ಭಾರತೀಯ ಅಡಿಮಜಾತಿ ಸೇವಕ ಸಂಘ (ರಿ)
ಬಿ.ಎ.ಜೆ.ಎಸ್. ಕಲಾ ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಿಳಾ ಕಾಲೇಜು
ರಾಣೇಬೆನ್ನೂರು
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: bajswomenscollege.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 Women
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

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
27	BIBI JAVERIYA										
28	CHAITRA BAILAMANI										
29	CHANDANA GUJJAR										
30	DEEPA P KUMBAR	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
33	GIRIJA N DAMBRALLI	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
38	KUSUMA GUDDADAHALLI										
39	LAKSHMI NEERALAGI										
40	MADHU R KITTAD	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu	Madhu
41	MANGALA M POLISGOUDRA										
42	MANJULA KOMBALI										
43	MANJULA M B										
44	NAGAMMA PATIL										
45	NANDA HALLEPPANAVAR										
46	ISHWARYA JIGALI										
47	JTOTI. C. KAMADOD										
48	KAVERI N HUBBALLI										
49	KAVYA BANAKAR										
50	KUSUMA GUDDADAHALLI										

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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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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