

Dr. B. B. Hegde First Grade College, Kundapura

REGULATIONS GOVERNING CERTIFICATE COURSE

1. **Title:** The programme shall be called Certificate course in respective disciplines.
2. **Eligibility for Admission:** A candidate admitted to any degree in Dr. B. B. Hegde First Grade College is eligible for admission to certificate course.
3. **Duration:** Duration of the certificate course shall be minimum of 30 hours of instruction including practical and should be completed in an academic year.
4. **Medium of instruction:** Medium of instruction and examination shall be in English/Kannada.
5. **Attendance:** A candidate shall be considered to have a satisfied requirement of attendance for the programme, if he/ she attends not less than 75% of classes actually held in each subject computed for theory or practical where ever applicable. However, shortage of attendance of 60% is condoned by the coordinator of the certificate course or the Principal.
6. **Hours of instruction and examination:** 30 hours minimum instruction.

Hours: 2 hrs/ week

Duration of Exam: 3 hrs.

Max. Marks: 100/Subject

Min. Marks: 35%

Percentage of marks for declaration of grades: The grades are declared as following:

Aggregate percentage	Grade point	Alpha sign grade	Class
90% and above	9	O	First class with distinction
80% and above but below 90%	8	A ⁺⁺	
70% and above but below 80%	7	A ⁺	
60% and above but below 70%	6	A	First Class
55% and above but below 60%	5	B ⁺	High Second Class
50% and above but below 55%	4	B	Second Class
35% and above but below 50%	3	C	Pass Class
Below 35%	2	D	Fail

ATTESTED

Principal
Dr. B. B. Hegde First Grade College
Kundapura - 576201

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Dr. B. B. Hegde First Grade College
Kundapura - 576201

PRINCIPAL
Principal

Dr. B. B. Hegde First Grade College
Kundapura - 576201

GUIDELINES FOR CONDUCTING CERTIFICATE COURSE

IN

Dr. B. B. Hegde First Grade College, Kundapura

1. The Students are permitted to take up any number of certificate courses according to their wish during the regular study in the College.

2. Admission procedure for certificate course:

2.1 Each department should provide the detailed syllabus and examination pattern of certificate course by the last working day of academic year for admission in the next academic year for the programme to the coordinator of certificate course.

2.2 The Coordinator would prepare the list of all available certificate courses and publish it in the prospects of the College and publish in the College notice board for admission.

2.3 A student desired to admit to certificate course shall obtain application form from College office and submit it to the Head of the department of the concerned department organizing certificate course.

2.4 The Head of the department of departments should submit the application form to the coordinator.

2.5 The coordinator should publish the list of selected candidates and students should pay the fee within a week after publication of list.

2.6 The Head of the departments are required to enroll the students for classes after verifying fee paid receipt.

2.7 A student once joined the course is not permitted to discontinue for any reason and in no circumstances the fee paid will be refunded.

3. Examination:

3.1 After completion of course each department should submit the attendance particulars and details of class conducted to the coordinator, on approval of coordinator the examination process can be initiated.


3.2 Each department should prepare question paper in accordance with the regulations and conduct the examination.

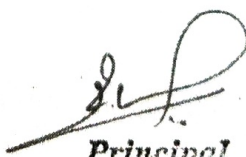
- 3.3 After the evaluation, mark sheet of students should be submitted to coordinator of the programme as per the schedule.
- 3.4 If student fails to get the minimum percentage of marks then they should appear for re-examination when it is offered.
- 3.5 The certificate will be issued by the coordinator through College office with seal and signature of the Principal.


4. Academic calendar for certificate course:

- 4.1 Admission to the course: Within 15 days after reopening of College/Semester.
- 4.2 Publication of selected course: First week after reopening of College/Semester.
- 4.3 Payment of fees: Within third week after reopening of College/Semester.
- 4.4 Submission of shortage of attendance and course completion form to coordinators: Two weeks before commencement of examination.
- 4.5 Examination: one week before last week of respective academic year/ semester.
- 4.6 Announcement of result: Before commencement of next academic year.
- 4.7 Issue of certificate: First week of next academic year/ semester.

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**Documents to be submitted to the Coordinator of Certificate
course
by the HOD**

1. Application Form
2. Certificate Course Profile
3. Syllabus copy in prescribed format
4. Budget Form
5. List of students with allotted Register No.
6. Admission Register
7. Attendance Register
8. Attendance Shortage Form
9. Course Completion Form
10. Expense Form With Bills
11. Marks Card

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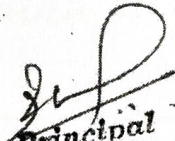
REMUNERATION AND FEES OF CERTIFICATE COURSE

1. Remuneration for the conductance of course should be approved by the coordinator of the course and the Principal of Dr. B. B. Hegde First Grade College, Kundapura.
2. Remuneration for teachers should be predecided in consultation with coordinator and the Principal by respective head of the departments or programme in-charge of respective course.
3. The fee for each course should be decided by the coordinator of the course with consultation of the Principal.
4. The fee would be collected by the college office and all the expenses will be paid by the office.
5. Except in the case of unavoidable conditions, expenses of the course should not exceed the income.

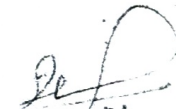
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Application for Certificate Course

Name of the Student : Akshath
Class & Section : I. BSc
Roll No. : 4801
Father's Name : Shankar Pogaru
Mother's Name : Sadhu



Guardian's Name : -
Contact Number/s : 8197024116

Email ID : akshath317@gmail.com

Permanent Address : Akshath s/o Shankar pogaru Ashweshwara
Nilaya, Neralakatte, Kanakurje Kundpura
Taluk, Udipi Dist - 576283

Percentage of Marks :


SSLC	PUC	I Sem	II Sem	III Sem	IV Sem	V Sem	VI Sem
82.4	67						

Interested in Certificate Course in Basic windows

Undertaking:

I abide all the rules and regulations relating to the certificate course offered by the Department.


Signature of the Parent


Signature of the Student

Date: 28/11/2019


Place: Kundpura.

(For office use only)

Admitted to Basic windows Certificate Course during the Academic Year 2019 - 2020.



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Dr. B. B. HEGDE FIRST GRADE COLLEGE, KUNDAPURA

DEPARTMENT OF COMPUTER SCIENCE

Certificate Course – Basic Windows

Co-ordinator:

- Ms. Soumya N.

Introduction:

The world today is witnessing a new kind of revolution – the Information revolution – where having basic computer knowledge is the current need. This course will be accepted as a prerequisite for all advanced applications and it introduces you to fundamental 'Computer Literacy' concepts.

Objectives:


- To introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software
- To provide hands-on use of Microsoft Office 2007 / 10 applications Word, Excel, Access and PowerPoint.

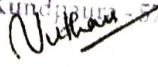
Learning Outcome:


- Describe the usage of computers and why computers are essential components in business and society.
- Solve common business problems using appropriate Information Technology applications and systems.
- Identify categories of programs, system software and applications. Organize and work with files and folders.


CO-ORDINATOR

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DEPARTMENT OF COMPUTER SCIENCE

Certificate Course – Basic Windows – 2019 - 2020

Introduction:

The world today is witnessing a new kind of revolution – the Information revolution – where having basic computer knowledge is the current need. This course will be accepted as a prerequisite for all advanced applications and it introduces you to fundamental 'Computer Literacy' concepts like word processing, creating presentations and managing databases.

Objectives:

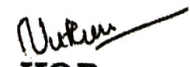
- To introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software
- To provide hands-on use of Microsoft Office 2007 / 10 applications Word, Excel, Access and PowerPoint.


Learning Outcome:

At the end of the course the learner will be able to:

- Describe the usage of computers and why computers are essential components in business and society.
- Solve common business problems using appropriate Information Technology applications and systems.
- Identify categories of programs, system software and applications. Organize and work with files and folders.


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DEPARTMENT OF COMPUTER SCIENCE

Certificate Course – Basic Windows

Syllabus – 2019 – 2020

Duration of Exam : 1½ Hrs

Max. Marks : 50

Total Number of Hours : 20 Hrs

MODULE I – INTRODUCTION

2 Hrs

Introduction, Definition of Computer, Characteristics of Computers, Components of Computer System and their functions.

MODULE II – MICROSOFT OFFICE WORD

5 Hrs

Starting and Working with Word 2007 Documents, Working with Text, Working with Tables, Checking Spelling and Grammar, Adding Graphics to Document, Mail Merge, Printing a Document.

MODULE III – MICROSOFT OFFICE POWERPOINT

4 Hrs

Starting and Working with Powerpoint 2007, Working with Different Views, Designing Presentations, Printing a Powerpoint.

MODULE IV – MICROSOFT OFFICE EXCEL

5 Hrs

Starting and Working with Excel Workbook, Working with Worksheet, Formulas and Functions, Inserting Charts, Sorting and Filtering, Printing a Excel.


MODULE V – MICROSOFT OFFICE ACCESS

4 Hrs

Starting and Working with Access Database, Microsoft Access Environment, Working with Tables, Queries, Forms and Reports.

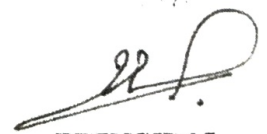


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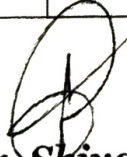
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**Dr. B. B. Hegde First Grade College,
Kundapura
Certificate Courses : 2019-20
Time- Table**


Timing : 1.30 – 4.00 p.m.


Day : Saturday afternoon

Sl. No.	Department	Course	Co-ordinator	Room No.
1.	Commerce & Management	Consumer Education	Mr. Sudhir Kumar	001
2.	English	Spoken English	Mrs. Spoorthy S. Fernandes Ms. Amratha	002
3.	Political Science	Panchayathraj & Rural Development	Mr. Praveen Mogaveera	003
4.	Commerce & Management	Event Management	Mr. Shivaraj C Mr. Hareesha B	101
5.	Economics	Rural Marketing	Mr. Sudhakar P	102
6.	Library	Yoga & Meditation	Mr. Mahesh Babu	103
7.	Kannada	Yakshagana	Mr. Chethan Kumar Shetty Mr. Rakshith Rao	104
8.	Commerce & Management	Fashion designing	Mrs. Avitha Correa	105
9.	Computer Science	Tally & GST	Mrs. Nuthan S	106
10.	Computer Science	Basic Windows	Ms. Soumya N	107


Mr. Shivaraj C
Chief Co-ordinator
Certificate Course

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DEPARTMENT OF COMPUTER SCIENCE

Certificate Course in Basic Windows


Budget for the year 2019 - 2020

Receipt	Rs.	Payment	Rs.
Collection from students (18 X 400)	7,200	Remuneration to the staff Certificate Xerox and Material Miscellaneous Refreshments	4,000 400 1,000 1,000 800
	7,200		7,200


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DEPARTMENT OF COMPUTER SCIENCE


Certificate Course – Basic Windows – 2019 – 2020

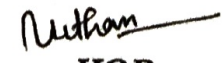
List of the students with allotted Register Numbers

Sl. No.	Register Number	Name of the student
1.	CSWIN001	Akshath
2.	CSWIN002	Akshay Shetty
3.	CSWIN003	Anjali
4.	CSWIN004	Ashantha
5.	CSWIN005	Bhumika N.
6.	CSWIN006	Chaithra Shetty
7.	CSWIN007	Deeksha
8.	CSWIN008	Dhanalaxmi
9.	CSWIN009	Divya
10.	CSWIN010	Gayathri
11.	CSWIN011	Mamatha
12.	CSWIN012	Nayana
13.	CSWIN013	Nethravathi
14.	CSWIN014	Pratheek Shetty
15.	CSWIN015	Prathiksha P. S.
16.	CSWIN016	Sanjana Ammanna
17.	CSWIN017	Shwetha
18.	CSWIN018	Swathi


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Sl. No.	Admission No.	NAMES	Name of the Institute														No. of days Present																				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
1.	4801	Akshath	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
2.	4802	Akshay Shetty	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
3.	3809	Anjali	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
4.	3811	Ashantha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
5.	4809	Bhumika . N.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
6.	3619	Chaitanya Shetty	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
7.	3817	Deeksha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
8.	3625	Dhanalaxmi	1	2	3	4	5	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27							
9.	3626	Divya	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
10.	3824	Gayathri	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
11.	3726	mamatha	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
12.	3840	Nayana	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
13.	3728	Nettavaravathi	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
14.	4806	Ponatheek Shetty	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
15.	3945	Ponathikeha P.S.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
16.	3959	Sanjana Annamma	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								
17.	4807	Shwetha	1	2	3	4	5	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27							
18.	3987	Swathi	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27								

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Final Examination – February 2020

Time : 03.00 Hours

Max. Marks : 100

SECTION – A

Answer all the questions

2 X 10 = 20

1. Define Computer.
2. Define Reliability and Versatility.
3. Mention the components of computer system .
4. What is the role of Control Unit?
5. List the 5 main documents in a mail merge .
6. Write the steps for creating header and footer in a Microsoft office word 2007 document .
7. Explain slide sorter view in Power Point .
8. How to display the selected slides in MS PowerPoint?
9. Explain primary and foreign key in MS Access2007.
10. What is the role of SELECT and UPDATE queries in MS Access?

SECTION – B

Answer any 10 questions

5 X 10 = 50

11. Explain Characteristics of Computer .
12. Explain Components of computer .
13. What do you mean by word? How to open and create a document in word 2007?
14. How to check and replace the spelling and grammar mistakes in word 2007?
15. Explain mail merge used in word 2007.
16. Explain different types of slide creation in powerpoint 2007.
17. How to add and remove animations in powerpoint 2007?
18. Explain Any 5 animations used in powerpoint 2007.
19. Name charts used in powerpoint 2007. Explain different types of charts.
20. Explain sorting and filtering tools used in excel 2007.
21. Explain any five built in functions with example in excel 2007.
22. Explain any five data types used in MS Access 2007.

SECTION – C

Answer any 3 questions

10 X 3 = 30

23. What do you mean by powerpoint 2007? Explain any five tools .
24. Why we use Excel? Explain tools used in excel 2007 .
25. Name the tools used in word 2007. Explain any five tools .
26. Create Employee worksheet having EmpNo, EmpName, DOJ, Department, Designation and Basic Pay of 5 employees. Calculate DA, HRA, Gross Pay, Profession Tax, Net Pay, ProvidentFund as per the rule:
 - a. DA = 30% of basic pay
 - b. HRA = 10% of basic pay if basic pay is less than 25000, 15% of basic pay otherwise.
 - c. Gross = DA + HRA + Basic pay
 - d. Provident fund = 12% of Basic pay or Rs.2000, whichever is less.
 - e. Profession Tax = Rs.100 if Gross pay is less than 10000, Rs.200 otherwise.
 - f. NetPay = Gross - (Professional tax + Provident Fund).
27. How to create table in access2007? Explain any five query used in Microsoft access 2007 with example .

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Certificate Courses : 2019-20
Result Sheet

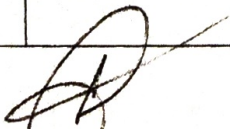
Course Name : Basic Windows

Total Marks : 100

Co-ordinator : Ms. Soumya. N.

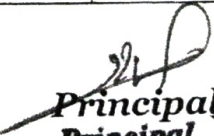
Sl. No.	Name	Marks obtained	Grade Point	Alpha Sign Grade
1.	Akshath	89	8	A ⁺⁺
2.	Akshay Shetty	100	9	O
3.	Anjali	76	7	A ⁺
4.	Ashantha	68	6	A
5.	Bhumika. N.	82	8	A ⁺⁺
6.	Chaitra Shetty	93	9	O
7.	Deeksha	86	8	A ⁺⁺
8.	Dhanalaxmi	78	7	A ⁺
9.	Divya	77	7	A ⁺
10.	Gayathri	66	6	A
11.	Mamatha	80	8	A ⁺⁺
12.	Nayana	92	9	O
13.	Nesravathi	85	8	A ⁺⁺
14.	Pratheek Shetty	90	9	O
15.	Prathiksha P.S.	82	8	A ⁺⁺
16.	Sanjana Ammann	83	8	A ⁺⁺
17.	Shwetha	75	7	A ⁺
18.	Swathi	70	7	A ⁺
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Mr. Shivaraj C
Chief Co-ordinator
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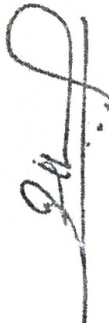
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Certificate Course**

DATE: 20/03/2020

BASJE WJNDOWS

This is to certify that Mr/Miss.....**Nayana, II. B. Com. C.**.....
has successfully completed Basic Windows Certificate Course during the year...**2019-20**


Prof. K. Umesh Shetty
Principal


Principal
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Shivraj C
Chief Co-ordinator




**DR. B. B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA
Certificate Course**


DATE: 20 | 03 | 2020

BASIC WINDOWS


This is to certify that Mr/Miss... **Sanjana. Amanna. J. B. Coor. D.**...
has successfully completed Basic Windows Certificate Course during the year... **2019-20**


Prof. K. Umesh Shetty
Principal


Principal
Dr. B. B. Hegde First Grade College
Kundapur - 576201


Principal
Dr. B. B. Hegde First Grade College
Kundapur - 576201

ATTESTED


Shikaraj C
Chief Co-ordinator