



Shree Vijay bhantosh Vidhyavardak Sangha, Ilkal

S.V.M Arts and Commerce Women's Degree College, Ilkal

Basic Computer Course [BCC]

Certificate Course in Computer Dept. Academic Year 2020-21



Basic Computer Course Report

This Certificate course was organized by Computer Department to achieve the objective of achieving computer literacy in an inclusive manner. This certificate course has started a new title "Basic Computer Course (BCC)" for BA and BCOM Programme students. The objective of the course is to impart basic level computer appreciation course with more emphasis on hands on training. Initially, the course was conceived as to boost the concept of introducing a course on computer fundamentals, especially for students. However, the course has gained popularity amongst many more categories. The BCC was started 23.08.2020. The course can equip a person to use the computers in day-to-day life for professional and personal use. After completing the course the incumbent will be computer literate and will be able to:

- Acquire confidence in using computer techniques available to users;
- Recognize the basic components of computers and terminology;
- Understand data, information and file management;
- Create documents using Word processor, Spreadsheet & Presentation Software;
- Use computer to improve existing skills and learn new skills.

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent will be able to the use the computer for basic purposes of preparing his personnel

- Business letters will be able to create data and basic operation with data using spreadsheet.
- Will be able to create and use basic presentation.

This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.



Objective:

The course is designed to aim at imparting a basic level appreciation programme for the common Women. After completing this course,

- The incumbent will be able to use the computer for basic purposes of preparing his personnel / business letters.
- Will be able to create data and basic operation with data using spreadsheet.
- Will be able to create and use basic presentation.

The course will allow common Women or housewife to be part of computer users list by making them Digitally Literate. This helps the small business communities, housewives to maintain their small account using the computers.

Duration:

30 Hours - (Theory: 10 hrs + Practical: 20 hrs)

This course can also be offered as 30 days.

Eligibility:

Minimum qualification is required for applying and appearing for this course our new admission degree students of our college.

Fees:

No Fees.

Intake Capacity:

Maximum Sixty (30) candidates /as prescribed by the college from time to time.

Attendance:

For admission to the said examination, candidates are required to keep two terms in the Department of Computer Science of this College. A student shall attend a minimum of 75% of the total instruction hours.

BOS Members:

1. Coordinator: Smt.R.V. Shavi Lecturer in Comp.Dept.
S.V.M Arts and Commerce Women's College, Ilkal.
2. Member: Shri. Srikanth S Mara
A.R.J BCA College, Ilkal
3. Smt. R.N. Kandagal Lab Instructor in Comp.Dept.
S.V.M Arts and Commerce Women's College, Ilkal.

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SHRI VIJAYA MAHANTESH ART'S AND COMMERCE WOMEN'S COLLEGE, ILKAL-587125



DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE ON

"Basic Computer Course" 2020-21

SYLLABUS PREPARED BY

1. Assistant Prof: Smt. Roopa Shavi HOD/Coordinator
2. Assistant Prof: Srikanth Mara (BOS Member)
3. Smt R.N.Kandagal (Tutor)

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Faculty Details:

1. Smt. R.V. Shavi Lecturer in Comp. Dept.
S.V.M Arts and Commerce Women's College, Ilkal.
2. Smt. R.N. Kandagal Lab Instructor in Comp. Dept.
S.V.M Arts and Commerce Women's College, Ilkal.



Meeting Details

Notice-1

Date: 18-08-2020

This is to bring your kind notice that the meeting will be held on 20-08-2020 at 12:00 PM on curriculum of the Certificate Course in Computer Department. Kindly attend this meeting the following members.

1. Shri. B.B. Suggamad
Principal, S.V.M Arts and Commerce Women's College, Ilkal.

Principal
S. V. M. Arts and Commerce
Women's College, ILKAL-587125

2. Smt.R.V. Shavi Lecturer in Comp.Dept.
S.V.M Arts and Commerce Women's College, Ilkal.

3. Member: Shri. Srikanth .S. Mara
A.R.J BCA College, Ilkal

4. Smt. R.N. Kandagal Lab Instructor in Comp.Dept.
S.V.M Arts and Commerce Women's College, Ilkal.

Notice-2

Date: 25-09-2020

This is to bring your kind notice that the meeting will be held on 26-09-2020 at 12:00 PM on curriculum of the Certificate Course in Computer Department. Kindly attend this meeting the following members.

1. Shri. B.B. Suggamad
Principal, S.V.M Arts and Commerce Women's College, Ilkal.

Principal
S. V. M. Arts and Commerce
Women's College, ILKAL-587125

2. Smt.R.V. Shavi Lecturer in Comp.Dept.
S.V.M Arts and Commerce Women's College, Ilkal.

3. Member: Shri. Srikanth .S. Mara
A.R.J BCA College, Ilkal

4. Smt. R.N. Kandagal Lab Instructor in Comp.Dept.
S.V.M Arts and Commerce Women's College, Ilkal.

BOS Meeting: Computer Certificate Course Meeting held on 20/08/2020



This meeting was conducted in the presence of Principal and BOS members. In the meeting, the benefit of the students discussed to start a Basic Computer Course and regarding the Syllabus. It was decided in the meeting according to the requirement. The syllabus has to frame as per the norms & course started on 23/08/2021.



BOS Meeting BCC 2020-21

BOE Meeting: Computer Certificate Course Meeting 2020-21

Before the end of the BCC a BOE meeting was conducted in the presence of Principal, Assistant Professor of Computer Department, Senior Assistant Professor and Lab Instructor. In the meeting, the date of the Examination and regarding question paper setting was discussed and decided to conduct the Examination.

Scheme of Examination:

Examination Date: 30-09-2020

There shall be a college examination at the end of course in theory.

Candidates are allowed to write the said examination in English.


The duration of theory paper examination shall be of 1.5 hour.


The theory paper of 50 marks shall comprise of each question one mark from Objective type questions covering the entire syllabus.

Standard of Passing: A candidate is required to obtain 17% of marks in paper.



BOE Meeting BCC 2020-21.


HOD/Coordinator


Principal
Principal
S. V. M. Arts and Commerce
Women's College, ILKAL-587125



Detailed Syllabus and Learning Outcome:

S. No.	Chapter Name	Course Outline	Duration (Hours)		Learning Outcome
1	<p style="text-align: center;">Chapter 1 Introduction to Computer</p>	<p>Introduction to Computer and & its applications. Basics of Hardware and Software and Hardware. Central Processing Unit, Input devices, Output devices. Computer Memory & storage. Connecting Keyboard, Mouse, Monitor Printer, Software: Application Software, Systems Software.</p>	01 Th	02 Pra	<p>After completion of this chapter, candidate will be able to: Aware about computers and their applications. Get familiar with various input, output and hardware components of a computer along with storage devices. Get familiar with the keyboard; mouse, monitor and printer are connected to CPU Get familiar with various types of softwares used for computer.</p>
	<p style="text-align: center;">Chapter 2 Word Processing</p>	<p>Introduction, objectives, Word Processing Basics Opening Word Processing Package, Title Bar, Menu Bar, Toolbars , Creating a New Document , Opening and Closing Documents Save and Save As , Closing Document , Page Setup, Print Preview , Printing of Documents, , Text Creation and manipulation, document Creation , Editing Text, Text Selection Cut, Copy and Paste , Font, Color, Style and Size selection , Alignment of Text , Undo & Redo AutoCorrect, Spelling & Grammar, Find and Replace, Formatting the Text , Paragraph Indentation , Bullets and Numbering , Change case Header & Footer , Table Manipulation , Insert & Draw Table, Changing cell width and height, Alignment of Text in cell ,Delete / Insertion of Row, Column and Merging & Splitting of Cells, Border and Shading .</p>	03 Th	06 Pra	<p>After completion of this chapter, candidate will have Basic Knowledge of Word Processing, their usage, details of word processing screen. Opening, saving and printing a document, Document creation, formatting of text, paragraph and whole document. Inserting Header and Footer on the document, Finding text on a word document and correcting spellings. Able to insert and manipulate tables, enhance table using borders and shading features.</p>
	<p style="text-align: center;">Chapter 3</p>	<p>Introduction , Objectives, Elements of Spread Sheet</p>	03 Th	06 Pra	<p>After completion of this chapter, candidate will have good hands-</p>



		<p>,Creating of Spread Sheet , Concept of Cell Address ,[Row and Column] and selecting a Cell , Entering Data [text, number, date] in Cells, Page Setup, Printing of sheet ,Saving Spread sheet ,Opening and Closing, Manipulation of Cells & Worksheet Modifying / Editing Cell Content, Formatting Cell (Font, Alignment, Style) Cut, Copy, Paste & Paste Special Changing Cell Height and Width Inserting and Deleting Rows, Column AutoFill Formulas, Functions and Charts Using Formulas for Numbers ,(Addition, Subtraction, Multiplication & Division) AutoSum Functions (Sum, Count, MAX, MIN, AVERAGE)</p>			<p>on practice on Basic Knowledge of Spreadsheet Processing, their usage, details of Spreadsheet screen. Opening, saving and printing a sheet. Worksheet creation, inserting and editing data in cells. Managing Cell heights and automatically filling the values using AutoFill Inserting and deleting rows /columns. Applying basic formulas and functions.</p>
	<p>Chapter 4 Creating Presentations</p>	<p>Introduction, Objectives ,Creation of Presentation, Creating a Presentation ,Using a Template Creating a Blank Presentation , Inserting & Editing Text on Slides , Inserting and Deleting Slides in a Presentation, Saving a Presentation, Manipulating Slides , Inserting Table , Adding ClipArt Pictures , Inserting Other Objects ,Resizing and Scaling an Object , Presentation of Slides , Choosing a Set Up for Presentation Running a Slide Show, Transition and Slide Timings Automating a Slide Show Printing Slides .</p>	<p>03 Th</p>	<p>06 Pra</p>	<p>After completion of this chapter, candidate will have good hands- on practice on Basic Knowledge of presentations. Opening/saving a presentation and printing of slides and handouts. Manipulate slides to enhance the look of the slides as well as whole presentation by inserting a picture, objects, formatting etc. Running a slide show with various transitions.</p>

Books for Reference:

1. A First Course in Computers" by Sanjay Sexena
2. Computer Fundamentals by Goel, Anita Pearson
3. Microsoft Office Reference Guide by Tom Bunzel
4. Microsoft Office 2003: The Complete Reference Paperback by Jennifer Kettell (Author), Guy Hart-Davis (Author), Curt Simmons (Author).

Question Paper

Shree Vijay mhantesh Vidhyavardak Sangra, Ilkal



S.V.M Arts and Commerce Women's Degree College, Ilkal

Sub: Basic Computer Course

Total Marks: 50

Time: 3:00 to 4:30 pm

Duration: 1:30 Hrs

1. The basic operations performed by a computer are

- A) Arithmetic operation B) Logical operation C) Storage and relative D) All the above

2. Which of the following is an output device?

- A) Keyboard B) Mouse C) Light pen D) VDU

3. Hard disk is an example of _____

- A) RAM B) ROM C) Primary Memory D) Secondary Memory

4. TFT Stands for _____

- A) Thin Film Tube B) Think Fat Tube C) Thin Fast Transistor D) Thin Film Transistor

5. In the mouse scroll Wheel is used for _____

- A) Page Up B) Page Down C) Page Right D) Both A) and B)

6. A List instructions given to a computer for solving a given problem is _____

- A) Software B) Hardware C) Programmer D) Data

7. In computer system _____ is a volatile memory

- A) EPROM B) ROM C) RAM D) PROM

8. The value of 1 byte is

- A) 4 bits B) 10 bits C) 8 bits D) none of these

9. 1024 bytes is equal to _____

- A) 1MB B) 1GB C) 1TB D) 1KB

10. Mouse is an example for _____

- A) Output device B) Input device C) Processing device D) None of the above

11. OMR stands for _____

- A) Optical Marker Reader B) Optical Main Reader
 C) Optical Meta Reader D) Official Mark Reader

12. DVD Stands for _____

- A) Digital Versatile Disk
 B) Double Video Disk
 C) Double Versatile Disk
 D) None of the above

13. _____ is an example for Non-Impact Printer

- A) Ink Jet Printer
 B) Laser printer
 C) Chain Printer
 D) Thermal Printer

14. DRAM is an acronym for

- A) Dynamic Random Access Memory
 B) Digital Random Access Memory
 C) Dynamic Refreshed Access memory
 D) Digital Refresh Access Memory

15. MS-Word automatically moves the text to the next line when it reaches to the right edge of the screen. This feature is called

- A) Word-wrap
 B) Word formatting
 C) Word-style
 D) none of the above

16. Which of the following can be created by the mail merge command _____

- A) Form letters
 B) Envelops
 C) Mailing Labels
 D) All of these

17. MS-Word is mainly meant for _____

- A) Calculation
 B) Documentation
 C) Presentation
 D) None of the above

18. Header and Footer option is an _____ menu

- A) Format
 B) Insert
 C) View
 D) Edit

19. _____ is the keyboard shortcut key to save a file.

- A) Ctrl+P
 B) Alt+P
 C) Alt+S
 D) Ctrl+S

20. In MS-Word the open option is used to open _____ file.

- A) New
 B) Created
 C) Both(A) and (B)
 D) None of the above

21. _____ shortcut key is used to make the selected text bold.

- A) Ctrl+X
 B) Alt+X
 C) Ctrl+B
 D) Alt+O

22. Intersection of row and columns is called _____

- A) Table
 B) Cell
 C) Row
 D) Column

23. What is the default font size of MS Word document based on normal template?

- A) 8pt
 B) 10pt
 C) 12pt
 D) 14pt

24. Super script command is available in _____ command set

- A) Clipboard
 B) Font
 C) Paragraph
 D) Style



25. What is the minimum number of rows and columns that a word table in MS-Word can have ?

- A) Zero B) 2 Rows and 1 Column C) 2 Rows and 2 Columns D) 1 Row and 1 Column

26. Which feature enables us to send the same letter to different persons ?

- A) Template B) None C) Macros D) Mail Merge

27. File Extension of MS Word 2007 is _____

- A) .xlsx B) .doc C) .docx D) None

28. In NH_3 the character "3" has to be below, which effects has been applied?

- A) Lowered B) Super Script C) Subscript D) Laid down

29. A time saving feature used for quickly copying the format of a block of text in MS-Word

- A) Format Copy B) Format paste C) Format Painter D) Format Paint

30. To Edit a cell content in MS-Excel we have to

- A) Click on cell B) Double click on the cell C) Right click on cell D) None

31. Spreadsheet consist of _____

- A) Rows B) Columns C) Cells D) all of the above

32. Spreadsheet is also called as _____

- A) Workbook B) Worksheet C) Editor D) None of the above

33. In Ms-Excel if the column is E and row number is 9 then the cell address is _____

- A) E9 B) E09 C) 9E D) None of the above

34. In MS-Excel, which formula is used for combining data in two or more different cells into one cell ?

- A) CONCATENATE B) COMBINE C) TYPEDEF D) INCLUDE

35. To find the average of numbers stored in the cell C1, C2, C3, C4, D1, D2, D3 and D4 MS-Excel formula is

- A) =avg(C1::D4) B) =average(C1::D4) C) =average(C1::C4, D1::D4) D) =average(C1:D4)

36. In MS-Excel intersection of row and column is called as _____

- A) Sheet B) Workbook C) Cell D) File

37. Function in spreadsheet involve

- A) Cell addresses value and text B) Cell addresses, values and mathematical operators
 C) Cell addresses and labels D) Cell addresses and values

38. In MS Excel Σ is used to perform _____

- A) Addition B) Subtraction C) Multiplication D) Division

39. In MS-Excel which among the following functions is not a statistical function ?

- A) Average B) Count C) Rate D) Max

40. Spreadsheet basically help us

- A) Financial Calculation B) Business Calculation C) General Calculation D) All the above

41. In MS-Excel the INT() display _____

- A) Integer value B) Factorial value C) Modulus D) None of the above

42. _____ is an example of chart

- A) Bar B) Sum C) Pie D) Both of A) and C)

43. To add graphics, date, time, sound clip or video clip to a presentation, select the

- A) Home B) View C) Modulus D) None of the above

44. _____ is an example of chart

- A) Bar B) Sum C) Pie D) Both A) and C)

45. To add graphics, date, time, sound clip or video clip to a presentation, select the

- A) Home B) View C) Design D) Insert

46. In MS Power Point slide transition option is used to _____

- A) Delete slides B) Apply transition for slide C) Move slide D) None of the above

47. The Presentation could be printed as _____

- A) Slide B) Handouts C) Note pages D) All of the above

48. There are _____ different views available in MS-Power point

- A) one B) two C) three D) four

49. In MS- Power Point Spelling option is present in _____ command tab.

- A) Home B) Insert C) View D) Review

50. In MS- Power Point Drawing group is available in _____ tab.

- A) insert B) Home C) View D) Design



BCC Marks Report

SLNO	STUDENT NAME	OBTAINED MARKS	GRADE
1	Akshata Kadiwal	45	A+
2	Sounya Gorabal	42	A+
3	Bhagyashree Bittale	43	A+
4	Pallavi Sajjan	38	A
5	Spoorti Gotur	44	A+
6	Priya Mariguddi	41	A+
7	Varsha Jinde	42	A+
8	Apoorva Patil	41	A+
9	Shweta Math	42	A+
10	Netravati Maitri	39	A+
11	Shweta Papti	41	A+
12	Shilpa Sindhagi	46	A+
13	Sahana Gudikoti	41	A+
14	Mahantamma Ganiger	40	A+
15	Sushmita Patil	40	A+
16	Akshata Sajjan	38	A
17	Huligemma Goundi	40	A+
18	Vijayalaxmi Maski	43	A+
19	Gangamma Kesarabhavi	43	A+
20	Sharanamma Bellihal	40	A+
21	Priyanka Angadi	43	A+
22	Renuka Gudimani	42	A+
23	Huligemma Madiwalar	41	A+
24	Annapurna Kondaguri	39	A+
25	Shankamma Angadi	42	A+
26	Renuka Walikar	40	A+
27	Ratna Arava	44	A+
28	Shankamma Kurubar	38	A
29	Yankawa Halipalle	37	A
30	Mallamma Malipatil	37	A

HOD/Coordinator

Principal

Principal
S. V. M. Arts and Commerce
Women's College, ILKAL-587125

Certificate Course in "Basic Computer Course"



Report

Department of Computer Science, SVM Society's S.V.M Arts and Commerce Women's Degree College, Ilkal has introduced the Certificate course on Basic Computer Course during the year 2020-21. The proposal of the course was prepared and submitted to IQAC. Students were notified about the course by displaying notices. Applications were invited and asked for the enrolment as results Total 30 students enrolled for the course. Course Commenced from The classes were conducted in both online and offline mode by Smt. Roopa Shavi and Smt. R.N. Kandagal .After successful conducting of Classes, Assessment procedure took place and invigilation duty was handled by staff of department. The valedictory of the course was held on 09-10-2020 in the department and certificates were distributed to students by Prof: B.B. Suggamad, principal presided over the function, Smt. Roopa Shavi, Head of the department /Coordinator and other faculty members of the department were present.

HOD/Coordinator

Principal

Principal

**S. V. M. Arts and Commerce
Women's College, ILKAL-587125**



Photo Gallery



BCS Meeting BCC 2020-21



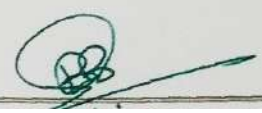
BCC Theory Class 2020-21



Tutor Class 2020-21



Tutor Class 2020-21

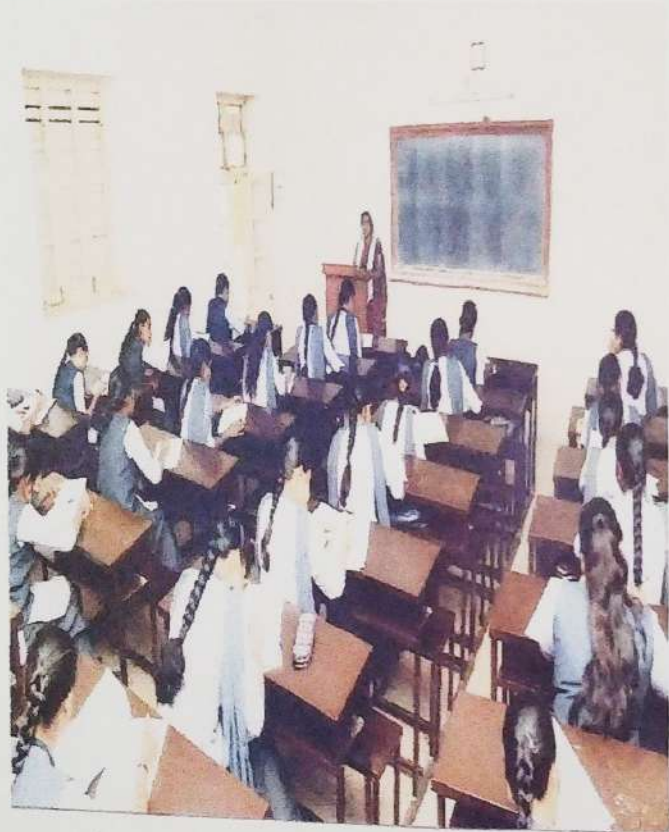




BOE Meeting BCC 2020-21.



BCC Theory class 2020-21



Certificate Course Exam 2020-21



BCC Certificate Course Exam 2020-21