



**SRI JAGADGURU MURUGHARAJENDRA  
COLLEGE OF ARTS, SCIENCE & COMMERCE  
CHANDRAVALLI, CHITRADURGA-577502**



Affiliated to Davangere University, Davangere  
Accredited with 'A' Grade Third cycle

## Certificate Course on **BASIC OF COMPUTER**

# **BASIC COMPUTER COURSE**



**2022-23**



S.J.M. Vidyapeetha (R.)  
Estd. 1969

**S.J.M. COLLEGE OF ARTS, SCIENCE AND COMMERCE**

(Affiliated to Davangere University) Re-accredited with 'A' Grade

Post Box No.88, Chandravalli, CHITRADURGA-577501, Karnataka Email:sjmasccta@rediffmail.com, web:www.sjmcascchitradurga.edu.in



Date : 06-02-2023

To,

**The Principal**

S J M College of Arts, Science & Commerce

Chandravalli, Chitradurga

Respected Sir,

**Sub: Request to grant permission to start Certificate on  
Basic of Computer for the academic Year 2022-23**

As per the guidelines issued by IQAC, we would like to start the Certificate course on “**Basic of Computer**” from the academic year 2022-23: with intake of 40 students. Please permit us to start the Certificate course and do the needful.

Thanking You.



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Post Box No.88, Chandravalli, CHITRADURGA-577501, Karnataka Email:sjmascccta@rediffmail.com, web:www.sjmcascchitradurga.edu.in



Date : 10-02-2023




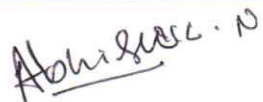
## NOTICE

All the students are hereby informed that, the Certificate course on **Basic of Computer** from the **02-03-2023**, interested students can enroll their names.

  
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of Arts, Science & Commerce  
CHITRADURGA

### BOS Meeting

A BOS Meeting was convened on 27/02/ 2023 to discuss the rules, regulations and syllabus in connection with the Certificate course of Basic of Computer for the academic year 2022-23 in the presence of following members.

Sl No	Name	Designation	Signature
1	Miss Soumya Rani Lecture Dept of Computer Science Govt Science College, Chitradurg	Chairman	
2	Miss Roseline Mary Lecturer Dept of Computer Science S J M P U College Chitradurg	Member	
3	Dr Harshavrdhan A Asst Professor Dept of Chemistry & IQAC Coordinator S J M College Of Arts, Science & Commerce, Chitradurg	Member	
4	Mr Abhishek Lecturer Dept of C S Govt Science College, Chitradurg	Member & Resource Person	

Proceedings: The following syllabus was framed on the topic "Basics of Computers"



**SJM Vidyapeetha®, Chitradurga**  
**S.J.M.COLLEGE OF ARTS, SCIENCE AND COMMERCE**  
**CHANDRAYALLI, CHITRADURGA**  
NAAC Accredited with 'A' Grade CGPA-3.05

**Certificate Course on "Basics of Computers"**

**Enrolled Students List**

Sl No	Name	Signature
1	Triveni G	Triveni G
2	Bhavana R	Bhavana R
3	Anusha G	Anusha G
4	Manoj Kumar K N	Manoj Kumar K N
5	Darshan L	Darshan L
6	Navyashree	Navyashree
7	Sharath S	Sharath S
8	Shubha Malige	Shubha Malige
9	Shubha Lekana	Shubha Lekana
10	Raziq M	Raziq M
11	Prajwal L U	Prajwal L U
12	Meghana P V	Meghana P V
13	Charan Belegere T M	Charan Belegere T M
14	Akshatha S A	Akshatha S A
15	Yashodhara B	Yashodhara B
16	Nikhil S	Nikhil S
17	Sagar K	Sagar K
18	Sneha S	Sneha S
19	Shwetha G M	Shwetha G M
20	Sindhu M	Sindhu M
21	Netravathi	Netravathi
22	Sowmya P	Sowmya P
23	Naveeda Banu	Naveeda Banu
24	Nafisa M N	Nafisa M N
25	Muskan K	Muskan K
26	Chiranjivi T	Chiranjivi T
27	Saniya Banu	Saniya Banu
28	Yashasvini P	Yashasvini P
29	Tejasvini S	Tejasvini S
30	Anusha C	Anusha C
31	Keerthana R	Keerthana R
32	Govid Raju	Govid Raju
33	Chandan	Chandan

34	Kiran	Kiran
35	Tarun	<del>Tejas</del>
36	Mahalakshmi	<del>Mahar</del>
37	Shobha	SHOBHA
38	Latha	latha
39	Tejas	<del>Tejaa</del>
40	Anirudh	Anirudh

  
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CHITRADURGA

# Basic Computer

IQACC01

## DETAILED SYLLABUS

### Knowing Computer

Introduction

Objectives

What is Computer?

Basic Applications of Computer

Components of Computer System

Central Processing Unit

Keyboard, mouse and VDU

Other Input devices

Other Output devices

Computer Memory

Concept of Hardware and Software

Hardware

Software

Application Software

Systems software

Concept of computing, data and information

Applications of IECT

e-governance

Entertainment

Bringing computer to life

Connecting keyboard, mouse, monitor and printer to CPU

Checking power supply

# **UNDERSTANDING WORD PROCESSING**

Introduction

Word Processing Basics

Opening Word Processing Package

Menu Bar

Using the Help

Using the Icons below Menu Bar

Opening and closing Documents

Opening Documents

Save and Save as

Page Setup

Print Preview

Printing of Documents

Text Creation and manipulation

Document Creation

Editing Text

Text Selection

Cut, Copy and Paste

Spell check

Thesaurus

Formatting the Text

Font and Size selection

Alignment of Text

Paragraph Indenting

Bullets and Numbering

Changing case

Table Manipulation

Draw Table



# **COMMUNICATIONS AND COLLABORATION**

Introduction

Objectives

Basics of E-mail

What is an Electronic Mail

Email Addressing

Using E-mails

Opening Email account

Mailbox: Inbox and Outbox

Creating and Sending a new E-mail

Replying to an E-mail message

Forwarding an E-mail message

Sorting and Searching emails

Document collaboration

Instant Messaging and Collaboration

Using Instant messaging

Instant messaging providers

Netiquettes

# MAKING SMALL PRESENTATIONS

## **Introduction**

## **Objectives**

## **Basics**

Using PowerPoint

Opening A PowerPoint Presentation

Saving A Presentation

## **Creation of Presentation**

Creating a Presentation Using a Template

Creating a Blank Presentation

Entering and Editing Text

Inserting And Deleting Slides in a Presentation

## **Preparation of Slides**

Inserting Word Table or An Excel Worksheet

Adding Clip Art Pictures

Inserting Other Objects

Resizing and Scaling an Object

## **Presentation of Slides**

Viewing A Presentation

Choosing a Set Up for Presentation

Printing Slides And Handouts

## **Slide Show**

Running a Slide Show

Transition and Slide Timings

Automating a Slide Show

S.J.M Vidyapeetha (R.), Chitradurga

**S.J.M College of Arts, Science and Commerce, Chandravalli, Chitradurga- 577501**

**Certificate Course on Basics of Computer**


**Students Attendance List -2023**

02.03.2023 to 31.05.23


Sl.No	Name	Date																		
		2/m	3/m	7/m	8/m	9/m	14/m	15/m	16/m	21/m	22/m	23/m	28/m	29/m	30/m	11/AP	12/AP	13/AP	18/AP	19/AP
1	Triveni G	Triv	Triv	Triv	Triv	Triv	Triv	Triv	Triv	Triv	Triv	Triv	Triv	Triv	Triv	Triv	Triv	Triv	Triv	Triv
2	Bhavana R	Bh	Bh	Bh	Bh	Bh	Bh	Bh	Bh	Bh	Bh	Bh	Bh	Bh	Bh	Bh	Bh	Bh	Bh	Bh
3	Anusha G	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An	An
4	Manoj Kumar K N	MK	MK	MK	MK	MK	MK	MK	MK	MK	MK	MK	MK	MK	MK	MK	MK	MK	MK	MK
5	Darshan L	Dar	Dar	Dar	Dar	Dar	Dar	Dar	Dar	Dar	Dar	Dar	Dar	Dar	Dar	Dar	Dar	Dar	Dar	Dar
6	Navyashree	Nv	Nv	Nv	Nv	Nv	Nv	Nv	Nv	Nv	Nv	Nv	Nv	Nv	Nv	Nv	Nv	Nv	Nv	Nv
7	Sharath S	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh
8	Shubha Malige	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh
9	Shubha Lekana	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh

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26	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T	Chiranjivi T		
27	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	Saniya Banu	
28	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	Yashasvini P	
29	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	Tejasvini S	
30	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	Anusha C	
31	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	Keerthana R	
32	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	Govind Raju	
33	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	Chandan	
34	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran	Kiran
35	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun	Tarun
36	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi	Mahalakshmi
37	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha	Shobha
38	Latha	Latha	Latha	Latha	Latha	Latha	Latha	Latha	Latha	Latha	Latha	Latha	Latha	Latha	Latha	Latha	Latha	Latha	Latha	Latha	Latha	Latha
39	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas	Tejas
40	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh

  
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10	Raziq M	R R
11	Prajwal L U	P P
12	Meghana P V	M M
13	Charan Belegere T M	Char Char
14	Akshatha S A	A A
15	Yashodhara B	<del>Y Y</del>
16	Nikhil S	N N
17	Sagar K	S S
18	Sneha S	S S
19	Shwetha G M	S S
20	Sindhu M	<del>S S</del>
21	Netravathi	N N
22	Sowmya P	S S
23	Naveeda Banu	N N
24	Nafisa M N	N N
25	Muskan K	M M

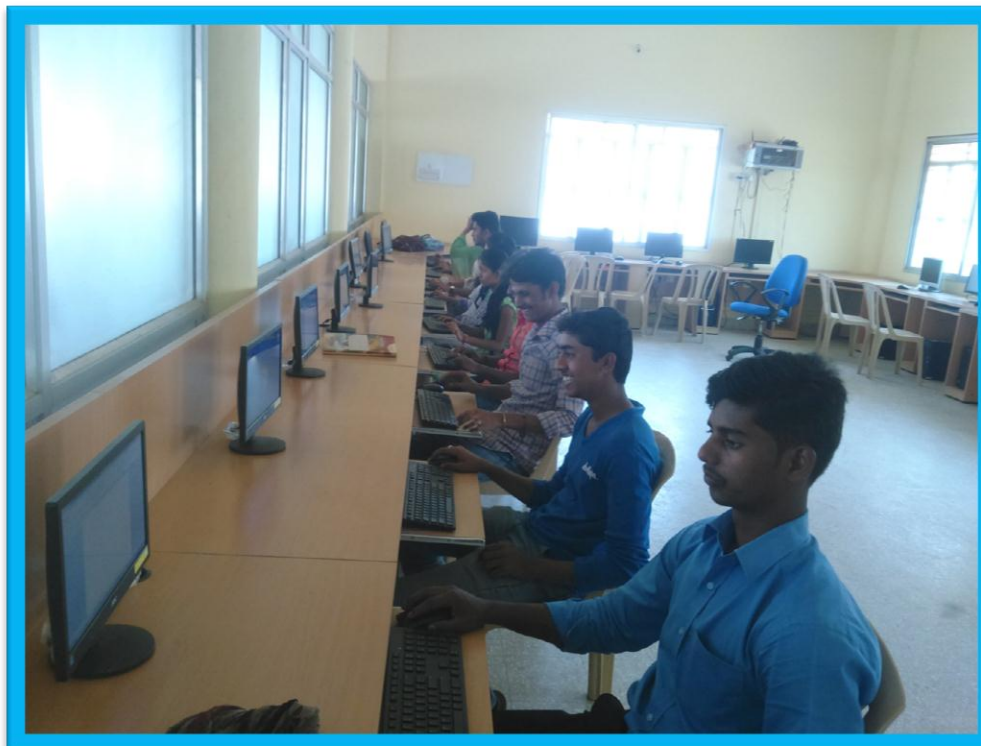
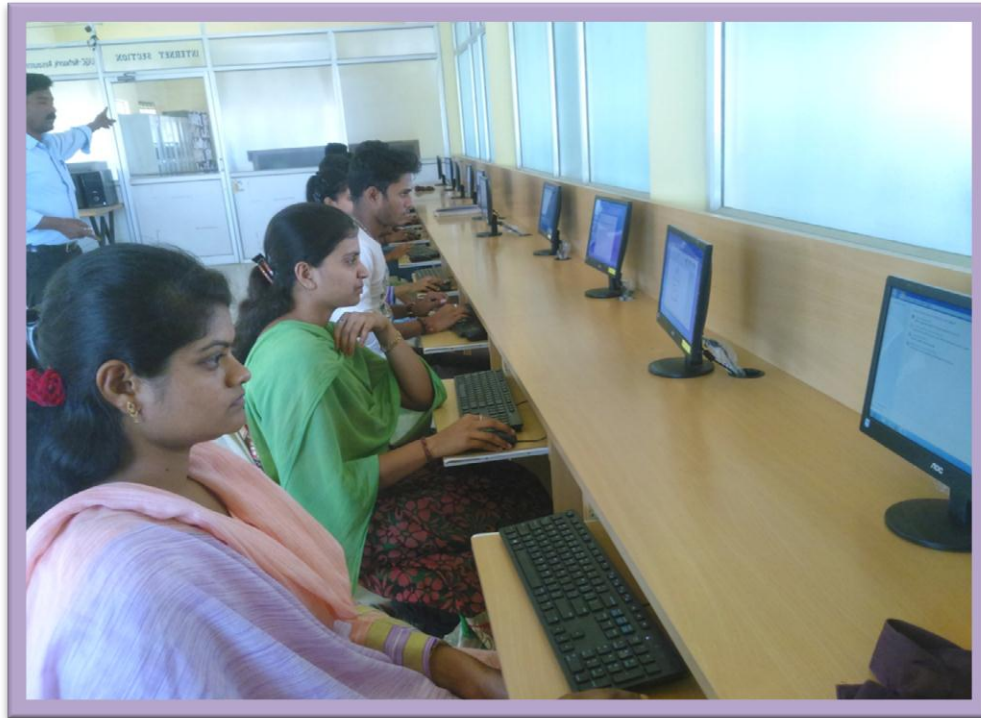
  
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### **Certificate Course in Basic of Computer**

#### **Time-Table**

DAY	I 8-9	II 9-10	III 10.10-11-10	IV 11.10-12-10	V 1-2	VI 2-3	VII 3-4	VIII 4-5
TUE							Basic of computer	
WED							"	
THU							"	
FRI							"	
SAT							"	
SUN							"	

  
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## **COURSE OUTCOMES**

By the end of this course, Students would be able to:

- Appropriately start up and shut down the computer
- Navigate the operating system and start applications
- Perform basic functions of file management ( Create, Save etc)
- Perform basic functions in a word processor and spreadsheet
- Manage print settings and print documents
- Receive and send emails
- Use a web browser to navigate the Internet.