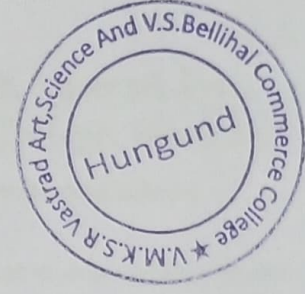


From,
Basavaraj Hosamani
Lecturer
V. M. K. S. R. Vastrad Arts, Science &
V. S. Bellihal Commerce College,
Hungund



To,
The Principal
V. M. K. S. R. Vastrad Arts, Science &
V. S. Bellihal Commerce College,
Hungund

Respected madam,

Sub: Requesting to conduct certificate course for B.Com. Students.

With reference to above, I request you to permit to conduct certificate course on 'Basic Computer Applications' of 30 days duration for B.Com. students.

Thanking you madam,

Yours' faithfully

Date: 15/09/2022

Permitted

Coordinator
IQAC

Vijaya Mahantesh Krupapohit S.R.Vastrad
Arts, Science & Vijay Shankarappa Bellihal
Commerce College, Hungund-587118
Dist: Bagalkote State: Karnataka

Principal
Vijaya Mahantesh Krupapohit
S.R Vastrad Art, Science & V.S. Bellihal
Commerce College, Hungund-587118



ESTD: 1967

V. M. V. V. Sangha's

Vijaya Mahantesh Krupaposhit S. R. Vastrad Arts,
Science and V. S. Bellihal Commerce College, Hungund



Prof.(Sant) S. K. Math
Principal

Affiliated to Kuvempu University Bellary
College Code: 6217

Ph.No: 260224(08950)

Email ID: vmsv_hnd@yahoo.com

Circular

All the students are hereby informed that college has conducting a certificate course on 'Basic Computer Applications' from 20th September 2022 to 31st October 2022 for B.Com. Students. Interested students enrol your names at course coordinator Mr. Basavaraj Hosamani.

Date: 16/09/2022

Coordinator
I.Q.A.C

Vijaya Mahantesh Krupaposhit S.R.Vastrad
Arts, Science & Vijay Shankarappa Bellihal
Commerce College, Hungund-587118
Dist: Bagalkote State: Karnataka

Principal
Vijaya Mahantesh Krupaposhit
S.R. Vastrad Art, Science & V.S. Bellihal
Commerce College, Hungund-587118



ESTD : 1967

V. M. V. V. Sangha's

**Vijaya Mahantesh Krupaposhit S. R. Vastrad Art,
Science and V. S. Bellihal Commerce College, Hungund**

Prof.(Smt) S. K. Math
Principal

Affiliated to Rani Channamma University Belagavi
College Code: 6217

Ph.No: 260224(08351)

Email ID: vmsrv_hnd@yahoo.com



VMSRV/ 2022-23

Date: 17/09/2022

To,

Santosh Belagal

SVMVV Sangha's

A. R. Jahagirdar College of BCA

Ilkal

Sub: Appointment Letter.

Respected Sir,

With reference to the subject cited above, you have been appointed as BOS Member for the Certificate Course – 'Basic Computer Applications' for 2022-23. And we request you to act as resource person for this certificate course.

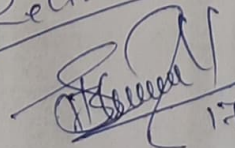
Principal

Place: Hungund

Date: 17/09/2022


Principal

Vijaya Mahantesh Krupaposhit
S.R Vastrad Art, Science & V.S.Bellihal
Commerce College, Hungund-587118

Received

17/9/2022

From,

Santosh Belagal
SVMVV Sangha's
A. R. Jahagirdar College of BCA
Ilkal

To,

The Principal
V. M. K. S. R. Vastrad Arts, Science and
V. S. Bellihal Commerce College,
Hungund

Certificate Course Syllabus
Basic Computer Applications

Objectives:

- This course aims to providing exposure to students in skill development towards basic office applications.

Course Learning Outcomes:

After successful completion of the course, student will be able to;

- Apply basic skills and concepts for basic use of a computer.
- Identify appropriate tool of MS Office to prepare basic documents, charts, spreadsheets and presentations.
- Create personal, academic and personal documents using MS Office.
- Analyse data using charts and spreadsheets.

Syllabus

Unit-I: (08 hrs)

Basics of Computers: Definition of a Computer - Characteristics of computers, Applications of Computers — Block Diagram of a Digital Computer — I/O Devices, hardware, software human ware, application software, system software, Memories - Primary, Auxiliary and Cache Memory. MS Windows — Desktop, Recycle bin, My Computer, Documents, Pictures, Music, Videos, Task Bar, Control Panel.

Unit-II: (08 hrs)

MS-Word: Features of MS-Word - MS-Word Window Components - Creating, Editing, Formatting and Printing of documents — Headers and Footers — Insert/Draw Tables, Table Auto format — Page Borders and Shading — Inserting Symbols, Shapes, Word Art, Page Numbers, Mail Merge.

Unit-III: (08 hrs)

MS-Excel: Overview of Excel features — Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Inserting Rows/Columns — Changing column widths and row heights, Formulae, Referencing cells /Changing font sizes and colors, Insertion of Charts, Auto fill, Sort.

Unit IV: (06 hrs)

MS-PowerPoint: Features of PowerPoint — Creating a Presentation - Inserting and Deleting Slides in a Presentation — Adding Clip Art/Pictures -Inserting Other Objects, Audio, Video - Resizing and scaling of an Object — Slide Transition — Custom Animation.

Suggested student hands on activities:

- Create two folders, Rename the folder, create two files each using notepad and paint, move the files from one folder to another folder, delete a file you have created, copy and paste text within notepad.
- Create a letter head for your college with watermark, your resume, visiting card, brochure for your college activity, organization chart for your college, any advertisement, Prepare your Class time table.
- Prepare your mark sheet, Prepare your class time table, Prepare a salary bill for an organization, Sort the bill as per the alphabetical order of the names, Get online weather data and analyze it with various charts.
- Create a PowerPoint presentation for a student seminar.

Evaluation through Examination

Question Paper

I. Answer any three of the following. (Each carries 10 marks)

3X10=30

1. Explain the block diagram of computer with neat labelled diagram.
2. Explain various input and output devices.
3. Explain various font options available in MS Word.
4. What do mean by chart? How do you insert chart in MS Excel?
5. Write the steps create a presentation of your college.

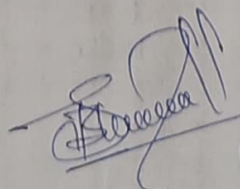
II. Answer any four of the following (Each carries 5 marks)

4X5=20

1. Write the difference between primary and secondary memory.
2. How do you create a shortcut in Desktop?
3. What is table? Write the steps to insert table in Ms word.
4. What is formula in Excel? Write the steps to create formula in MS Excel.
5. Explain the different types of charts available in MS Excel.
6. Write the steps to apply custom animation in PowerPoint.

REFERENCE BOOKS:

1. Working in Microsoft Office — Ron Mansfield - TMH.
2. MS Office 2007 in a Nutshell — Sanjay Saxena — Vikas Publishing House.
3. Excel 2020 in easy steps-Michael Price — TMH publications


09/09/2022



ESTD : 1967

V. M. V. V. Sangha's

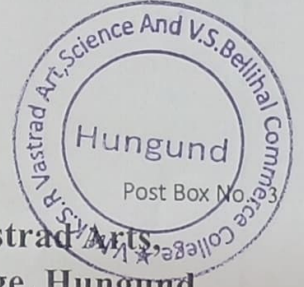
**Vijaya Mahantesh Krupaposhit S. R. Vastrad Arts,
Science and V. S. Bellihal Commerce College, Hungund**

Prof.(Smt) S. K. Math
Principal

Affiliated to Rani Channamma University Belagavi
College Code: 6217

Ph.No: 260224(08351)

Email ID: vmsrv_hnd@yahoo.com



VMSRV/ 2020-21

Date: 19/09/2022

To,

Santosh Belagal

SVMVV Sangha's

A. R. Jahagirdar College of BCA

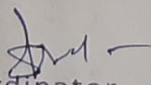
Ilkal

Sub: Appreciation Letter.

Respected Sir,

You have been accepted our request as BOS member and resource person for certificate course – 'Basic Computer Application'. We really appreciate the syllabus you have framed for the course and the knowledge you shared with our students as resource person.

Your dedication towards the student fraternity is highly appreciable.


Coordinator
IQAC

Vijaya Mahantesh Krupapohit S.R.Vastrad
Arts,Science & Vijay Shankarappa Bellihal
Commerce College, Hungund-587118
Dist:Bagalkote State:Karnataka

Place: Hungund

Date: 19/09/2022

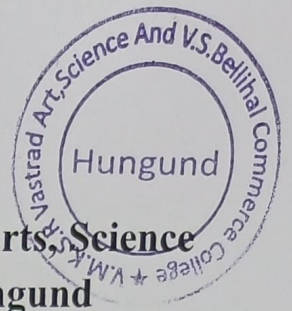
Principal


Principal

Vijaya Mahantesh Krupaposhit
S.R Vastrad Art, Science & V.S.Bellihal
Commerce College, Hungund-587118

Received
[Signature]
19/9/2022

V. M. V. V. Sangha's
Vijaya Mahantesh Krupaposhit S. R. Vastrad Arts, Science
and V. S. Bellihal Commerce College, Hungund

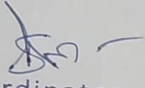


Students Enrolment List for certificate course on 'Basic Computer Applications'


Sl. No.	Name of the Student	Gender	Course	Semester
01	Sahana Behal	Female	B.Com.	I
02	Samrin Lain	Female	B.Com.	I
03	Mahima Behakatti	Female	B.Com.	I
04	Pavitra Maratagerimath	Female	B.Com.	I
05	Pooornima Hulaki	Female	B.Com.	I
06	Akshata S	Female	B.Com.	I
07	Ravichandra N	Male	B.Com.	I
08	Ramesh Hunashihal	Male	B.Com.	I
09	Mahesh Kamatas	Male	B.Com.	I
10	shweta Ambiger	Female	B.Com.	I
11	Arnita Madiwalas	Female	B.Com.	I
12	Reshma S.	Female	B.Com.	I
13	Annapoorna Gowdar	Female	B.Com.	I
14	Ramesh P. Dasas	Male	B.Com.	I
15	Sharanamma R. Bhavikatti	Female	B.Com.	I
16	Sahana M. Dasagad	Female	B.Com.	I
17	Pavitra S. Patil	Female	B.Com.	I
18	Vinay P. Palled	Male	B.Com.	I
19	Shobha H. Mokashi	Female	B.Com.	I
20	Sujata Herakal.	Female	B.Com.	I

21	Archana K. Goudar	Female	B.Com.	I
22	Deepa B. Handaragal	Female	B.Com.	I
23	Parvati S. Bevanourmath	Female	B.Com.	I
24	Ashwini A. Hacholli	Female	B.Com.	I
25	Rohitkumar H. Goudar	Male	B.Com.	I
26	Sagar M. Pattanashetti	Male	B.Com.	I
27	Soumya S. Hungund	Female	B.Com.	I
28	Kavya S. Tumbagi	Female	B.Com.	I
29	Aishwarya G. Hagedad	Female	B.Com.	III
30	Amarayya E. Mathapati	Male	B.Com.	III
31	Ameera F. Itagi	Male	B.Com.	III
32	Arun S. Basaragoudar	Male	B.Com.	III
33	Chennamma M. Kanthi	Female	B.Com.	III
34	Geeta A. Kandagal	Female	B.Com.	III
35	Gundamma A. Nagur	Female	B.Com.	III
36	Guruswami S. Matha	Male	B.Com.	III
37	Kavita B. Kirasur	Female	B.Com.	III
38	Madhu P. Andeli	Female	B.Com.	III
39	Mahaboob D. Nadaf.	Male	B.Com.	III
40	Mahantesh G. Rakkasagi	Male	B.Com.	III
41	Mallikarjun A. Yadahalli	Male	B.Com.	III
42	Muttanagouda S. Dehatti	Male	B.Com.	III
43	Nagarathna H. Patil	Female	B.Com.	III
44	Sabarna C. Hiral.	Female	B.Com.	III

45	Sahana V. Karadi	Female	B.Com.	III
46	Sangamesh M. Kadapatti	Male	B.Com.	III
47	Sarita S. Sudi	Female	B.Com.	III
48	Shilpa S. Dadoor	Female	B.Com.	III
49	Shilpa A. Kandagal	Female	B.Com.	III
50	Vijay S. Kuntoji	Male	B.Com.	III


Coordinator
IQAC

Vijaya Mahantesh Krupapohit S.R.Vastrad
Arts, Science & Vijay Shankarappa Bellihal
Commerce College, Hungund-587118
Dist: Bagalkote State: Karnataka


Principal

Vijaya Mahantesh Krupapohit
S.R.Vastrad Arts, Science & V.S. Bellihal
Commerce College, Hungund-587118

V. M. V. V. Sangha's

**Vijaya Mahantesh Krupaposhit S. R. Vastrad Arts, Science and V. S.
Bellihal Commerce College, Hungund**

CERTIFICATE COURSE ON "BASIC COMPUTER APPLICATIONS"



This is to Certify that Mr/Miss. *Sahara Karadi*

Of *B. Com. III Semester* has participated in CERTIFICATE COURSE ON

"BASIC COMPUTER APPLICATIONS" organized by the Department of Commerce from 20st September 2022
to 31st October 2022 in our institution.

Basavaraj Hosamani

Coordinator

Dr. S. R. Golagond

Coordinator IQAC

Prof. S. K. Math

Principal

Coordinator

Vijaya Mahantesh
Arts, Science & Vijay Shankarappa Bellihal
Commerce College, Hungund-587118
Dist: Bagalkote State: Karnataka

Vijaya Mahantesh Krupaposhit
S. R. Vastrad Arts, Science & V. S. Bellihal
Commerce College, Hungund-58

V. M. V. V. Saugha's

**Vijaya Mahantesh Krupaposhit S. R. Vastrad Arts, Science and V. S.
Bellihal Commerce College, Hungund**

CERTIFICATE COURSE ON "BASIC COMPUTER APPLICATIONS"

CERTIFICATE

This is to Certify that Mr/[✓]Miss. Mahantesh Rakkasagi

Of B.Com. III Semester has participated in CERTIFICATE COURSE ON

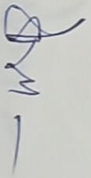
"BASIC COMPUTER APPLICATIONS" organized by the Department of Commerce from 20st September 2022
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Basavaraj Hosamani



Coordinator

Dr. S. R. Golagond



Coordinator IQAC

Vijaya Mahantesh Krupaposhit S.R. Vastrad
Arts, Science & Vijay Shankarappa Bellihal
Commerce College, Hungund-587118
Dist:Bagalkote State:Karnataka

Prof. S. K. Math



Principal

Vijaya Mahantesh Krupaposhit
S. R. Vastrad Arts, Science & V. S. Bellihal
Commerce College, Hungund-587118

V. M. V. V. Sangha's

**Vijaya Mahantesh Krupaposhit S. R. Vastrad Arts, Science and V. S.
Bellihal Commerce College, Hungund**


CERTIFICATE COURSE ON "BASIC COMPUTER APPLICATIONS"



This is to Certify that ~~M~~Miss. **Ravichandra N.**

Of **B. Com.** **I** Semester has participated in CERTIFICATE COURSE ON

"**BASIC COMPUTER APPLICATIONS**" organized by the Department of Commerce from 20st September 2022
to 31st October 2022 in our institution.


Basavaraj Hosamani

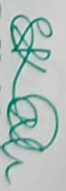
Coordinator


Dr. S. R. Golagond

Coordinator IQAC

Coordinator

**Vijaya Mahantesh Krupaposhit S.R. Vastrad
Arts, Science & Vijay Shankarappa Bellihal
Commerce College, Hungund-587118
Dist: Bagalkote State: Karnataka**


Prof. S. K. Math

Principal

**Vijaya Mahantesh Krupaposhit
S R Vastrad Arts, Science & V S Bellihal
Commerce College, Hungund-587118**

V. M. V. V. Sangha's

**Vijaya Mahantesh Krupaposhit S. R. Vastrad Arts, Science and V. S.
Bellihal Commerce College, Hungund**

CERTIFICATE COURSE ON "BASIC COMPUTER APPLICATIONS"



This is to Certify that Mr/Miss, Pavitra R. Maratagesimath.....
Of B. Com. I Semester has participated in CERTIFICATE COURSE ON

"BASIC COMPUTER APPLICATIONS" organized by the Department of Commerce from 20st September 2022
to 31st October 2022 in our institution.

Basavaraj Hosamani

Coordinator

Dr. S. R. Golagond

Coordinator IQAC

Prof. S. K. Math

Principal

Coordinator
IQAC

Vijaya Mahantesh Krupaposhit S.R. Vastrad
Arts, Science & Vijay Shankarappa Bellihal
Commerce College, Hungund-587118
Dist: Bagalkote State: Karnataka

Principal
Vijaya Mahantesh Krupaposhit
S.R. Vastrad Arts, Science & V.S. Bellihal
Commerce College, Hungund-587



V. M. S. R. VASTRAD ARTS, SCIENCE AND ATTENDANCE

Class : B. Com. Batch : Sem :

Roll No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
357	Quadamma. A. Nagur	20/09	21/09	22/09	23/09	24/09	26/09	27/09	28/09	29/09	30/09	31/09	01/10	03/10	06/10	07/10	08/10
356	Burussammi S. Masha																
355	Kavitha. B. Vitasara																
354	Madhu. P. Adelle																
353	Mahaband. D. Madar																
352	Mahaband. S. Ravasara																
351	Mahaband. S. Adahalla																
350	Mahaband. S. Desheta																
349	Mahaband. H. Desheta																
348	Saravanna. C. Kiral																
347	Saravanna. N. Karasara																
346	Saravanna. M. Madappa																
345	Saravanna. S. Sidi																
344	Saravanna. S. Madam																
343	Shilpa. A. Vandana																
342	Siby. S. Vantasa																

Name of the Staff - Incharge : Prasanna His name

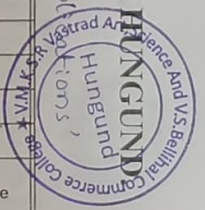
Sangha's V. S. BELLIHAL COMMERCE COLLEGE, HUNGUND REGISTER

Year : 20 - 20 Subject : Basic Computer Applications

Roll No.	Name	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40		
357	Quadamma. A. Nagur	10/10	11/10	12/10	13/10	14/10	15/10	18/10	21/10	22/10	25/10	27/10	28/10	29/10	31/10												
356	Burussammi S. Masha																										
355	Kavitha. B. Vitasara																										
354	Madhu. P. Adelle																										
353	Mahaband. D. Madar																										
352	Mahaband. S. Ravasara																										
351	Mahaband. S. Adahalla																										
350	Mahaband. S. Desheta																										
349	Mahaband. H. Desheta																										
348	Saravanna. C. Kiral																										
347	Saravanna. N. Karasara																										
346	Saravanna. M. Madappa																										
345	Saravanna. S. Sidi																										
344	Saravanna. S. Madam																										
343	Shilpa. A. Vandana																										
342	Siby. S. Vantasa																										

Monthly Signature of the H.O.D. : Prasanna

Principal : Prasanna



% of Attendance

Name of the Staff - Incharge : Prasanna His name
 Monthly Signature of the H.O.D. : Prasanna
 Principal : Prasanna
 V. S. Bellihal Commerce College, Hungund-587118