

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


Principal
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.


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- 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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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.


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

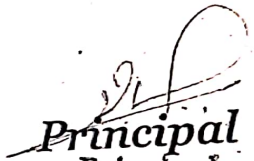

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**Documents to be submitted to the Coordinator of Certificate
course
by the HOD**

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

Application for Certificate Course : 2021-22

Name of the Student : CHARAN GAJANAN PATGAR
Class & Section : Ist Bcom 'A'
Roll No. : CM21014
Father's Name : GAJANAN D. PATGAR
Mother's Name : KUSUMA PATGAR
Guardian's Name :
Contact Number : 6361731870
Email ID :
Permanent Address : AT&PM:- MANDIGON , KUMTA 581362



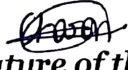
Preference in Numbers from 1 to 12 :

- | | |
|-------------------------------------|--------------------------|
| 1. Consumer Education | <input type="checkbox"/> |
| 2. Functional English | <input type="checkbox"/> |
| 3. Yakshagana | <input type="checkbox"/> |
| 4. Event Management | <input type="checkbox"/> |
| 5. Rural Marketing | <input type="checkbox"/> |
| 6. Computer Fundamentals | <input type="checkbox"/> |
| 7. Public Administration | <input type="checkbox"/> |
| 8. Fashion Designing | <input type="checkbox"/> |
| 9. Yoga and Meditation | <input type="checkbox"/> |
| 10. Soft Skills Development | <input type="checkbox"/> |
| 11. Electrical Appliances & Repairs | <input type="checkbox"/> |
| 12. Stock Marketing Operations | <input type="checkbox"/> |

Undertaking :

I abide all the rules and regulations relating to the certificate courses offered by the Departments.


Signature of the Parent


Signature of the Student

Date : 20-05-2022

Place : Kundapura

(For office use only)

Admitted to Computer Fundamentals Certificate Course during the Academic Year 2021-22.


Coordinator


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

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

Application for Certificate Course : 2021-22

Name of the Student : PRAJWAL R
Class & Section : I B.Com. A
Roll No. : CM21042
Father's Name : RATHMAKARA POOJARI
Mother's Name : JALAJA
Guardian's Name :
Contact Number : 7411697149
Email ID : Pajju6066@gmail.com
Permanent Address : KUNDABARANDADI POST, KUNDABARAND
-AD, KOLUUR



Preference in Numbers from 1 to 12 :

- | | |
|-------------------------------------|------------------------------------|
| 1. Consumer Education | <input type="checkbox"/> |
| 2. Functional English | <input type="checkbox" value="2"/> |
| 3. Yakshagana | <input type="checkbox"/> |
| 4. Event Management | <input type="checkbox"/> |
| 5. Rural Marketing | <input type="checkbox" value="5"/> |
| 6. Computer Fundamentals | <input type="checkbox" value="1"/> |
| 7. Public Administration | <input type="checkbox"/> |
| 8. Fashion Designing | <input type="checkbox"/> |
| 9. Yoga and Meditation | <input type="checkbox"/> |
| 10. Soft Skills Development | <input type="checkbox" value="4"/> |
| 11. Electrical Appliances & Repairs | <input type="checkbox"/> |
| 12. Stock Marketing Operations | <input type="checkbox" value="3"/> |

Undertaking :

I abide all the rules and regulations relating to the certificate courses offered by the Departments.

೨೦೨
Signature of the Parent

Prajwal
Signature of the Student

Date :

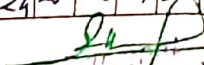
Place :

(For office use only)

Admitted to Computer Fundamentals Certificate Course during the Academic
Year 2021-22.



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28	CM21115	Nayana G	IBCOM B	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	
29	CM21122	Prachhaksha S	IBCOM B	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	
30	CM21126	Priyanka Shetty	IBCOM B	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	
31	CM21127	Rashmi	IBCOM B	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	32
32	CM21140	Sinchana Devadiga	IBCOM B	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	
33	CM21144	Srastl	IBCOM B	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	32
34	CM21150	Vijetha	IBCOM B	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	32
35	CM21153	Vishwas Nagesh Poojary	IBCOM B	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	
36	CM21157	Abhinandan B Shetty	IBCOM C	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	32
37	CM21164	Ashik Poojari	IBCOM C	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	32
38	CM21166	Chaitanya T	IBCOM C	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	32
39	CM21167	Charan Kharvi	IBCOM C	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	32
40	CM21177	Krishna	IBCOM C	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	32
41	CM21182	Manasa B	IBCOM C	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	32
42	CM21185	Manjunatha Shetty	IBCOM C	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	32
43	CM21187	Nagashree	IBCOM C	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	32
44	CM21198	Preethi R K	IBCOM C	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	32
45	CM21202	Ranjith Shetty	IBCOM C	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	32
46	CM21208	Sachin	IBCOM C	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	32
47	CM21210	Shabari Poojari	IBCOM C	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	32
48	CM21216	Shwetha	IBCOM C	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	32
49	CM21220	Suchitha	IBCOM C	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	32
50	CM21224	Sunitha	IBCOM C	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	32
51	BA21003	Anjana M R Bhat	IBBA	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	32
52	BA21005	Ashitha	IBBA	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	32
53	BA21010	Chaitra	IBBA	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	32
54	BA21016	Prajnitha	IBBA	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	32
55	CM21173	Dheeraj Kharvi	IBCOM C	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	32
56	CM21232	Vivek N Mestha	IBCOM C	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	32


 Dr. B.B. Hegde, Head of Institute College,
 Kumbhariya - 576201

Dr. B. B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA




Certificate Course

Computer Fundamentals

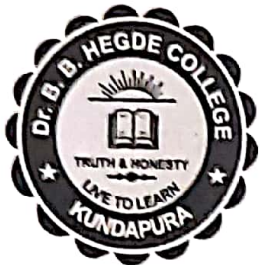
This is to certify that Mr./Miss.....PRAJWAL.....R.....

has successfully completed Computer Fundamentals Certificate Course during the year....2021-22....


Prof K. Umesh Shetty
Dr. B. B. Hegde College
Principal
Kundapura -576201


Satish Shetty
Chief Co-ordinator

Dr. B. B. HEGDE FIRST GRADE COLLEGE
KUNDAPURA




Certificate Course

Computer Fundamentals

This is to certify that Mr./Miss.....C.H.A.R.A.N......

has successfully completed Computer Fundamentals Certificate Course during the year.....2021-22....


Prof K. Umesh Shetty
Principal
Dr. B.B. Hegde College
Kundapura -576201


Satish Shetty
Chief Co-ordinator

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

CERTIFICATE COURSE 2021-22

COMPUTER FUNDAMENTALS

Total 30Hrs

Total: 100 Marks

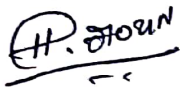
		Hours
Chapter-1	<p style="text-align: center;">UNIT-1</p> <p>Computer Basics: Introduction, Characteristics computers, Evolution computers, Generations of computers, Classification of computers, the computer system, Application of computers.</p> <p>Computer Architecture: Introduction, Central processing unit- ALU, Registers, Control unit, system bus, main memory unit, cache memory</p> <p>Input devices: Introduction, Types of input devices, Keyboard, Mouse, Track ball, Joystick light pen, Touch screen and track pad. Speech recognition, digital camera, webcam, flatbed scanner</p> <p>Output devices: Types of output, Classification of output devices, Printers – Dot matrix, Ink-jet, Laser, Hydra, Plotter, Monitor – CRT, LCD, Differences between LCD and CRT.</p> <p>Computer software: Introduction, software definition, relationship between software and hardware, software categories.</p>	05
Chapter-2	<p style="text-align: center;">UNIT-2</p> <p>Introduction to windows Operating System, operating with windows, GUI, use of help features, starting an application, essential accessories, creating shortcuts, windows explorer, control panel, finding folders and files, System utilities.</p> <p>MS-Office : Introduction, Office user interface, Microsoft office Components</p> <p>MS-Word: Introduction, Starting MS-Word, Microsoft word Environment working with word documents, working with text, working with tables checking spelling and grammar, adding graphs to the document, mail merge, header and footers, page numbers, protect the document, working with formatting tools.</p>	10
Chapter-3	<p style="text-align: center;">UNIT-3</p> <p>MS-Excel: Introduction, starting MS Excel, Microsoft Excel environment, Working with Excel workbook, Working with worksheet – Entering data, Excel formatting tips and Techniques, Generating graphs, Formulas and Functions, Inserting charts, Sorting , Pivot Tables, data extraction, adding clip art, add an image from a file, Printing in Excel .</p>	10

Chapter-4	UNIT -4	05
	<p>MS-Power point- Starting MS–Power Point , Working with power point -, Creating, Saving and Printing a presentation, Working with Animation, Adding a slide to presentation, Navigating through a presentation, Slide-sorter, Slide-show, Editing slides, Working with Graphics and Multimedia in PowerPoint (Inserting Photo, Video & Sound).</p> <p>The Internet : Basic internet terms, Internet applications, Internet tools, Web browser, Web browser features, Internet Explorer environment, Electronic mail, Email address structure, Advantages and disadvantages of email.</p> <p>Nudi: Nudi Keyboard, Nudi Document preparation, Different types of Nudi Font.</p>	
	<p>Text Books:</p> <p>1. ITL Education Solution Limited, Introduction to Information Technology, Second Edition, Pearson</p>	
	<p>Reference Books:</p> <p>1. Pradeep K. Sinha and Priti Sinha, Computer Fundamentals, Sixth Edition, BPB Publication.</p>	

Course Outcomes:

After completing this course satisfactorily, a student will be able to:

- Windows Operating System and Use of Control panels
- Explain the purpose of office automation
- Describe how information is stored and retried in/from computer memory
- Know about various types of office automation software and their applications
- Create document using word processing software
- Design presentation using presentation software
- Create worksheets using spreadsheet software
- Internet and Internet Things



Co-ordinator Sign



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

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

CERTIFICATE COURSE OF COMPUTER FUNDAMENTALS (THEORY)

TIME : 1Hour

Marks : 30

I. Answer any FIVE of the following

2X5=10

1. The term 'Computer' is derived from.....?
a) Sanskrith b)Latin c)English d)Kannada
2. Which is first calculating Machin?
a) Calculator b)Slide Rule c) Pascaline d)Abacus
3. Who is the father of Computer?
a)Rajanikanth b) Martine Loother c)Charles Babbage d)Lady Lovelace
4. The first computers were programmed using?
a)Machine language b) Body language c)Human Language d)High Level
5. ALU is?
a)Argument Language Unit b)Arithmetic Logic Unit
c) Arithmetic Logic University d) Architecture Local Unit
6. Shortcut key to paste.
a) Ctrl+p b)Ctrl+C c) Ctrl+X d) Ctrl+V

II. Answer any FOUR of the following

4X5=20

- 1) What is computer? Explain with a neat diagram.
- 2) Explain Any five input units.
- 3) Write a note on generation of computers.
- 4) What are the types of Printers
- 5) Briefly explain different storage devices.

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Set 1

Name:

Diploma in Office Automation

Reg No

MS.Word 20 marks	Excel 20 marks	Power point 20 marks	Assignment 05 marks	Attendance 05 marks	Theory 30 marks	Total 100

MS.WORD

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ಮೃತವಚನ:ನಮ್ಮ ವೈಯಕ್ತಿಕ ಸಮಸ್ಯೆಗಳಿಗೆ ಆಪ್ತರ ಬಳಿ ಸಲಹೆ ತೆಗೆದುಕೊಂಡರೂ ಅಂತಿಮನಿರ್ಧಾರ ನಮ್ಮದೇ ಆಗಿರಬೇಕು.ಸಾರ್ವಜನಿಕ ಸಮಸ್ಯೆಗಳಿಗೆ ಹಲವರ ಬಳಿ ಸಲಹೆ ತೆಗೆದುಕೊಂಡರೂ ಅಂತಿಮವಾಗಿ ಒಮ್ಮತದ ನಿರ್ಧಾರವನ್ನೇ ಆಯ್ಕೆ

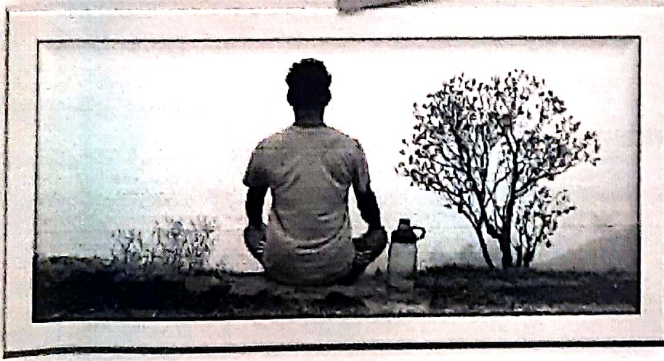
ಮಾಡಬೇಕು.ನೆರಳಿಗಾಗಿ ಗಿಡ ನೆಡಿ ,ಶುದ್ಧವಾದ ಗಾಳಿಗಾಗಿ ಮರ ರಕ್ಷಿಸಿ.

They can be easily dragged and dropped in the form. The toolbox has been divided into different categories of controls like Windows forms, data, Components, Containers, Crystal Reports, Menus and Toolbars.

$$(a+b)^2=a^2+b^2+2ab$$



SANTHOSH MENDON



Way to Udupi



ॐ + ☾

Insert Page Border and Insert Formatting features to text



EXCEL

STUDENT MARKS REPORT							
Name	KAN	ENG	HIND	Total	AVG	Result	Grade
Zinta							
Bhuvan							
Mohini							
Radha							
Arya							
Zinta							

Count Blank, Pass, Fails and Dist

And Execute following Query

1. Print 10 Odd Numbers.
2. Print Weekdays
3. Print Months
4. Count Celles of Dist Class
5. Count Blanks, Pass and Fail
6. Display current Day and Time
7. Find Total, average , Result and Grade
8. Sort name
9. Prepare Chart
10. Write Red heading with yellow background and merged center cell

Set 2

Name:

Diploma in Office Automation

Reg No

MS. Word 20 marks	Excel 20 marks	Power point 20 marks	Assignment 05 marks	Attendance 05 marks	Theory 30 marks	Total 100

EXCEL

Govinda Ayurvedic Hospital

Create the following file in excel using data from and save it is hospital in your folder

Patient	Dept	Ward	Admission	Discharge	No.of.days	Room rent	Fees	Amount
Sonali	Dental	Spl	01-Jan	10-Jan			1200	
Ajay	Eye	Gen	01-Jan	05-Jan			2100	
Madhuri	Nose	Spl	02-Jan	02-Jan			800	
Akshay	Ear	Spl	02-Feb	15-Feb			1250	
Sharukh	Dental	Gen	04-Feb	18-Feb			400	
Govind	Eye	Gen	22-Feb	23-Feb			500	
Suma	Ear	Gen	03-Feb	20-Feb			950	
Urmila	Ear	Spl	10-Feb	16-Feb			1258	
Sanjay	Dental	Spl	18-Jan	28-Feb			4512	

Load the file hospital from your folder and work of out then following.

1. Calculate the no. of days each patient was in hospital.

(discharge date - admission date) + 1 Change column as general format.

2. Calculate the room rent.

Spl 125

Gen 100

3.. Amount is equal to room Rent+ Fees

4. Sort the data base in ascending order of department.

5. Create the subtotal of fees collected by each dept. remove subtotal.

6. Using subtotal find number of patient in each dept remove the subtotal

7. Display the records of gen ward use filter .

8. Using filter show the patient name beginning with 'S'

9. Using filter find the 3 patient who where lodged for highest no of days.

10. Using advance filter display the Patient, Dept, Ward, and the No of days of the patients in the Dept - Ear and in the Ward -Spl in separate place in the work sheet.

11. Using data from delete the record of govinda.

MS.WORD

Set 3

2. Prepare a word document including following features ,

- a) Inserting and numbering ,Bulleting and numbering,Formatting (size, bold, underline, italic, superscript, subscript, color, etc...),Border and shading ,Paragraph and line alignment .

ಶ್ರೀ

ಕೃಷ್ಣನು ಮಧುರಾದಲ್ಲಿ ಕಂಸನ ಸೆರೆಮನೆಯಲ್ಲಿ ಜನಿಸಿದನು. ಆ ಸ್ಥಳದಲ್ಲಿ ಒಂದು ಕಡೆ ದೇವಸ್ಥಾನ ಮತ್ತು ಇನ್ನೊಂದು

ಕಡೆ ಮಸೀದಿ ಇದೆ. ಪ್ರಸ್ತುತ ಮಧುರಾದಲ್ಲಿ ಕೃಷ್ಣ ಜನ್ಮಭೂಮಿಯ ಬೃಹತ್ ದೇವಾಲಯವನ್ನು ನಿರ್ಮಿಸಲಾಗಿದೆ.

ವೃಂದಾವನ ದೇವಾಲಯ ಬಂಕೆ ಬಿಹಾರಿಯ ಪ್ರಸಿದ್ಧ ದೇವಾಲಯವು ಮಧುರಾ ಬಳಿಯ ವೃಂದಾವನದಲ್ಲಿರುವ ರಮಣ

ರೇತಿಯಲ್ಲಿದೆ. ಇದು ಭಾರತದ ಪ್ರಾಚೀನ ಮತ್ತು ಪ್ರಸಿದ್ಧ ದೇವಾಲಯಗಳಲ್ಲಿ ಒಂದಾಗಿದೆ. ವೃಂದಾವನದ ಎಲ್ಲಾ ಘಾಟು ಮತ್ತು

ದೇವಾಲಯಗಳು ಶ್ರೀ ಕೃಷ್ಣನಿಗೆ ಸಂಬಂಧಿಸಿವೆ. ಈ ಇಡೀ ಪ್ರದೇಶವು ದೇವಾಲಯವಾಗಿದೆ.

Computer is an electronic device, which is used accept a data and instruction, process data produces required Output and store it on computer memory

Computer is an electronic device, which is used accept a data and instruction, process data produces required output and store it on computer memory



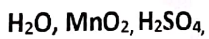
Input devices

1. Key board
2. Mouse
3. Joy stick

Output devices

- ✦ Monitor
- ✦ Printer
- ✦ Speaker

$$(a + b)^2 = a^2 + b^2 + 2ab$$



Set 3

Diploma in Office Automation						Reg No	
Name:	MS. Word 20 marks	Excel 20 marks	Power point 20 marks	Assignment 05 marks	Attendance 05 marks	Theory 30 marks	Total 100

MS.WORD ಕಥಾ ಹಂದರ

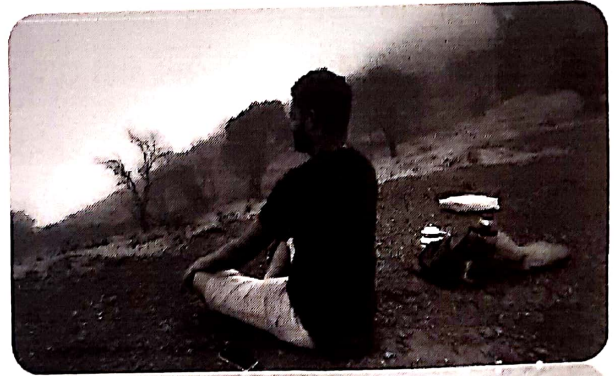
ವಲಕ್ಕಿ ಬೆಳೆ ಕುಸಿದಿರುವುದರ ಪರಿಹಾರವಾಗಿ ಎಚ್ಚತ್ತ ಕೇಂದ್ರ ಸರ್ಕಾರ 'ಶಾಮನಂದನ ಅಂಗಾಡಿ' ಎಂಬ ಅಭಿವೃದ್ಧಿ ತನಿಖೆಗೊಂದು ಕೆಸರೂರಿಗೆ ಕಳುಹಿಸಿದಾಗ ಅಲ್ಲಿನ ವಾತಾವರಣ ರಂಗೇರುತ್ತದೆ. ಸಮಾಜದ ಕೆಟ್ಟ ಆಗುಹೋಗುಗಳಿಂದ ಒಳಗೊಳಗೇ ಕುದಿಯುತ್ತಿದ್ದ ಕೆಸರೂರು, ಅಂಗಾಡಿ, ವಿಚಾರವಾದಿಗಳ ಸಂಘ, ಬೇರಿಯ ಕಳ್ಳಸಾಗಾಣಿಕೆದಾರರ ಸೈನ್ಯ, ವೆಂಕಟರಮಣನ ಭತ್ತರ ಸೈನ್ಯದ ನಡುವೆ ನಲುಗುತ್ತಿರಲು ಸಂಶೋಧನಾ ಕೇಂದ್ರದ ಹಿರಿಯ ವಿಜ್ಞಾನಿಯಾಗಿದ್ದ ಜೋಗಿಹಾಳರ ನಿಗೂಢ ನಾವಿನ, ಏಲಕ್ಕಿ ಬೆಳೆಯ ಅವಸಾನದ, ಮತ್ತಿತರ ಬೆಳವಣಿಗೆಗಳ ಹಿಂದಿರುವ ಚಿದಂಬರ ರಹಸ್ಯವನ್ನು ಕಂಡುಹಿಡಿಯಲು ಕಲ ಬುದ್ಧಿ ಜೀವಿಗಳು ಹೂಡುವ ಪ್ರಯತ್ನವೇ ಇದರ ಕಥಾವಸ್ತು.

They can be easily dragged and dropped in the form. The toolbox has been divided into different categories of controls like Windows forms, data, Components, Containers, Crystal Reports, Menus and Toolbars.

$$(a+b)^2=a^2+b^2+2ab$$

H₂O

LOKESH MENDON



Insert Page Border and Insert Formatting features to text

EXCEL

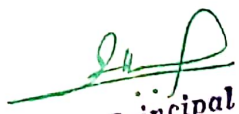
EXCEL

STUDENT MARKS REPORT							
Name	KAN	ENG	HIND	Total	AVG	Result	Grade
Zinta							
Bhuvan							
Mohini							
Radha							
Arya							
Zinta							

Count Blank, Pass, Fails and Dist

And Execute following Query

1. Print 10 Odd Numbers.
2. Print Weekdays
3. Print Months
4. Count Celles of Dist Class
5. Count Blanks, Pass and Fail
6. Display current Day and Time
7. Find Total, average , Result and Grade
8. Sort name
9. Prepare Chart
10. Write Red heading with yellow background and merged center cell


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

Set 4

Name:

Diploma in Office Automation

Reg No

MS.Word 20 marks	Excel 20 marks	Power point 20 marks	Assignment 05 marks	Attendance 05 marks	Theory 30 marks	Total 100

MS.WORD

A paper cutting with world art drop cap, inserting test box, symbols equation of any mathematical series, background color, header and footer.

- ಕರ್ನಾಟಕ ಕಂಡ ಸಾಹಿತಿಗಳ ವೈಕಿ ತೇಜಸ್ವಿಯವರು ರಚಿಸಿದ ಚಿದಂಬರ ರಹಸ್ಯ ಸಾಹಿತ್ಯದ ಸೊಬಗನ್ನು ಬಿಂಬಿಸುವಲ್ಲಿ ಯಶಸ್ವಿಯಾಗಿದೆ ಎಂಬುದು ಈ ಬರಹದಷ್ಟೇ ಸತ್ಯ ಮಲೆನಾಡಿನ ಸೊಬಗಿನ ಸೌಂದರ್ಯದ ಬಿಂಬದ ಪ್ರತೀಕ, ಕೆಸರೂರಿನ ಪರಿಸ್ಥಿತಿಯ ಹದಗಟ್ಟಿದ ಸಂದರ್ಭದಲ್ಲಿ ಅಂಗಾಡಿಯ ಪತ್ರದಾರಿ ಕೆಲಸ ಜೋಗಿಹಾಳರ ಸಾವಿನೊಡನೆ ಪ್ರಾರಂಭವಾದ ಸಮಸ್ಯೆಗಳು ಎರಡು ಧರ್ಮಗಳ ನಡುವಿನ ಬಿನ್ನಹಗಳ ಆಗರವಾಗುವ ಕೆಸರೂರಿನ ಚರಿತ್ರೆ ನಿಜಕ್ಕೂ ಮರುಕ ಹುಟ್ಟಿಸುವುದರಲ್ಲಿ ಸಂದೇಹವಿಲ್ಲ.

CHARACTERISTICS OF COMPUTER

- ✦ Accuracy
- ✦ Speed
- ✦ Versatility
- ✦ Reliability
- ✦ Resource sharing
- ✦ Evaluation of the computer

2). Send this Call letter to four Candidates

Call Letter

Dear Candidate,

We have an interview on ____ for the post of ____ at ____ in our college.

Name:

Subject:

SIMPLE RULES TO SUCCESSFUL LIFE



EXCEL

Govinda Ayurvedic Hospital

Create the following file in excel using data from and save it is hospital in your folder

Patient	Dept	Ward	Admission	Discharge	No.of.days	Room rent	Fees	Amount
Sonali	Dental	Spl	01-Jan	10-Jan			1200	
Ajay	Eye	Gen	01-Jan	05-Jan			2100	
Madhuri	Nose	Spl	02-Jan	02-Jan			800	
Akshay	Ear	Spl	02-Feb	15-Feb			1250	
Sharukh	Dental	Gen	04-Feb	18-Feb			400	
Govind	Eye	Gen	22-Feb	23-Feb			500	
Suma	Ear	Gen	03-Feb	20-Feb			950	
Urmila	Ear	Spl	10-Feb	16-Feb			1258	
Sanjay	Dental	Spl	18-Jan	28-Feb			4512	

Load the file hospital from your folder and work of out then following.

1. Calculate the no. of days each patient was in hospital.
(discharge date - admission date) + 1 Change column as general format.
2. Calculate the room rent.
Spl 125
Gen 100
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4. Sort the data base in ascending order of department.
5. Create the subtotal of fees collected by each dept. remove subtotal.
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7. Display the records of gen ward use filter .
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Dr. B.B.HEGDE FIRST GRADE COLLEGE, KUNDAPUR

CERTIFICATE COURSE

COMPUTER FUNDAMENTALS

RESULT SHAFET 2021-22

Sl. No	Roll No	Sudent Name	Class	Theory 30	Practical 60	Assignment 05	Attendance 05	Total 100	Grade Point	Alpha Sign Grade
1	CM21001	Abhshek M Poojary	I BCOM A	26	60	5	5	96	9.6	A+
2	CM21002	Adarsha Naik	I BCOM A	30	60	5	5	100	10	A++
3	CM21008	Amratha	I BCOM A	30	55	5	5	95	9.5	A+
4	CM21011	Anusha	I BCOM A	27	50	5	5	87	8.7	A
5	CM21013	Ashritha	I BCOM A	30	60	5	5	100	10	A++
6	CM21014	Charan G Pategar	I BCOM A	24	60	5	5	94	9.4	A+
7	CM21018	Deeksha	I BCOM A	30	60	5	5	100	10	A++
8	CM21019	Deekshith	I BCOM A	26	56	5	5	92	9.2	A+
9	CM21021	Deepika	I BCOM A	21	38	5	4	68	6.8	C++
10	CM21029	Lokesh	I BCOM A	30	60	5	5	100	10	A++
11	CM21036	Nithesh	I BCOM A	30	60	5	5	100	10	A++
12	CM21037	Pallavi	I BCOM A	29	58	5	5	97	9.7	A+
13	CM21039	Pooja	I BCOM A	30	60	5	5	100	10	A++
14	CM21041	Prajwal	I BCOM A	30	60	5	5	100	10	A++
15	CM21042	Prajwal R	I BCOM A	18	42	5	4	69	6.9	C++
16	CM21047	Rashmitha	I BCOM A	30	60	5	5	100	10	A++
17	CM21049	Sachin Shetty	I BCOM A	30	60	5	5	100	10	A++
18	CM21050	Sandhya	I BCOM A	30	60	5	5	100	10	A++
19	CM21055	Sreenidhi	I BCOM A	30	60	5	5	100	10	A++
20	CM21056	Shreeraksha	I BCOM A	30	60	5	5	100	10	A++
21	CM21057	Shreya R	I BCOM A	30	60	5	5	100	10	A++
22	CM21060	Srinidhi	I BCOM A	30	60	5	5	100	10	A++
23	CM21066	Varun Poojary	I BCOM A	30	60	5	5	100	10	A++
24	CM21067	Varun	I BCOM A	30	60	5	5	100	10	A++
25	CM21072	Yogendra	I BCOM A	30	60	5	5	100	10	A++
26	CM21095	G Ranjith Nayak	I BCOM A	30	60	5	5	100	10	A++
27	CM21096	Ganiga Sushmitha Bhaskar	I BCOM B	25	60	5	5	95	9.5	A+
28	CM21115	Nayana G	I BCOM B	30	60	5	5	100	10	A++

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

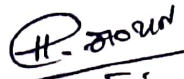
CERTIFICATE COURSE


COMPUTER FUNDAMENTALS

RESULT SHAEET 2021-22

Sl. No	Roll No	Sudent Name	Class	Theory 30	Practic al 60	Assign ment 05	Attend ance 05	Total 100	Grade Point	Alpha Sign Grade
29	CM21122	Prachhaksha S	I BCOM B	30	60	5	5	100	10	A++
30	CM21126	Priyanka Shetty	I BCOM B	30	55	5	5	95	9.5	A+
31	CM21127	Rashmi	I BCOM B	30	60	5	5	100	10	A++
32	CM21140	Sinchana Devadiga	I BCOM B	30	60	5	5	100	10	A++
33	CM21144	Srasti	I BCOM B	30	60	5	5	100	10	A++
34	CM21150	Vijetha	I BCOM B	30	60	5	5	100	10	A++
35	CM21153	Vishwas Nagesh Poojary	I BCOM B	28	56	5	5	94	9.4	A+
36	CM21157	Abhinandan B Shetty	I BCOM C	30	60	5	5	100	10	A++
37	CM21164	Ashik Poojari	I BCOM C	30	60	5	5	100	10	A++
38	CM21166	Chaitanya T	I BCOM C	30	60	5	5	100	10	A++
39	CM21167	Charan Kharvi	I BCOM C	20	45	5	5	75	7.5	B+
40	CM21177	Krishna	I BCOM C	30	60	5	5	100	10	A++
41	CM21182	Manasa B	I BCOM C	30	60	5	5	100	10	A++
42	CM21185	Manjunatha Shetty	I BCOM C	30	60	5	5	100	10	A++
43	CM21187	Nagashree	I BCOM C	30	60	5	5	100	10	A++
44	CM21198	Preethi R K	I BCOM C	29	48	5	5	87	8.7	A
45	CM21202	Ranjith Shetty	I BCOM C	24	60	5	5	94	9.4	A+
46	CM21208	Sachin	I BCOM C	30	60	5	5	100	10	A++
47	CM21210	Shabari Poojari	I BCOM C	30	60	5	5	100	10	A++
48	CM21216	Shwetha	I BCOM C	30	58	5	5	98	9.8	A+
49	CM21220	Suchitha	I BCOM C	30	60	5	5	100	10	A++
50	CM21224	Sunitha	I BCOM C	30	53	5	5	93	9.3	A+
51	BA21003	Anjana M R Bhat	I BBA	30	60	5	5	100	10	A++
52	BA21005	Ashitha	I BBA	15	52	5	4	76	7.6	B+
53	BA21010	Chaitra	I BBA	30	60	5	5	100	10	A++
54	BA21016	Prajnitha	I BBA	25	45	5	5	80	8	B++
55	CM21173	Dheeraj Kharvi	I BCOM C	30	60	5	5	100	10	A++
56	CM21232	Vivek N Mestha	I BCOM C	27	49	5	5	86	8.6	A

Point 10="A++", point>=9,"A+","point>=8.5,"A","point=8,"B++",point=7.5,"B+"point>=7,"B", Below point<= 7 ="C++"


Co-ordinator Sign


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



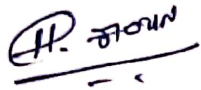
Dr. B.B.HEGDE FIRST GRADE COLLEGE, KUNDAPUR

CERTIFICATE COURSE ON

COMPUTER FUNDAMENTALS

Budget of the year 2021-22

Receipts	Rs	Payments	Rs
Collection From Students (250 x 56)	14,000	Printing and Materials	2000
		Remuneration to the staff	8850
		Certificates	1120
		Refreshment	1150
		Miscellaneous	880
Total	14,000	Total	14000



Co-ordinator Sign



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