



Land No: 08330-222311
Fax No: 08330-2223716

**K.L.E.SOCIETY'S
S.V.S. BELLUBBI ARTS & COMMERCE COLLEGE
SAUNDATTI – 591126**

3rd Cycle Re-Accredited at the 'B++' Level by NAAC

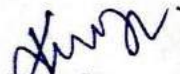
Web: <http://www.klesvsbcs.edu.in>
E- mail: klesvsbellubbicollege@gmail.com

BUS STAND ROAD SAUNDATTI – 591126
TQ. SAUNDATTI, DIST. BELAGAVI

Date : 9-8- 2018

NOTICE

It is hereby informed to all the students of BA I Sem that Certificate course for the subject of **Computer Literacy** will be commencing from 20th Aug, 2018. Interested candidates can enroll their name to Prof. Kavya Dharwad within 18th Aug, 2018 evening 5pm.


Faculty




Principal
K.L.E.Society's S.V.S.Bellubbi
Arts & Com College, Saundatti.



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BUS STAND ROAD SAUNDATTI – 591126
TQ. SAUNDATTI, DIST. BELAGAVI (KARNATAKA)

**TIME TABLE
COMPUTER LITERACY**

CERTIFICATE COURSE FOR THE YEAR 2018-19

This is to inform that the students who have enrolled for Certificate Course on Computer Literacy must attend all classes according to the schedule.

Faculty : Prof. Kavya Dharwad	
Day	Time
Monday	3.30pm - 4.30pm
Tuesday	3.30pm - 4.30pm


Faculty


HoD

Head Department of Commerce
K.L.E.S.'s S.V.S. Bellubbi Arts & Com College,
SAUNDATTI. (Karnatak)


Principal
PRINCIPAL

K.L.E.Society's S.V.S.Bellubbi
Arts & Com College, Saundatti.






K.L.E.SOCIETY'S
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**COMPUTER LITERACY
CERTIFICATE COURSE FOR THE YEAR 2018-19**

The following is the list of students who have enrolled for Certificate Course on Computer Literacy. They are informed to attend the classes as per the prescribed class time table.

Sl.No.	Name
1.	Akshay Hundennavar
2.	Basavraj Matti
3.	Bhimappa Vatnal
4.	Deepa Amatyanavar
5.	Deepa Shrikol
6.	Laxmi Pawar
7.	Laxmi Sirur
8.	Madhu Dodwad
9.	Mayavva Kolli
10.	Renuka Kavalli
11.	Sakkubai Naikar
12.	Saraswati Chikkumbi
13.	Shantavva Kuntoji
14.	Shilpa Patil
15.	Shridevi Ayatti
16.	Shridevi Patil
17.	Tasmiya Banu Gaibunavar
18.	Yashodha Gollar
19.	Yashodha Hiremetri


Faculty


HoD
Head Department of Commerce
K.L.E.Sy's S.V.S. Bellubbi Arts & Com College
SAUNDATTI. (Karnatak)


Principal
PRINCIPAL
K.L.E.Society's S.V.S. Bellubbi
Arts & Com College, Saundatti.





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COMPUTER LITERACY

CERTIFICATE COURSE FOR THE YEAR 2018-19

SYLLABUS

Unit I : Introduction to Computer

(5 Hrs)

Definition - Fundamentals of computer - Uses of computer -
Characteristics of computer - Classification of computers -
Computer Generations - Advantages and limitations of Computer.

Unit II : Hardware and software

(5 Hrs)

Hardware and software – its examples – Hardcopy & soft copy –
Hardware - Motherboard – CPU – Input Devices – Output devices –
Primary & Secondary memory – Storage devices
Software – Types of software – Window based applications, MS
Office

Unit III : Internet

(5 Hrs)

Introduction – Definition – Creating e-mail ID – Sending &
receiving mails – Attaching files – Photo crop in MS Paint

Unit IV : Lab work

(5 Hrs)

Practical – MS Office in detail

MS Word : Pamphlets, Advertisements, Word Art, Application
Form

MS Excel : Salary sheet, Time table, Graphs & Charts

MS Powerpoint : Creating PPTs, Applying animations, Sounds,
Background,
Designs and slideshow

Page Maker : Invitation Cards, Visiting cards



K.L.E.Society's
S.V.S. Bellubbi Arts & Commerce College

Saundatti - 591126. Belagavi District

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Department of Commerce

Certificate

This is to certify that Mr/Miss _____ Class _____

has completed Certificate Course in Computer Literacy for the Year _____

Faculty

HoD

Principal