

Throw Vijey mhantoch Vidhyavardak Sanga, Ilkal

I.V.M Arts and Communice Women's Degree College, West

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 course,

 The incumbent will be able to the use the computer for basic purposes of preparing his personnel / business letters.

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

SVMVV Sanga's

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

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.
- 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.

Principal

3. V. M. Arts and Commerce
vomen's College, ILKAL-58712*

Cakes

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.

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

RYIncipal

3. V. M. Arts and Commerce

Younen's College, ILXAL-581125

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 Alexa

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

K. Reels

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 our 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/Coordintor

Principal
Principal
3. V. M. Arts and Commerce
Timen's College, ILKAL-587128

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Detailed S	diabus and	earning	Outcome:
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		Detailed Syllabus and L	earning	Outcom	le:
S. No.	Chapter Name	Course Outline		uration Hours)	Learning Outcome 37
1		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.	01 Th	02 Pra	After completion of this chapter candidate will be able to: Awar about computers and their applications. Get familiar with various input, output and hardware components of 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.
	Chapter 2 Word Execusions	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, and Saving a Documents, and Saving a 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.	03 Th	06 Pra	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.
	Color I	Introduction , Objectives, Elements of Spread Sheet	03 Th	06 Pra	After completion of this chapter, candidate will have good hands-

on practice on Basic King ,Creating of Spread Sheet , Concept of Cell Address of Spreadsheet Processing, the ,[Row and Column] and usage, details of Spreadsheet selecting a Cell, Entering screen. Opening, saving and Data [text, number, date] printing a sheet. Worksheet in Cells, Page Setup, creation, inserting and editing Printing of sheet ,Saving data in cells. Managing Cell Spread sheet ,Opening heights and automatically filling and Closing, Manipulation the values using AutoFill of Cells & Worksheet Inserting and deleting rows Modifying / Editing Cell /columns. Applying basic Content, Formatting Cell formulas and functions. (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) Introduction, Objectives 03 Th 06 Pra After completion of this chapter, ,Creation of Presentation, candidate will have good hands-Creating a Presentation on practice on Basic Knowledge ,Using a Template of presentations. Creating a Blank Opening/saving a presentation Presentation, Inserting & and printing of slides and Editing Text on Slides, handouts. Manipulate slides to Inserting and Deleting enhance the look of the slides as Slides in a Presentation, well as whole presentation by Saving a Presentation, inserting a picture, objects, Manipulating Slides, formatting etc. Running a slide Inserting Table, Adding show with various transitions. 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.

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).

Attendance Copy:

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Question Paper

Shroo Vijay mhantosh Vidhyavardak Sanga, Ilkal

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

Sub: Basic Comp	ute	r Course			1	otal Marks: 50
Time: 3:00 to 4:3	10 p	m				Ouration: 1:30 Hrs
1. The basic operation	s pei	formed by a comp	uter are			
O A) Arithmetic oper				O C) Storage and r	elative	O D) All the above
2. Which of the follow	ving i	is an output device	?			
O A) Keyboard		O B) Mous	se	O C) Light pen		O D) VDU
3. Hard disk is an exa	mple	of				
O A) RAM		O B) ROM	0	C) Primary Memory	0	D) Secondary Memory
4. TFT Stands for						
O A) Thin Film Tube	0	B) Think Fat Tub	e O	C) Thin Fast Transistor	0	D) Thin Film Transistor
5.In the mouse scroll	Whee	el is used for				
O A) Page Up				C) Page Right	0	D) Both A)and B)
6. A List instructions	given	to a computer for	solving a giv	ren problem is		
O A) Software	0	B) Hardware	0	C) Programmer	0	D) Data
7. In computer system	ı	is a volatile n	nemory			
O A) EPROM				C) RAM	0	D) PROM
8. The value of 1 byte	is					
O A) 4 bits	0	B) 10 bits	0	C) 8 bits	0	D) none of these
9. 1024 bytes is equal	to					
O A) 1MB		B)1GB	0	C) 1TB	0	D) 1KB
10. Mouse is an exam	ple f	or				
O A) Output device	0	B) Input device	0	C) Processing device	0	D) None of the above
11. OMR stands for O A) Optical Marker			O B) Opt	ical Main Reader		

O D) Official Mark Reader

O C) Optical Meta Reader

12. DVD Stands for	_		
O A) Digital Versatile Disk O C) Double Versatile Disk	О В)	Double Video Disk Ione of the above	
13is an example			
O A) Ink Jet Printer		O C) Chain Printe	
14.DRAM is an acronym for		o of chain Frinte	O D) Thermal Printer
O A) Dynamic Random Acce O C) Dynamic Refreshed Acc	200 200	Digital Random Access Men igital Refresh Access Memo	nory
15. MS-Word automatically feature is called	moves the text to the next	line when it reaches to the	right edge of the screen. This
O A) Word-wrap	O B) Word formatting	O C) Word-style	O D) none of the
16. Which of the following ca			O D) none of the above
O A) Form letters		O C) Mailing Labels	O D) All of these
17. MS-Word is mainly mean			O D) All of these
O A) Calculation	O B) Documentation	O C) Presentation	O D) None of the above
18. Header and Footer option	n is an menu		5 by None of the apove
O A) Format	O B) Insert	O C) View	O D) Edit
19is the keyboard	shortcut key to save a file.		
O A) Ctrl+P	O B) Alt+P	O C) Alt+S	O D) Ctrl+S
20. In MS-Word the open opt	tion is used to open	file.	
O A) New O	B) Created O	C) Both(A) and (B)	O D) None of the above
21shortcut key is	used to make the selected te	ext bold.	
O A) Ctrl+X	O B) Alt+X	O C) Ctrl+B	O D) Alt+O
22. Intersection of row and co	olumns is called		
O A) Table	O B) Cell	O C) Row	O D) Column
23. What is the default font s	ize of MS Word document bo	ased on normal template?	
O A) 8pt	O B) 10pt	O C) 12pt	O D) 14pt
24. Super script command is a	available incommar	nd set	
O A) Clipboard	O B) Font	O C) Paragraph	O D) Style

				100000
			COMMEN	
25. What is the minimu	ım number of rows and colur	mns that a word table in M	S-Word can have ?	12
	2 Rows and 1 Column		HZ sota) MEN'S
26. Which feature enab	oles us to send the same lette	er to different persons?	TEGE TO	8/
O A) Template	O B) None	O C) Macros	O D) Mail Merge	
27. File Extension of M	S Word 2007 is			
O A) .xlsx	O B) .doc O	C) .docx	O D) None	
28. In NH ₃ the characte	er "3" has to be below, which	effects has been applied?		
O A) Lowered	O B) Super Script	O C) Subscript	O D) Laid down	
See	ure used for quickly copying t	the format of a block of te	t in MS-Word	
O A) Format Copy		O C) Format Painter	O D) Format Paint	
	ent in MS-Excel we have to			
		cell O C) Right clie	ck on cell O D) None	
O A) Click on cell	,	cell o of months		
31. Spreadsheet consis		0 0 0-11-	O D) all of the ab	ove
O A) Rows	O B) Columns	O C) Cells	O Dyan or are an	
32. Spreadsheet is also	o called as		a alver est ha aboug	
O A) Workbook	O B) Worksheet	O C) Editor	O D) None of the above	
33.In Ms-Excel if the o	column is E and row number i	is 9 then the cell address is		
O A) E9	O B) E09	O C)9E	O D) None of the above	
34. In MS-Excel, which	h formula is used for combini	ing data in two or more diff	erent cells into one cell ?	
	O B) COMBINE	O C) TYPEDEF	O D) INCLUDE	
35.To find the averag	ge of numbers stored in the ce	ell C1,C2,C3,C4,D1,D2,D3 an	d D4 MS-Excel formula is	
O A) =avg(C1::D4)	O B) =average(C1::D4)	O C)=average(C1::C4,D1	::D4) O D) =average(C1:D4)	
36. In MS-Excel inters	section of row and column is	called as		
O A) Sheet	O B) Workbook	O C) Cell	O D)File	
37. Function in sprea	dsheet involve			
O A) Cell addresses O C) Cell addresses		l addresses, values and mat I addresses and values	hematical operators	
38. In MS Excel ∑is u	sed to perform			
O A) Addition	O B) Subtraction	O C) Multiplication	O D) Division	

39.	In MS-Excel which	amo	ong the following fu	ınctions is not a statisti	ical function ?
	A) Average			O C) Rate	O D) Max
40	. Spreadsheet basic	ally	help us		- J, Max
0	A) Financial Calcula	tion	O B) Busines	ss Calculation (O C) General Calculation O D) All the above
41	.In MS-Excel the IN	T() d	isplay		, and a distriction of b) All the above
0	A) Integer value	0	B) Factorial value	O C) Modulus	O D) None of the above
42	is an e	am	ole of chart		
0	A) Bar	0	B) Sum	O C) Pie	O D) Both of A) and C)
43	. To add graphics, d	ate,	time, sound clip or v	video clip to a presentat	
44	is an e	amı	ole of chart		
0	A) Bar	0	B) Sum O	C) Pie	O D) Both A) and C)
45	. To add graphics, de	ate,	time, sound clip or v	rideo clip to a presentati	on, select the
0	A) Home	0	B) View O	C) Design	O D) Insert
46	. In MS Power Point	slide	transition option is	used to	
0	A) Delete slides	0	B) Apply transition	for slide O C) Mov	ve slide O D)None of the above
47	. The Presentation c	ould	be printed as		
0	A) Slide	0	B) Handouts	O C) Note page	O D) All of the above
48	3. There are	_ dif	ferent views availab	le in MS-Power point	
0	A) one	0	B) two	O C) three	O D) four
49). In MS- Power Point	Spe	lling option is preser	nt incommand	i tab.
0	A) Home	0	B) Insert	O C) View	O D) Review
50). In MS- Power Point	Dra	wing group is availa	ble intab.	
0	A) insert	0	B) Home	O C) View	O D) Design
	****	***	******	******	*******

BCC Marks Report

SL_NO	STUDENT NAME	OBTAINED MARKS	GRADE
t.	Akshata Kadiwal	45	A+
2	Soumya Gorabal	42	A+
3	Bhagyashree Bittale	43	A+
4	Pallavi Sajjan	38	A
5	Spoortí Gotur	44	A+
6	Priya Mariguddi	41	A+
チ	varshajinde	42	A+
8	Apoona 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	víjayalaxmi 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	+1	A+
24	Annapurna Kondaguri	39	A+
25	Shankramma Angadi	42	A+
26	Renuka Walikar	40	A+
27	Ratna Arava	44	A+
28	Shankaramma Kurubar	38	A
29	Yankawa Halipalle	37	A
30	Mallamma Malipatil	37	A

HOD/Coordinator

Frincipal

Principal
3. V. M. Arts and Commerce
Comen's College, ILKAL-587129

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

5. V. M. Arts and Commerce

roman's College, ILKAL-587121

Photo Gallery





BOS 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

