bhimesha			P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	
64	1923544	Lakshmana			P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	
65	1923545	Veeresh			P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	
66	1923546	Saunhya			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	A	P	P	P	P	P	P	P	P	P	
67	1923547	Ravi Kumar			P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
68	1923548	Bhavanishetti			P	P	P	P	A	P	P	P	P	P	P	A	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	
69	1923549	Teeka			P	P	P	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	
70	1923550	Vijay Kumar			P	P	P	A	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	

Signature of Faculty



Signature of HOD



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

Signature of Principal

PRINCIPAL
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

Report of Certificate course

Add-On course:	INTRODUCTION TO COMPUTERS AND OFFICE TOOLS
Duration:	33 hrs
Started on:	01-08-2018
Completed on:	07-09-2018
Name of the faculty:	M.A Kareem and MD Illiyas
Total No of students admitted	70
Total No of classes taken	33
Total No of students benefited	70

There were 70 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. They can apply animation and transitions to slides.

Signature of Faculty

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

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



Taramath Shikshana Samsthe

LAXMI VENKATESH DESAI COLLEGE RAICHUR

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

Certificate

This is to Certify that [✓] Miss. / Mr. Sudha
 of B.A I Year has completed the Certificate Course in
Introduction to Computers and office tools
 Conducted by the Department of Computer Science from
01/08/2018 to 07/09/2018

Sudha
 Head of the Department
 Computer Science
 L.V.D. College
 Raichur

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