

AISHE Code : C-8679

Shri Hurakadli Ajja Shikshan Samiti's

Phone : 0836-2436182



**Smt. Kallawwa Shivappa Jigalur Arts &
Dr. (Smt.) Sushila Murigeppa Sheshgiri Commerce
College for Women,**



Near R. N. Shetty Stadium, Behind Sahitya Bhavan, DHARWAD-580 008

E-mail : shasswcd@gmail.com

Web : shasswcd.org

No. WCD

Date :

1.2.2: Number of Add on /Certificate programs offered during the last five years

This is to certify that, during the assessment period, based on the feedback suggestions from different stakeholders and current trend, college has introduced value added / certificate courses to enable students employable and to face different competitive examinations. The certificate / value added courses introduced from the Institution apart from existing course curriculum.

1] Certificate course in MS-Office

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Dr. (Smt) S. M. Sheshgiri Commerce
College for Women, Dharwad

COURSE OUTCOME

By the end of course, students will be able to:

- Work with basic features of word
- Create a new document
- Format paragraphs
- Create and modify tabs and tables
- Create slides for presentation
- Learn Excel

BENEFITS OF THE COURSE

- Course is free of cost
- Certificate will be issued on completion of the course

ABOUT THE TRAINER

Shri Shivakumar Giriappanavar

President of Giri Foundation

B.Sc., One year Computer Course from NTTF

Three years Advance Diploma Course in Software

Engineer from APTECH

Handled Computer Training for eleven years

For more details, please contact :
Prof. Pushpa S. Abbigeri – 9972288241
Smt. Shobha Sajjan – 9980794578



Shri Hurakadli Ajja Shikshana Samiti's




**Smt. K.S. Jigalur Arts and
Dr.(Smt.) S.M. Sheshgiri Commerce College
for Women, Dharwad**

**In collaboration with
Giri Foundation, Giri Rural and Urban
Development Society, Dharwad
Organises**

IQAC Initiative

CERTIFICATE COURSE IN MS OFFICE



 **Prof. Pushpa Abbigeri**
Principal IQAC Cordinator

Dr. Nirmala Hiregoudar
Principal

**Smt. K. S. Jigalur Arts and
Dr (Smt) S. M. Sheshgiri Commerce
College for Women, Dharwad.**



Syllabus of Computer Course in MS Office

Objectives : 1. To provide basic knowledge of computer
2. To enable the students to use MS Office applications in office work

Duration : 50 Hours (Theory and Practical Classes)

Unit - I : Introduction to computer (5 Hrs)

Definition of computer, Parts of computer-CPU, ALU, Control unit, Computer memory, Input devices, Output devices and other devices.

Unit - II : Windows (12 Hrs)

Introduction to windows, Starting windows, Desktop, Start up menu, Working with files and folders, Creating, deleting, opening files and folders. My Computer, My Documents, Recycle Bin.

Unit -III : MS Word (12 Hrs)

Word processing software, opening, creating, saving document, Print and print preview, Find and replace, cut, copy, paste border and shading, change case, bullets and numbering, Table handling.

Unit -IV : MS Power Point (12 Hrs)

Opening, viewing, creating and printing slides, using slide transition, Creating slide for presentation.

Unit - V : Internet (9 Hrs)

Email Id creation and operating, understanding how to search Google, bookmarking and going to specific website.

**The Course begins from
15th February, 2020
Timing : 3.00 to 4.30 pm**

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Smt. K. S. Jigalur Arts and Dr. (Smt.) S. M. Sheshgiri Commerce
College for Women, Dharwad.
In association with
Giri Foundation, Dharwad (NGO)
Organizes a Certificate Course

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guy

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Sheshgiri

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NOTICE

13-02-2020

All the B.A. students are hereby informed that our college IQAC and Library committee is organising "Certificate course in MS Office" in association with Giri Foundation, Dharwad.

Time : 3 pm to 4.30 pm

Duration : 50 classes

Date of commencement: 15th February, 2020

Interested students should give their names to Smt. Pushpa Abbigeri or Smt. Shobha Sajjan on before 14th February, 2020.

P. S. Abbigeri
Smt. Pushpa Abbigeri
IQAC Coordinator

Shobha
Smt. Shobha Sajjan
Librarian



Nirmala Hiregoudar
Dr. Nirmala Hiregoudar
Principal
S.H.A.S. Samiti's
Smt. K. S. Jigalur Arts and
Smt. (Smt) S. M. Sheshgiri Commerce
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Shobha
Principal
S.H.A.S. Samiti's
Smt. K. S. Jigalur Arts and
Smt. (Smt) S. M. Sheshgiri Commerce
College for Women, Dharwad

Resume

Name : Shivkumar S. Giryappanavar

Date of Birth : 20-07-1975

Languages Known : Kannada, Hindi, English

Address : S. S. Giryappanavar, Gulaganjikoppa, Dharwad.

Mobile Number : 9886099693

Email : sgcomputer_dwd@rediffmail.com

Educational Qualification : B. Sc. from Karnataka University, Dharwad

Technical Qualification : One year Computer Course from **NTTF**, Dharwad
3 Year Advance Diploma Course in Software Engineer from APTECH, Hubli.

Work Experience : 18 Years

a. University : Karnatata University, Dharwad.

b. Institute : ISEC (Indian Institute of Economical and Social Change), Bangalore.

c. Institute : Proprietor of RVC Technologies, Dharwad for 11 years. Handled Computer Training.


d. Institute : Guest Faculty at Rudset Institute, Dharwad for 3 years

e. Institute : Guest faculty at SIRD Institute, Belgaum.


f. Institute : Computer trainer at SG Computer Academy

g. Institute : President of Giri Rural and Urban Development Society (Giri Foundation), Dharwad




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(S. S. Giryappanavar)


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College for Women, Dharwad

Certificate Course in 'M S Office' will commence from 15-02-2020.
Classes will be held in Computer Lab as per the time table.

Time-Table

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3.00 to 4.30	3.00 to 4.30	3.00 to 4.30	3.00 to 4.30	3.00 to 4.30	3.00 to 4.30

P. S. Abbigeri
Prof. Pushpa Abbigeri
IQAC Coordinator



Dr. Nirmala Hiregoudar

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Shri Hurakadli Ajja Shikshana Samiti's
**SMT. K. S. JIGALUR ARTS & DR. (SMT.) S. M. SHESHGIRI
COMMERCE COLLEGE FOR WOMEN, DHARWAD**



Certificate Course in MS Office

Organised by IQAC and Library Science in association with
Giri Foundation (NGO), Dharwad (From 15-02-2020 to 13-03-2020)



Inauguration of the Course by Shri S. S. Giryappanavar of Giri Foundation



Students attending theory class

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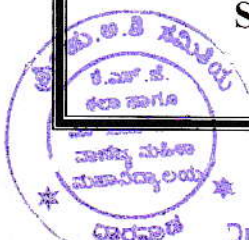


Certificate Course in MS Office

Organised in association with Giri Foundation (NGO), Dharwad



Students learning computer skills during the practical sessions



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College for Women, Dharwad

Name: Megha Chowdhari

ASSIGNMENT II

Creating a slides in Power Point

EXPORT COMPETITIVENESS OF INDIAN ECONOMY

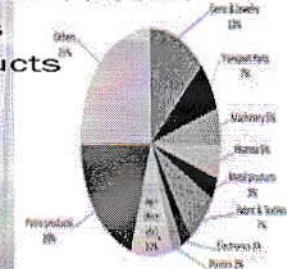


PRESENTED BY,
MISS: MEGHA CHOWDHARI
WOMEN'S COLLEGE DHARWAD

MAJOR EXPORT PRODUCTS OF INDIA

- ✕ Engineering goods
- ✕ Agricultural goods
- ✕ Chemicals
- ✕ Marine products
- ✕ Petroleum products
- ✕ Leather goods
- ✕ Textiles
- ✕ plantations

India's Top Exports (US\$, 2013-14)



M.S. POWER POINT

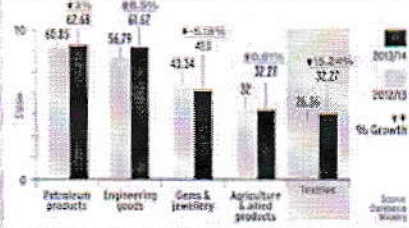
Among the agricultural exports of India include rice, raw cotton, cashew nuts, sugar tobacco, spices, coffee, wheat, and tea.



- ❖ Exports of textiles accounts for nearly 11% share of the country's total exports basket.

Export Earnings

How textiles fared in comparison to other commodities



AS OUR PRIME MINISTER
NARENDRA MODI SAID,

"We must dream of made in India products around the world."

"The manufacturing goods should have zero defects and zero effect on environment."



TEXTILES



- ❖ India's textiles and clothing are one of the largest contributing sectors worldwide.
- ❖ 12th five year plan (2012-17), envisages India's exports of textiles at USD 64.41 billion by end of march 2017.
- ❖ Textiles accounts for 14% of industrial production, which is 4% of GDP employs 45 million people

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Name: Miss Megha Inamadar

ASSIGNMENT I

Apply Formatting Options to aText

Insert a Table, Clip Art, Word Art

- Definition of computers, History & Generation of computer
- Characteristics of computer ,Classification of computer
- Block Diagram of computer
- 1. Floppy disk, Hard disk, CD-ROM
- 2. Monitor, Printer, Scanner
- 3. Keyboard, Mouse, Track Ball Devices

Definition of Software, Types of Software

Computer Languages, MLL/HLL

Operating System, Batch Processing,

Multi-programming

Time Sharing, Online & Real time Operating System

MS-DOS Internal commands

3rd H₂O

Sl.No	Name	Marks	Subject
1	Anita	80	Computer
2	Shilpa	90	Maths
3	Geeta	75	Kannada
4	Pavitra	50	Hindi



Your Text Here



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Shri Hurakadli Ajja Shikshana Samiti's

**Smt. K.S. Jigalur Arts and Dr. (Smt.) S.M. Sheshgiri Commerce
College for Women, Dharwad, Karnataka**



In collaboration with

Giri Foundation, Giri Rural and Urban Development Society, Dharwad

CERTIFICATE OF PARTICIPATION

This is to certify that Miss Megha Inamdar of B.A.
IV Semester has completed a Certificate Course in 'MS Office' organized in collaboration with Giri
Foundation, Rural and Urban Development Society, Dharwad from 15th February, 2020 to 13th March, 2020.



President

Giri Foundation, Dharwad

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Report of the Certificate Course in 'M S Office'

**Organised in association with Giri Foundation, Giri Rural and Urban
Development Society, Dharwad**

From 15-02-2020 To 13-03-2020

Certificate course in M. S. office was organised for 30 hours from 15th February to 13th March 2020. The purpose of the certificate course was to train the B. A. students to enable them to use Microsoft office applications. Resource person Shri Shivkumar Giryappanavar discussed about the important features and functions of MS word, Excel etc in the beginning and gave demo of working on MS, Excel, MS Power point, Windows and also creating e-mail ID etc during the course. Students were given assignments. Trainer analysed the assignments and suggested required corrections.

The certificate course was supposed to be organised for 50 classes but due to lockdown from 14th March, 2020 due to COVID 19 situation, the course was reduced to 30 classes. The course was successfully conducted. Thirty B. A. students participated and completed the course. Participants attended the course after their regular classes.

Outcomes achieved

- Students became familiar with the functions of word, power point and excel. They learned how to create e-mail ID, slides for presentation etc.
- The knowledge about computer enhanced the confidence of students.



Grief
Principal

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[Signature]
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