Notice

It is to inform all the interested students to enroll their names for the value-added course on Computer Literacy for the academic year 2021-22.Interestedstudents, are requested to meet Prof.S.B.Galagali to enroll their names on or before 12-09-2022.

Faculty

Principal
Sri Sidramappa Basappa Mamadapur
Arts, Commerce & Science College
BADAMI - 587 201 Dist: Bagalkot

S.V.P.V.V Samstha's

Shri S.B.Mamadapur Arts, Commerce & Science College
Badami – 587201

EST: 1956
50 YEARS JUBILEE
1956-2006

VALUE ADDED COURSE ON COMPUTER LITERACY-2021-22

SYLLABUS

Unit-1 Fundamentals

- Historyand generation of computers, types of computers
- Basic operations of computer- Data , Process and Information, knowledge of various components of computer(Mother Board, SMPS, RAM, Hard Disk etc.)
- Awareness of Input and Output devices– Keyboard, Mouse, Joystick, Light Pen, Scanner, Visual Display Unit(Monitor), Printer, Plotter etc.
- Operating System– DOS (Disk Operating System), Windows

Knowledge of Software

- MS-Office
  - MS-Word- Creating and saving the new document, opening an existing document, editing options like cut, copy and paste. Formatting options like font, font name, font color etc. aligning paragraphs, bullets, numbering, borders and shading.Inserting shapes, clipart, word-art, charts, tables etc. into the document. Setting the pages of the document using page-setup. Using the Spelling and Grammar check tool.Mail-merge and its advantages.
  - MS-Excel– Creating and saving the new workbook, Cell-references and types of cell references-relative, absolute and mixed cell references.Rename, copy and move sheets. Inserting charts into sheet. Sorting and filtering of the data. Introduction to formulas and functions.
  - MS-Power Point– Creating the presentation, Applying the slide transition and custom animation to the slides. Views of the presentation for ex.Slide show, Notespage, slide sorter etc.

Internet

- History of Internet- Origin and history of internet, requirements for internet
- Searching and browsing information using browser (Internet explorer or Google Chrome)
- Sending and receiving E-mail using Gmail.
- Awareness of on-line shopping

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TIME TABLE

This is to inform that the students who have enrolled for value added Course

On Computer Literacy must attend all classes according to the schedule.

Faculty : Shri.S.B.Galagali.	
Day	Time
Monday	4.30pm -5.30pm
Tuesday	4.30pm - 5.30pm
Wednesday	4.30pm - 5.30pm

Faculty

Principal
Sri Sidramappa Basappa Mamadapur
Arts, Commerce & Science College
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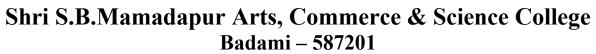## Value Added Courses on Computer Literacy
OUTCOME REPORT

The computer literacy value added course is designed to procure the knowledge of computer and develops in its diverse student population the essential qualities necessary for success in a rapidly changing technological environment.

Upon completion of this course, students will be able to:

- Recognize the capabilities and limitations of computer technology, and the theoretical foundations of computing.

- Critically assess the social and ethical implications of computer technology in their daily life.

- Improve problem solving and critical thinking through the application of scientific knowledge using hands-on activities.

- Identify the components and function of the hardware used in a computer system.

- Describe the function of system software.

- Describe the function of application software.

- Analyze the impact of computer technology and its ethical implication on society.

- Demonstrate basic proficiency of productivity software, including word processing, spreadsheet, presentation and database.

- Demonstrate proficiency in electronic communications technology.

- Use the Internet and World Wide Web to perform research.

- Discuss computer security and its importance for business and personal use of computers.

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Attendance Sheet