ಭಾರತೀಯಆದಿಮಜಾತಿಸೇವಕಸಂಘ (ರಿ)
ಬಿ.ಎ.ಜೆ. ಎಸ್. ಎಸ್. ಕಲಾಮತ್ತುವಾಣಿಜ್ಯಮಹಿಳಾಮಹಾವಿದ್ಯಾಲಯ
ಹಲಗೇರಿರಸ್ತೆ.
Permanently Affiliated to Karnataka State Women's University Bijapur.
Bhartiya Adimjati Sevak Sangh(R)
BAJSS ARTS AND COMMERCE COLLEGE FOR WOMEN
Sri Gayatri Campus, Halageri Road Ranebennur581115 Dist.: Haveri State Karnataka
STD:08373- Office: 267968, 297468, Mobile: 9481736128
Email: bajsswck09@gmail.com web: bajsswomenscollege.com

Circular

This is to inform students of BA and B.com, based on students demand, IQAC has resolved to conduct crash course on fundamentals of computer skills of 10 days. Students interested are here by informed to register their name to Sri Rajiv K M Coordinator of department of computer science. On or before 08/09/2018.the certification of completion is used only to those who attended 90% of attendance.

Timings of the classes is as follows.

10/09/2018 to 20/09/2018 3pm to 4.30pm

Coordinator

Principal

PRINCIPAL
BAJSS.Arts & Commerce College For Womens
Halageri Road, RANEBENNUR-581115

ಭಾರತೀಯಆದಿಮಜಾತಿಸೇವಕಸಂಘ (ರಿ)
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SYLLABUS FOR
BASIC FUNDAMENTAL COMPUTER COURSE (BCC)

OBJECTIVE:

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows a common man or housewife to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.

DURATION:

This course can also be offered as 15 days full time intensive course.

ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER: S.No.	Chapter	Theory Hours	Tutorial Hours	Practical Hours
1.	Knowing computer	1	1	1
2.	Operating Computer using GUI Based Operating System	1.5	0	4
3.	Understanding Word Processing	1.5	1	5
4.	Using Spread Sheet	1	1	4
5.	Introduction to Internet, WWW and web browsers	2	0	4

SYLLABUS OUTLINE:

1. **Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

2. **Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders.

3. **Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

4. **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

5. **Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website

RESUME

Rajiv.K.M.
S/O Dr R M Kuberappa,
Sri Tiruchi Nilaya,
1st Main 2nd Cross,
Umashankar Nagar,
Ranebennur-581115
Haveri district

:(rajivkmhi5@gmail.com)
: +919731311298/ 9448068095

CAREER OBJECTIVE

To establish myself as a successful person with enthusiasm to excel in every opportunity entrusted to me. Achieving excellence in work and striving every moment to improvise according to the need.

EDUCATIONAL QUALIFICATIONS

Course	Name of the Institution & Place	Year of passing	Percentage
Ph D Scholar	Dr MGR Educational and Research Institute, University, Chennai	Part time	Pursuing
M.Tech in Computer Science & Engineering	CMRIT, ITPB road, Bengaluru	2014	63.12%
B.E Computer Science & Engineering	Jnana Vikas Institute of Technology, Bidadi, Ramanagar District	2010	56.52%
Intermediate	J.S.S Pre-University College, Dharwar	2005	53.00%
S S L C	Rotary E M School, Ranebennur-581115 Haveri District	2002	62.88%

PERSONAL INFORMATION

Name: RAJIV KUBERAPPA MALLADADA

Permanent Address: S/O Dr R M Kuberappa,
Sri Tiruchi Nilaya,
1st Main 2nd Cross,

Umashankar Nagar,
Ranebennur-581115
Haveri district

Date of Birth: 14-10-1986

Sex: Male

Nationality: Indian

Marital status: Married

Languages Known: Kannada,Hindi,Telugu & English.

Hobbies and Interests: Participating and organizing events, Teach and practice Yoga[Certified in April 2022], Sports- Basket ball, Volley ball, etc, Listening to Music, Educational Institutions Management and Business.

Work Experience:

Worked in	Duration
Guest Lecturer, Government Engineering College, Huvina Hadagali, Bellary District,Karnataka	4th August 2014 to 20th November 2014
Guest Lecturer, Government Engineering College, Devagiri , Haveri , Karnataka	2nd February 2015 to 24th May 2018
Guest Lecturer, B A J S S Arts And Commerce College for Women, Gayatri Campus, Ranebennur, Haveri District, Karnataka State	1st June 2018 to till date in service

PERSONAL SKILLS

Comprehensive problem solving abilities, Ability to deal with people diplomatically, Fast learner, Team facilitator.

DECLARATION

I here by declare that all the information furnished above is true to the best of my knowledge.

Place :
Date :

(RAJIV K M)





PRINCIPAL
BAJSS. Arts & Commerce College for Womens
Holageri Road, RANEBENNUR-581115

BAJSS Arts and Commerce College for Womens Halageri Road Ranebennur

Department of Computer Science

Crash course on Fundamental of Computer Skill

Attendance List

Time:- 3pm To 4.30pm

Sl no	Name of the Students	09-11-2018	09-12-2018	13/9/2018	14/9/2018	15/9/2018	16/09/2018	17/09/2018	18/09/2018	19/09/2018	20/09/2018
1	AKSHATA NARASANAYAKAR										
2	AKSHATA R. GOWDAR										
3	AMRUTHA MANEGAR										
4	ANITA LAMANI	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita	Anita
5	ANJANADEVI ELIGAR										
6	ASHA ERALLI	Asha	Asha	Asha	Asha	Asha	Asha	Asha	Asha	Asha	Asha
7	BASAMMA F BARADI										
8	BHAGYASHREE M MADIVALAR										
9	DEEPA. HIRIYAKKANAVAR	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa
10	DYAMAVVA. G. CHATRAD										
11	GEETA NANDEEHALLI	Geeta	Geeta	Geeta	Geeta	Geeta	Geeta	Geeta	Geeta	Geeta	Geeta
12	JOTI. MALAKANAHALLI	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi	Jyothi
13	JYOTI. K										
14	JYOTI. NINGAMMANAVAR										
15	JYOTI. P. KAMBALI	Jyoti. K	Jyoti. K	Jyoti. K	Jyoti. K	Jyoti. K	Jyoti. K	Jyoti. K	Jyoti. K	Jyoti. K	Jyoti. K
16	K. V. SHWETA										
17	KAVYA. HELAVAR	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya
18	LAKSHMI. PUJAR	Lakshmi	Lakshmi	Lakshmi	Lakshmi	Lakshmi	Lakshmi	Lakshmi	Lakshmi	Lakshmi	Lakshmi
19	LAXMI. MALAVALLI. R										
20	MANGALA. M . NAYAK	mangala	mangala	mangala	mangala	mangala	mangala	mangala	mangala	mangala	mangala
21	MADHU . RAMALINGANNANAVAR	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu
22	NAFEESA BELAKERI										

23	NOORJAN PINJAR											
24	AMBIKA HAVANUR											
25	AMRUTHA GANESH KAMMAR											
26	ASHA K MALIMATH	Asha	Asha	Asha	Asha	Asha	Asha	Asha	Asha	Asha	Asha	Asha
27	BIBI JAVERIYA											
28	CHAITRA BAILAMANI	Chaitra	Chaitra	Chaitra	Chaitra	Chaitra	Chaitra	Chaitra	Chaitra	Chaitra	Chaitra	Chaitra
29	CHANDANA GUJJAR											
30	DEEPA P KUMBAR	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa	Deepa
31	DEEPA RANGARADDER											
32	DEEPIKA HADARAGERI	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika	Deepika
33	GIRIJA N DAMBRALLI	Girija	Girija	Girija	Girija	Girija	Girija	Girija	Girija	Girija	Girija	Girija
34	ISHWARYA JIGALI											
35	JTOTI. C. KAMADOD											
36	KAVERI N HUBBALLI											
37	KAVYA BANAKAR	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya
38	KUSUMA GUDDADAHALLI											
39	LAKSHMI NEERALAGI											
40	MADHU R KITTAD	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu
41	MANGALA M POLISGOUDRA	mangala	mangala	mangala	mangala	mangala	mangala	mangala	mangala	mangala	mangala	mangala
42	MANJULA KOMBALI	manjula	manjula	manjula	manjula	manjula	manjula	manjula	manjula	manjula	manjula	manjula
43	MANJULA M B											
44	NAGAMMA PATIL	Nagamma	Nagamma	Nagamma	Nagamma	nagamma	nagamma	nagamma	Nagamma	Nagamma	nagamma	nagamma
45	NANDA HALLEPPANAVAR	Nanda	Nanda	Nanda	Nanda	Nanda	Nanda	Nanda	Nanda	Nanda	Nanda	Nanda
46	ISHWARYA JIGALI											
47	JTOTI. C. KAMADOD											
48	KAVERI N HUBBALLI											
49	KAVYA BANAKAR	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya	Kavya
50	KUSUMA GUDDADAHALLI											

PRINCIPAL
BAJSS. Arts & Co[illegible] College for Women
Halageri Road, [illegible]

BAJSS (R) Ranebennur

BAJSS Arts and Commerce College for Women

Sri Gayatri campus, Halageri Road Ranebennur 581115 Dist:-Haveri State Karnataka

Department of Computer Science

CERTIFICATEOFPARTICIPATION

This Certificate Presented to

For attending Skill Orientation on

"CRASH COURSE ON FUNDAMENTALS OF COMPUTER SKILLS"

(10/09/2018 TO 20/09/2018)

Organizing Principal Secretary Resource Person

Summary

Today's in modern word computer literacy to playing vital role in advancement and innovative skill. Commerce is a biggest market as global perspective hence as a commerce graduate they should literate in computer era. In this context BAJSS Arts & Commerce college for women Ranebennur department of computer application organized soft skill in Fundamental of computer knowledge how to use of computer. The resource person was prof Rajiv K M the delivered lecture on innovative skills and programmers' used in basic computer.

In this program the following information has delivered.

- Start from the computer.
- Types of Nudi.
- Close of the computer and use of the key board and mouse.

At the end of the session students cleared their doubts by asking question the over all program was very effective.

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