

**AHM's  
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,  
BHATKAL**

**Add-On Course**

**on**

**Introduction to Computers and Office Tools**

**Under the  
Department of Computer Science**

**Academic Year: 2019-20**

**Course Coordinator**

**Mr. Tukaram Naik  
Lecturer & Head of the Department  
Department of Computer Science**



From

Date: 05/12/2019

Prof . Tukaram Naik

HOD, Department of Computer science

Anjuman Arts, Science and Commerce College

Bhatkal

To

The Principal

Anjuman Arts, Science and Commerce College

Bhatkal

*To  
as per Tukaram  
05/12/2019*  
Sub: Request to grant the permission to start the add-on course on Introduction to computers and office tools for the academic year 2019-2020.

Respected Sir,

We would like to start the add-on course on "Introduction to computers and office tools" for the students who do not know basics of Computer Science. Please permit us to start the Computer science course for the academic year 2019-2020..

Thanking You

*Tukaram*

HOD

Department of Computer Science

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**Meeting Report of Institutional Board of Studies for Add-on Course on  
Introduction to Computers and Office tools**

The Institutional Board of Studies of the Department of computer science for an add-on course on introduction to computer Science held on 10-12-2019 in the principal chamber at 10:30 AM

**1. Prof. Mushtaque K Shaikh**

Principal, Chairman

**2. Prof. S.A. Indikar**

IQAC Coordinator

**3. Prof. Tukaram Naik**

In the beginning of the meeting the Chairman of BoS Prof. Mushtaque K Shaikh welcomed all the members and briefed them about the academic activity of the computer science course. The members expressed their appreciation and satisfaction about the activities of the department.

After that institutional BOS discussed and resolved the following points:

**1. Starting of the add-on course on the introduction to Computers and Office Tools**

BoS discussed the point and resolved to start a course on computer science in order to improve the basic knowledge of computers and office Tools.

**2. Approval of the syllabus for add-on course**

The BoS discussed and approved the syllabus for the add-on course on computer and office tools.



### 3. Approval of admission criteria.

The BOS discussed and approved the admission criteria and resolved that the students who did not have knowledge on computer Science can enroll in this course

The meeting of the BoS was concluded with the vote of thanks by the prof. Tukaram Naik Lecturer in the Department of Computer Science.

The following members were present in the meeting:

1. Prof. Mushtaque K Shaikh
2. Prof. S.A. Indikar
3. Prof. Tukaram Naik

  
Principal

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AHM's

**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**  
**Department of Computer Science**

**NOTICE**

Date: 28/12/2019

All the students are hereby informed that the Department of Computer Science starts the add on course on "Introduction to computers and office tools" for the students who do not know about basic of Computer Science from the date 06/01/2020. Interested students can enroll their names on or before 05/01/2020 in the Department of Computer Science

BA II Sem  




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BA III Sem.  


BA IV Sem  



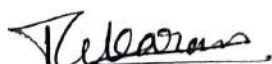

BA V Sem  


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**Department of Computer Science  
Add-on Course 2019-20 "Introduction to Computers and Office Tools"**

**Enrollment List**

| Sl. No. | Name of the Student        | Class  |
|---------|----------------------------|--------|
| 1       | ABDULRUMAN                 | B.A. I |
| 2       | AKSHATA SUBRAYA DEVADIG    | B.A. I |
| 3       | ANITA HANUMANTH MOGER      | B.A. I |
| 4       | DHANARAJ GOVIND MOGER      | B.A. I |
| 5       | GOPI NAGENDRA HARIJAN      | B.A. I |
| 6       | LOKESH DURGADAS NAIK       | B.A. I |
| 7       | MOHAMMED MADAR             | B.A. I |
| 8       | NAGESH TIMMAPPA GOND       | B.A. I |
| 9       | NITINKUMAR PANDURANGA NAIK | B.A. I |
| 10      | PRADEEP KANTAPPA NAIK      | B.A. I |
| 11      | PRADEEP RAVI HARIJAN       | B.A. I |
| 12      | SHOUKAT ALI MIRJAN         | B.A. I |
| 13      | SHREYAS                    | B.A. I |
| 14      | SUJITH LAKSHMANA NAIK      | B.A. I |
| 15      | UZMA                       | B.A. I |
| 16      | VINAYAK NAIK               | B.A. I |

  
Course Coordinator



  
Principal

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**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,**  
**BHATKAL**

**Department of Computer Science**  
**Add-on Course 2019-20 "Introduction to Computers and Office Tools"**

**Enrollment List**

| Sl. No. | Name of the Student     | Class    |
|---------|-------------------------|----------|
| 17      | YASHODA V               | B.A. I   |
| 18      | AKSHATA KRISHNA KORAR   | B.A. III |
| 19      | AMBIKA CHANDRU HARIJAN  | B.A. III |
| 20      | BHARAT ANNAPPA NAIK     | B.A. III |
| 21      | BHAVYA GANAPATI NAIK    | B.A. III |
| 22      | DEVARAJ LAXMAN NAIK     | B.A. III |
| 23      | DEVENDRA GOYDA GOND     | B.A. III |
| 24      | FAMINA FATHIMA N        | B.A. III |
| 25      | HEMA SHRIDHAR MOGER     | B.A. III |
| 26      | JAYASHREE GANAPATI NAIK | B.A. III |
| 27      | JEENATH DASTAGIRI SAHEB | B.A. III |
| 28      | KAMALAXI UDAY NAIK      | B.A. III |
| 29      | KUSUMA KRISHNA GOND     | B.A. III |
| 30      | MOHAMMED FOUZAN BOMBA   | B.A. III |
| 31      | N.J. LIKHITA            | B.A. III |
| 32      | NAGARATNA NAGAPPA NAIK  | B.A. III |

  
**Course Coordinator**

  
**Principal**



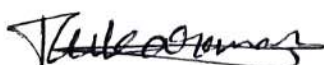
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**& PG Centre**  
**BHATKAL - 581 120**

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BHATKAL**

**Department of Computer Science  
Add-on Course 2019-20 "Introduction to Computers and Office Tools"**

**Enrollment List**

| Sl. No. | Name of the Student     | Class    |
|---------|-------------------------|----------|
| 33      | RAVISH SUBRAYA MAHALE   | B.A. III |
| 34      | RESHMA MADEV NAIK       | B.A. III |
| 35      | ROGE BIBI MEHRUNNISA    | B.A. III |
| 36      | SHAMMAPARVEEN           | B.A. III |
| 37      | VINAYAK HONNAPPA NAIK   | B.A. III |
| 38      | YASHODHA                | B.A. III |
| 39      | GANESH MANJUNATH NAIK   | B.A. V   |
| 40      | HAREESH MANJUNATHA GOND | B.A. V   |
| 41      | MANJUNATH K             | B.A. V   |
| 42      | PRAHLAD NARAYAN ACHARY  | B.A. V   |
| 43      | VINAYAK MAHADEV GOUDA   | B.A. V   |
| 44      | JANARDHAN SOMAYYA GOND  | B.Sc. V  |
| 45      | NAGARAJ GOYDA GOND      | B.Sc. V  |
| 46      | RANJITH MANJUNATH MOGER | B.Sc. V  |
| 47      | SHRIPAD HANUMANT NAIK   | B.Sc. V  |
| 48      | SUBRAMANYA RAMA NAIK    | B.Sc. V  |

  
**Course Coordinator**



  
**Principal**

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BHATKAL**

**Department of Computer Science  
Add-on Course 2019-20 "Introduction to Computers and Office Tools"**

**Enrollment List**

| Sl. No. | Name of the Student           | Class     |
|---------|-------------------------------|-----------|
| 49      | AKASH TIMMANNA NAIK           | B.Sc. III |
| 50      | ANJALI                        | B.Sc. III |
| 51      | ANUSHA MASTAPPA MOGER         | B.Sc. III |
| 52      | BHASKAR RAMA MOGER            | B.Sc. III |
| 53      | BHAVANA PARAMESHWAR MOGER     | B.Sc. III |
| 54      | CHANDRIKA NAGAPPA GOND        | B.Sc. III |
| 55      | DARSHAN SUBRAYA MOGER         | B.Sc. III |
| 56      | DENIYAL BASTYANV LOUIS        | B.Sc. III |
| 57      | GAYATRI GANAPATI SHETTY       | B.Sc. III |
| 58      | GEETESH PANJU NAIK            | B.Sc. III |
| 59      | GURUDEEP S. NAIK              | B.Sc. III |
| 60      | HARSHA SHREEDHARA SHETTY      | B.Sc. III |
| 61      | JASWANT NARAYAN NAIK          | B.Sc. III |
| 62      | JYOTI CHANNAVEERAPPA HOSAMANI | B.Sc. III |
| 63      | MAHESH NARAYAN NAIK           | B.Sc. III |
| 64      | NAGARAJ DURGAPPA NAIK         | B.Sc. III |

  
Course Coordinator



  
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**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**

**Department of Computer Science**

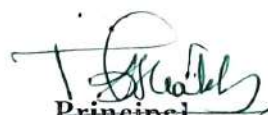
**Add-on course on computer Science**

**Time Table for the academic year 2019-2020**

| Days                 | Timings                           | Room No. |
|----------------------|-----------------------------------|----------|
| Saturday to Thursday | 2:00 P.M. to 4:00 P.M.<br>(2 hrs) | 3        |

  
Course Coordinator

  
IQAC Coordinator

  
Principal

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**AHM's**  
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**Department of computer science**  
**Syllabus – Introduction to computer and office tools**

**Chapter 1**

**10 hours**

**Introduction to Computers**

- Basic Concepts
- Overview of computer systems
- Hardware and software components
- Types of computers and their uses

**Operating Systems**

- Understanding Operating Syst
- Introduction to operating systems (Windows, macOS, Linux)
- Basic operations and navigation
- File management (creating, moving, and deleting files)

**Microsoft Word**

- Document Creation
- Introduction to Microsoft Word
- Creating, formatting, and editing documents
- Using templates and styles

**Chapter 2**

**10 hours**

**Microsoft Word Advanced Features**

- Advanced Document Features
- Inserting tables, images, and charts
- Headers, footers, and page numbering
- Mail merge and collaboration tools

**Microsoft Excel**

- Spreadsheet Basics
- Introduction to Microsoft Excel
- Creating and formatting spreadsheets
- Basic formulas and functions

**Microsoft Excel Data Analysis**

- Advanced Excel Functions
- Sorting and filtering data
- Using charts and graphs
- Pivot tables and data analysis tools



  
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## Chapter 3

10 hours

### Microsoft PowerPoint

- Presentation Basics
- Introduction to Microsoft PowerPoint
- Creating and formatting slides
- Inserting multimedia elements

### Microsoft PowerPoint Advanced Features

- Enhancing Presentations
- Slide transitions and animations
- Tips for effective presentations
- Collaborating and sharing presentations

### Email and Internet Usage

- Effective Communication
- Setting up and using email (Gmail, Outlook)
- Email etiquette and management
- Basic internet browsing and search techniques

*Tulagan*

HOD

Department of  
computer science



*Shah*  
Principal

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Bhatkal, Karnataka  
581320

# ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

ATTENDANCE SHEET FOR THE ADD-ON COURSE : INTRODUCTION TO COMPUTERS AND OFFICE TOOLS - 2019-2020

| S.N. | Name of the Students       | Class & Sem | 6/2019 | 7/2019 | 8/2019 | 9/2019 | 10/2019 | 11/2019 | 12/2019 | 1/2020 | 2/2020 | 3/2020 | 4/2020 | 5/2020 | 6/2020 | 7/2020 | 8/2020 | 9/2020 | 10/2020 | 11/2020 | 12/2020 | 1/2021 | 2/2021 | 3/2021 | 4/2021 | 5/2021 | 6/2021 |
|------|----------------------------|-------------|--------|--------|--------|--------|---------|---------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|---------|--------|--------|--------|--------|--------|--------|
| 1    | ABDULRUMAN                 | B.A. I      | Abdul  | Abdul  | Abdul  | Abdul  | Abdul   | Abdul   | Abdul   | Abdul  | Abdul  | Abdul  | Abdul  | Abdul  | Abdul  | Abdul  | Abdul  | Abdul  | Abdul   | Abdul   | Abdul   | Abdul  | Abdul  | Abdul  | Abdul  | Abdul  | Abdul  |
| 2    | AKSHATA SUBRAYA DEVADIG    | B.A. I      | A      | A      | A      | A      | A       | A       | AB      | A      | A      | A      | A      | A      | A      | A      | A      | A      | A       | A       | A       | A      | A      | A      | A      | A      | A      |
| 3    | ANITA HANUMANTH MOGER      | B.A. I      | Anita  | Anita  | Anita  | Anita  | Anita   | Anita   | Anita   | Anita  | Anita  | Anita  | Anita  | Anita  | Anita  | Anita  | Anita  | Anita  | Anita   | Anita   | Anita   | Anita  | Anita  | Anita  | Anita  | Anita  | Anita  |
| 4    | DHANARAJ GOVIND MOGER      | B.A. I      | DS     | DS     | DS     | DS     | DS      | DS      | DS      | DS     | DS     | DS     | DS     | DS     | DS     | DS     | DS     | DS     | DS      | DS      | DS      | DS     | DS     | DS     | DS     | DS     | DS     |
| 5    | GOPI NAGENDRA HARIJAN      | B.A. I      | Gopi   | Gopi   | Gopi   | Gopi   | Gopi    | Gopi    | Gopi    | Gopi   | Gopi   | Gopi   | Gopi   | Gopi   | Gopi   | Gopi   | Gopi   | Gopi   | Gopi    | Gopi    | Gopi    | Gopi   | Gopi   | Gopi   | Gopi   | Gopi   | Gopi   |
| 6    | LOKESH DURGADAS NAIK       | B.A. I      | Lok    | Lok    | Lok    | Lok    | AB      | Lok     | Lok     | Lok    | Lok    | Lok    | Lok    | Lok    | AB     | Lok    | Lok    | Lok    | Lok     | Lok     | Lok     | Lok    | Lok    | Lok    | Lok    | Lok    | Lok    |
| 7    | MOHAMMED MADAR             | B.A. I      | Madar  | Madar  | Madar  | Madar  | Madar   | Madar   | Madar   | Madar  | Madar  | Madar  | Madar  | Madar  | Madar  | Madar  | Madar  | Madar  | Madar   | Madar   | Madar   | Madar  | Madar  | Madar  | Madar  | Madar  | Madar  |
| 8    | NAGESH TIMMAPPA GOND       | B.A. I      | TF     | TF     | TF     | TF     | TF      | TF      | TF      | TF     | TF     | TF     | TF     | TF     | TF     | TF     | TF     | TF     | TF      | TF      | TF      | TF     | TF     | TF     | TF     | TF     | TF     |
| 9    | NITINKUMAR PANDURANGA NAIK | B.A. I      | Nitin  | Nitin  | Nitin  | Nitin  | Nitin   | Nitin   | Nitin   | Nitin  | Nitin  | Nitin  | Nitin  | Nitin  | Nitin  | Nitin  | Nitin  | Nitin  | Nitin   | Nitin   | Nitin   | Nitin  | Nitin  | Nitin  | Nitin  | Nitin  | Nitin  |
| 10   | PRADEEP KANTAPPA NAIK      | B.A. I      | AB     | AB     | AB     | AB     | AB      | AB      | AB      | AB     | AB     | AB     | AB     | AB     | AB     | AB     | AB     | AB     | AB      | AB      | AB      | AB     | AB     | AB     | AB     | AB     | AB     |
| 11   | PRADEEP RAVI HARIJAN       | B.A. I      | P      | P      | P      | P      | P       | P       | P       | P      | P      | P      | P      | P      | P      | P      | P      | P      | P       | P       | P       | P      | P      | P      | P      | P      | P      |
| 12   | SHOUKAT ALI MIRJAN         | B.A. I      | Sh     | Sh     | Sh     | Sh     | Sh      | AB      | Sh      | Sh     | Sh     | Sh     | Sh     | Sh     | Sh     | Sh     | Sh     | Sh     | Sh      | Sh      | Sh      | Sh     | Sh     | Sh     | Sh     | Sh     | Sh     |
| 13   | SHREYAS                    | B.A. I      | Sh     | Sh     | AB     | Sh     | Sh      | Sh      | Sh      | Sh     | Sh     | Sh     | Sh     | Sh     | Sh     | Sh     | Sh     | Sh     | Sh      | Sh      | Sh      | Sh     | Sh     | Sh     | Sh     | Sh     | Sh     |
| 14   | SUJITH LAKSHMANA NAIK      | B.A. I      | Suj    | Suj    | Suj    | Suj    | Suj     | Suj     | Suj     | Suj    | Suj    | Suj    | Suj    | Suj    | AB     | Suj    | Suj    | Suj    | Suj     | Suj     | Suj     | Suj    | Suj    | Suj    | Suj    | Suj    | Suj    |
| 15   | UZMA                       | B.A. I      | Uzma   | Uzma   | Uzma   | Uzma   | Uzma    | Uzma    | Uzma    | Uzma   | Uzma   | Uzma   | Uzma   | Uzma   | Uzma   | Uzma   | Uzma   | Uzma   | Uzma    | Uzma    | Uzma    | Uzma   | Uzma   | Uzma   | Uzma   | Uzma   | Uzma   |
| 16   | VINAYAK NAIK               | B.A. I      | Vie    | Vie    | Vie    | Vie    | Vie     | Vie     | Vie     | Vie    | Vie    | Vie    | Vie    | Vie    | Vie    | Vie    | Vie    | Vie    | Vie     | Vie     | Vie     | Vie    | Vie    | Vie    | Vie    | Vie    | Vie    |
| 17   | YASHODA V                  | B.A. I      | Yashod | Yashod | Yashod | Yashod | Yashod  | Yashod  | Yashod  | Yashod | Yashod | Yashod | Yashod | Yashod | Yashod | Yashod | Yashod | Yashod | Yashod  | Yashod  | Yashod  | Yashod | Yashod | Yashod | Yashod | Yashod | Yashod |
| 18   | AKSHATA KRISHNA KORAR      | B.A. III    | KK     | KK     | KK     | KK     | KK      | KK      | KK      | KK     | KK     | KK     | KK     | KK     | KK     | KK     | KK     | KK     | KK      | KK      | KK      | KK     | KK     | KK     | KK     | KK     | KK     |
| 19   | AMBIKA CHANDRU HARIJAN     | B.A. III    | An     | An     | An     | An     | An      | An      | An      | An     | An     | An     | An     | An     | An     | An     | An     | An     | An      | An      | An      | An     | An     | An     | An     | An     | An     |
| 20   | BHARAT ANNAPPA NAIK        | B.A. III    | Bh     | Bh     | AB     | Bh     | Bh      | Bh      | Bh      | Bh     | Bh     | Bh     | Bh     | Bh     | Bh     | Bh     | Bh     | Bh     | Bh      | Bh      | Bh      | Bh     | Bh     | Bh     | Bh     | Bh     | Bh     |
| 21   | BHAVYA GANAPATI NAIK       | B.A. III    | BGN    | BGN    | BGN    | BGN    | AB      | BGN     | BGN     | BGN    | BGN    | BGN    | BGN    | BGN    | BGN    | BGN    | BGN    | BGN    | BGN     | BGN     | BGN     | BGN    | BGN    | BGN    | BGN    | BGN    | BGN    |
| 22   | DEVARAJ LAXMAN NAIK        | B.A. III    | De     | De     | De     | De     | De      | De      | De      | De     | De     | De     | De     | AB     | De     | De     | De     | De     | De      | De      | De      | De     | De     | De     | De     | De     | De     |
| 23   | DEVENDRA GOYDA GOND        | B.A. III    | De     | De     | De     | De     | De      | De      | De      | De     | De     | De     | De     | De     | De     | De     | De     | De     | De      | De      | De      | De     | De     | De     | De     | De     | De     |
| 24   | FAMINA FATHIMA N           | B.A. III    | Fam    | Fam    | Fam    | Fam    | Fam     | Fam     | Fam     | Fam    | Fam    | Fam    | Fam    | Fam    | AB     | Fam    | Fam    | Fam    | Fam     | Fam     | Fam     | Fam    | Fam    | Fam    | Fam    | Fam    | Fam    |
| 25   | HEMA SHRIDHAR MOGER        | B.A. III    | Hem    | Hem    | Hem    | Hem    | Hem     | Hem     | Hem     | Hem    | Hem    | Hem    | Hem    | Hem    | Hem    | Hem    | Hem    | Hem    | Hem     | Hem     | Hem     | Hem    | Hem    | Hem    | Hem    | Hem    | Hem    |
| 26   | JAYASHREE GANAPATI NAIK    | B.A. III    | Jay    | Jay    | Jay    | Jay    | Jay     | Jay     | Jay     | Jay    | Jay    | Jay    | Jay    | Jay    | Jay    | Jay    | Jay    | Jay    | Jay     | Jay     | Jay     | Jay    | Jay    | Jay    | Jay    | Jay    | Jay    |
| 27   | JEENATH DASTAGIRI SAHEB    | B.A. III    | JDS    | JDS    | JDS    | JDS    | JDS     | JDS     | JDS     | JDS    | JDS    | JDS    | JDS    | JDS    | JDS    | JDS    | JDS    | JDS    | JDS     | JDS     | JDS     | JDS    | JDS    | JDS    | JDS    | JDS    | JDS    |
| 28   | KAMALAXI UDAY NAIK         | B.A. III    | Km     | Km     | Km     | Km     | Km      | Km      | Km      | Km     | Km     | Km     | Km     | AB     | Km     | Km     | Km     | Km     | Km      | Km      | Km      | Km     | Km     | Km     | Km     | Km     | Km     |
| 29   | KUSUMA KRISHNA GOND        | B.A. III    | Kum    | AB     | Kum    | Kum    | Kum     | Kum     | Kum     | Kum    | Kum    | Kum    | Kum    | Kum    | Kum    | Kum    | Kum    | Kum    | Kum     | Kum     | Kum     | Kum    | Kum    | Kum    | Kum    | Kum    | Kum    |
| 30   | MOHAMMED FOUZAN BOMBA      | B.A. III    | Bod    | Bod    | Bod    | Bod    | Bod     | Bod     | Bod     | Bod    | Bod    | Bod    | Bod    | Bod    | Bod    | Bod    | Bod    | Bod    | Bod     | Bod     | Bod     | Bod    | Bod    | Bod    | Bod    | Bod    | Bod    |
| 31   | N.J. LIKHITA               | B.A. III    | AB     | Lik    | Lik    | Lik    | Lik     | Lik     | Lik     | Lik    | Lik    | Lik    | Lik    | Lik    | Lik    | Lik    | Lik    | Lik    | Lik     | Lik     | Lik     | Lik    | Lik    | Lik    | Lik    | Lik    | Lik    |
| 32   | NAGARATNA NAGAPPA NAIK     | B.A. III    | Nag    | Nag    | Nag    | Nag    | Nag     | Nag     | Nag     | Nag    | Nag    | Nag    | Nag    | Nag    | AB     | Nag    | Nag    | Nag    | Nag     | Nag     | Nag     | Nag    | Nag    | Nag    | Nag    | Nag    | Nag    |
| 33   | RAVISH SUBRAYA MAHALE      | B.A. III    | Rav    | Rav    | Rav    | Rav    | Rav     | Rav     | Rav     | Rav    | Rav    | Rav    | Rav    | Rav    | Rav    | Rav    | Rav    | Rav    | Rav     | Rav     | Rav     | Rav    | Rav    | Rav    | Rav    | Rav    | AB     |

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|    |                               |           |        |        |        |        |        |        |       |        |        |        |        |        |        |        |        |
|----|-------------------------------|-----------|--------|--------|--------|--------|--------|--------|-------|--------|--------|--------|--------|--------|--------|--------|--------|
| 34 | RESHMA MADEV NAIK             | B.A. III  | Per    | Per    | AB     | Per    | Per    | Per    | Per   | Per    | Per    | Per    | Per    | Per    | Per    | Per    | Per    |
| 35 | ROGE BIBI MEHRUNNISA          | B.A. III  | Bibi   | Bibi   | Bibi   | Bibi   | Bibi   | Bibi   | AB    | Bibi   | Bibi   | Bibi   | Bibi   | Bibi   | Bibi   | Bibi   | Bibi   |
| 36 | SHAMMAPARVEEN                 | B.A. III  | Sham   | Sham   | Sham   | AB     | Sham   | Sham   | Sham  | Sham   | Sham   | Sham   | Sham   | Sham   | Sham   | Sham   | Sham   |
| 37 | VINAYAK HONNAPPA NAIK         | B.A. III  | Per    | Per    | Per    | Per    | Per    | Per    | Per   | Per    | Per    | Per    | Per    | Per    | Per    | Per    | Per    |
| 38 | YASHODHA                      | B.A. III  | Per    | Per    | Per    | Per    | Per    | Per    | Per   | Per    | Per    | Per    | Per    | Per    | Per    | Per    | Per    |
| 39 | GANESH MANJUNATH NAIK         | B.A. V    | Ganesh | Ganesh | Ganesh | Ganesh | Ganesh | Ganesh | AB    | Ganesh | Ganesh | Ganesh | Ganesh | Ganesh | Ganesh | Ganesh | Ganesh |
| 40 | HAREESH MANJUNATHA GOND       | B.A. V    | Har    | Har    | Har    | Har    | Har    | Har    | Har   | Har    | Har    | Har    | Har    | AB     | Har    | Har    | Har    |
| 41 | MANJUNATH K                   | B.A. V    | May    | May    | May    | May    | May    | May    | May   | May    | May    | AB     | May    | May    | May    | May    | May    |
| 42 | PRAHLAD NARAYAN ACHARY        | B.A. V    | Pah    | Pah    | Pah    | Pah    | Pah    | Pah    | Pah   | Pah    | Pah    | Pah    | Pah    | Pah    | Pah    | Pah    | Pah    |
| 43 | VINAYAK MAHADEV GOUDA         | B.A. V    | Wna    | Wna    | Wna    | Wna    | Wna    | Wna    | AB    | Wna    | Wna    | Wna    | Wna    | AB     | Wna    | Wna    | Wna    |
| 44 | JANARDHAN SOMAYYA GOND        | B.Sc. V   | Jay    | Jay    | Jay    | Jay    | Jay    | Jay    | Jay   | Jay    | AB     | Jay    | Jay    | Jay    | Jay    | Jay    | Jay    |
| 45 | NAGARAJ GOYDA GOND            | B.Sc. V   | Wna    | Wna    | Wna    | Wna    | Wna    | Wna    | Wna   | Wna    | Wna    | Wna    | Wna    | Wna    | Wna    | Wna    | Wna    |
| 46 | RANJITH MANJUNATH MOGER       | B.Sc. V   | Raj    | Raj    | Raj    | Raj    | Raj    | Raj    | Raj   | Raj    | Raj    | Raj    | Raj    | Raj    | Raj    | Raj    | Raj    |
| 47 | SHRIPAD HANUMANT NAIK         | B.Sc. V   | Sh     | Sh     | Sh     | Sh     | Sh     | Sh     | Sh    | Sh     | Sh     | Sh     | Sh     | Sh     | Sh     | Sh     | Sh     |
| 48 | SUBRAMANYA RAMA NAIK          | B.Sc. V   | Subra  | Subra  | Subra  | Subra  | Subra  | Subra  | Subra | Subra  | Subra  | Subra  | Subra  | Subra  | Subra  | Subra  | Subra  |
| 49 | AKASH TIMMANNA NAIK           | B.Sc. III | Al     | Al     | Al     | Al     | Al     | Al     | Al    | Al     | Al     | Al     | Al     | Al     | Al     | Al     | Al     |
| 50 | ANJALI                        | B.Sc. III | Anj    | Anj    | Anj    | Anj    | Anj    | Anj    | Anj   | Anj    | Anj    | Anj    | Anj    | Anj    | Anj    | Anj    | Anj    |
| 51 | ANUSHA MASTAPPA MOGER         | B.Sc. III | Anu    | Anu    | Anu    | Anu    | AB     | Anu    | Anu   | Anu    | Anu    | Anu    | Anu    | Anu    | Anu    | Anu    | Anu    |
| 52 | BHASKAR RAMA MOGER            | B.Sc. III | Bh     | Bh     | Bh     | Bh     | Bh     | Bh     | Bh    | Bh     | Bh     | Bh     | Bh     | Bh     | Bh     | Bh     | Bh     |
| 53 | BHAVANA PARAMESHWAR MOGER     | B.Sc. III | Bh     | Bh     | Bh     | Bh     | Bh     | Bh     | Bh    | Bh     | Bh     | Bh     | Bh     | Bh     | Bh     | Bh     | Bh     |
| 54 | CHANDRIKA NAGAPPA GOND        | B.Sc. III | Chand  | Chand  | Chand  | Chand  | Chand  | Chand  | Chand | Chand  | Chand  | Chand  | Chand  | Chand  | Chand  | Chand  | Chand  |
| 55 | DARSHAN SUBRAYA MOGER         | B.Sc. III | D      | D      | D      | D      | D      | AB     | D     | D      | D      | D      | D      | D      | D      | D      | D      |
| 56 | DENIYAL BASTYANV LOUIS        | B.Sc. III | Louis  | Louis  | Louis  | Louis  | Louis  | Louis  | Louis | Louis  | Louis  | AB     | Louis  | Louis  | Louis  | Louis  | Louis  |
| 57 | GAYATRI GANAPATI SHETTY       | B.Sc. III | AB     | G      | G      | G      | G      | G      | G     | G      | G      | G      | G      | G      | G      | G      | G      |
| 58 | GEETESH PANJU NAIK            | B.Sc. III | R      | R      | R      | R      | R      | R      | R     | R      | R      | R      | R      | R      | R      | R      | R      |
| 59 | GURUDEEP S. NAIK              | B.Sc. III | N      | N      | N      | N      | N      | N      | N     | N      | N      | N      | N      | N      | N      | N      | N      |
| 60 | HARSHA SHREEDHARA SHETTY      | B.Sc. III | Har    | Har    | Har    | Har    | Har    | Har    | Har   | Har    | Har    | Har    | Har    | Har    | Har    | Har    | Har    |
| 61 | JASWANT NARAYAN NAIK          | B.Sc. III | Jas    | Jas    | Jas    | Jas    | Jas    | Jas    | Jas   | Jas    | Jas    | Jas    | Jas    | Jas    | Jas    | Jas    | Jas    |
| 62 | JYOTI CHANNAVEERAPPA HOSAMANI | B.Sc. III | Jyoti  | Jyoti  | Jyoti  | Jyoti  | Jyoti  | Jyoti  | Jyoti | Jyoti  | Jyoti  | Jyoti  | Jyoti  | Jyoti  | Jyoti  | Jyoti  | Jyoti  |
| 63 | MAHESH NARAYAN NAIK           | B.Sc. III | M      | M      | M      | M      | M      | M      | M     | M      | M      | M      | M      | AB     | M      | M      | M      |
| 64 | NAGARAJ DURGAPPA NAIK         | B.Sc. III | N      | N      | N      | N      | AB     | N      | N     | N      | N      | N      | N      | N      | N      | N      | N      |

*T. Shalek*

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**AHM's**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**  
**Department of Computer Science**

**Add-on course on Computer Science**  
**Exam Time Table for the academic year 2019-2020**

| Date       | Timings                          | Room No. |
|------------|----------------------------------|----------|
| 28/01/2020 | 2:00 P.M. to 3:00 P.M.<br>(1hrs) | 4        |

  
**Course Coordinator**

  
**IQAC Coordinator**



  
**Principal**  
Arts, Science & Commerce College  
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BHATKAL-581320

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**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**

**Department of computer science**

**(MCQs) based on the "Introduction to Computers and Office Tools"**

1. What is the main purpose of a computer's CPU?
  - A) Storing data
  - B) Processing instructions
  - C) Displaying graphics
  - D) Providing power supply
2. Which of the following is NOT considered computer hardware?
  - A) Monitor
  - B) Operating system
  - C) Keyboard
  - D) Hard drive
3. Which operating system is known for its open-source nature?
  - A) Windows
  - B) macOS
  - C) Linux
  - D) DOS
4. What is the primary function of an operating system?
  - A) To develop software
  - B) To manage hardware and software resources
  - C) To create web pages
  - D) To produce graphics
5. Which feature in Microsoft Word helps you format a document with predefined styles?
  - A) Mail merge
  - B) Templates
  - C) Track changes
  - D) Clip art
6. What is the shortcut key for copying selected text in Microsoft Word?
  - A) Ctrl + X
  - B) Ctrl + V
  - C) Ctrl + C
  - D) Ctrl + Z
7. Which Microsoft Word feature allows you to insert the same text into multiple documents?
  - A) Mail merge
  - B) AutoCorrect
  - C) Track changes
  - D) Find and replace
8. How can you insert a table into a Word document?
  - A) Using the "Insert" tab
  - B) Using the "Review" tab
  - C) Using the "Home" tab
  - D) Using the "View" tab



  
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9. What is the primary use of Microsoft Excel?
- A) Creating text documents
  - B) Developing presentations
  - C) Managing and analyzing data
  - D) Browsing the internet
10. Which function in Excel calculates the sum of a range of cells?
- A) SUM
  - B) AVERAGE
  - C) COUNT
  - D) MAX
11. What is a Pivot Table used for in Excel?
- A) Creating charts
  - B) Sorting data
  - C) Summarizing large amounts of data
  - D) Formatting cells
12. Which Excel feature allows you to quickly find and analyze specific data?
- A) Macros
  - B) Conditional Formatting
  - C) Data Filters
  - D) Sparklines
13. What is the main purpose of Microsoft PowerPoint?
- A) Writing essays
  - B) Creating databases
  - C) Making presentations
  - D) Editing videos
14. Which view in PowerPoint allows you to see and organize all slides?
- A) Slide Show view
  - B) Slide Sorter view
  - C) Normal view
  - D) Reading view
15. Which feature in PowerPoint adds movement to your slides during a presentation?
- A) Slide Master
  - B) Slide Layout
  - C) Animations
  - D) Slide Notes



  
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**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,**  
**BHATKAL**

**Department of Computer Science**  
**Add-on Course 2019-20 "Introduction to Computers and Office Tools"**

**Marks List**

| Sl. No. | Name of the Student        | Marks Obtained |
|---------|----------------------------|----------------|
| 1       | ABDULRUMAN                 | 28             |
| 2       | AKSHATA SUBRAYA DEVADIG    | 26             |
| 3       | ANITA HANUMANTH MOGER      | 28             |
| 4       | DHANARAJ GOVIND MOGER      | 30             |
| 5       | GOPI NAGENDRA HARIJAN      | 28             |
| 6       | LOKESH DURGADAS NAIK       | 26             |
| 7       | MOHAMMED MADAR             | 30             |
| 8       | NAGESH TIMMAPPA GOND       | 30             |
| 9       | NITINKUMAR PANDURANGA NAIK | 26             |
| 10      | PRADEEP KANTAPPA NAIK      | 28             |
| 11      | PRADEEP RAVI HARIJAN       | 28             |
| 12      | SHOUKAT ALI MIRJAN         | 26             |
| 13      | SHREYAS                    | 30             |
| 14      | SUJITH LAKSHMANA NAIK      | 26             |
| 15      | UZMA                       | 26             |
| 16      | VINAYAK NAIK               | 28             |

  
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**BHATKAL**

**Department of Computer Science**  
**Add-on Course 2019-20 "Introduction to Computers and Office Tools"**

**Marks List**

| Sl. No. | Name of the Student     | Marks Obtained |
|---------|-------------------------|----------------|
| 17      | YASHODA V               | 28             |
| 18      | AKSHATA KRISHNA KORAR   | 26             |
| 19      | AMBIKA CHANDRU HARIJAN  | 28             |
| 20      | BHARAT ANNAPPA NAIK     | 24             |
| 21      | BHAVYA GANAPATI NAIK    | 30             |
| 22      | DEVARAJ LAXMAN NAIK     | 28             |
| 23      | DEVENDRA GOYDA GOND     | 28             |
| 24      | FAMINA FATHIMA N        | 28             |
| 25      | HEMA SHRIDHAR MOGER     | 26             |
| 26      | JAYASHREE GANAPATI NAIK | 30             |
| 27      | JEENATH DASTAGIRI SAHEB | 26             |
| 28      | KAMALAXI UDAY NAIK      | 28             |
| 29      | KUSUMA KRISHNA GOND     | 28             |
| 30      | MOHAMMED FOUZAN BOMBA   | 26             |
| 31      | N.J. LIKHITA            | 28             |
| 32      | NAGARATNA NAGAPPA NAIK  | 30             |

  
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**BHATKAL**

**Department of Computer Science**  
**Add-on Course 2019-20 "Introduction to Computers and Office Tools"**

**Marks List**

| Sl. No. | Name of the Student     | Marks Obtained |
|---------|-------------------------|----------------|
| 33      | RAVISH SUBRAYA MAHALE   | 26             |
| 34      | RESHMA MADEV NAIK       | 28             |
| 35      | ROGE BIBI MEHRUNNISA    | 26             |
| 36      | SHAMMAPARVEEN           | 26             |
| 37      | VINAYAK HONNAPPA NAIK   | 28             |
| 38      | YASHODHA                | 30             |
| 39      | GANESH MANJUNATH NAIK   | 30             |
| 40      | HAREESH MANJUNATHA GOND | 28             |
| 41      | MANJUNATH K             | 26             |
| 42      | PRAHLAD NARAYAN ACHARY  | 26             |
| 43      | VINAYAK MAHADEV GOUDA   | 24             |
| 44      | JANARDHAN SOMAYYA GOND  | 26             |
| 45      | NAGARAJ GOYDA GOND      | 28             |
| 46      | RANJITH MANJUNATH MOGER | 24             |
| 47      | SHRIPAD HANUMANT NAIK   | 24             |
| 48      | SUBRAMANYA RAMA NAIK    | 26             |

  
**Course Coordinator**



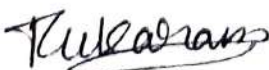
  
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**BHATKAL**

**Department of Computer Science**  
**Add-on Course 2019-20 "Introduction to Computers and Office Tools"**

**Marks List**

| Sl. No. | Name of the Student           | Marks Obtained |
|---------|-------------------------------|----------------|
| 49      | AKASH TIMMANNA NAIK           | 24             |
| 50      | ANJALI                        | 26             |
| 51      | ANUSHA MASTAPPA MOGER         | 28             |
| 52      | BHASKAR RAMA MOGER            | 28             |
| 53      | BHAVANA PARAMESHWAR MOGER     | 28             |
| 54      | CHANDRIKA NAGAPPA GOND        | 26             |
| 55      | DARSHAN SUBRAYA MOGER         | 24             |
| 56      | DENIYAL BASTYANV LOUIS        | 24             |
| 57      | GAYATRI GANAPATI SHETTY       | 26             |
| 58      | GEETESH PANJU NAIK            | 28             |
| 59      | GURUDEEP S. NAIK              | 30             |
| 60      | HARSHA SHREEDHARA SHETTY      | 30             |
| 61      | JASWANT NARAYAN NAIK          | 28             |
| 62      | JYOTI CHANNAVEERAPPA HOSAMANI | 26             |
| 63      | MAHESH NARAYAN NAIK           | 28             |
| 64      | NAGARAJ DURGAPPA NAIK         | 24             |

  
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# Certificate

**A.H.M.s**

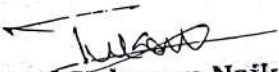


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Accredited at 'B' Level by NAAC

This is to certify that Mr/Miss Devanaji Lakshman Naik with  
register No. 18A26306 has successfully completed Add-On Course on Introduction to  
Computer and Office Tools during 06-01-2020 to 23-01-2020 and secured A+ grade.

  
Prof. Tukaram Naik  
Course Co-Ordinator

  
Prof. S.A. Indikar  
IQAC Co-Ordinator

  
Prof. Mushtaque K. Shaikh  
Principal

# Certificate

**A.H.M.s**

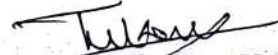


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This is to certify that Mr/Miss Ambika Chandru Harpan with  
register No. 18A26302 has successfully completed Add-On Course on Introduction to  
Computer and Office Tools during 06-01-2020 to 23-01-2020 and secured A+ grade.

  
Prof. Tukaram Naik  
Course Co-Ordinator

  
Prof. S.A. Indikar  
IQAC Co-Ordinator

  
Prof. Mushtaque K. Shaikh  
Principal

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This is to certify that Mr/Miss AKShata Subraya Devardig with  
register No. 19A28202 has successfully completed Add-On Course on Introduction to  
Computer and Office Tools during 06-01-2020 to 23-01-2020 and secured A grade.

  
Prof. Tukaram Naik  
Course Co-Ordinator

  
Prof. S.A. Indikar  
IQAC Co-Ordinator

  
Prof. Mushtaque K. Shaikh  
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# Certificate

A.H.M.s



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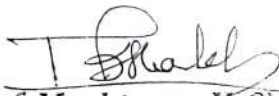
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This is to certify that ~~Mr~~/Miss Dhanawati Govind Moger with  
register No. 19A28204 has successfully completed Add-On Course on Introduction to  
Computer and Office Tools during 06-01-2020 to 23-01-2020 and secured A++ grade.

  
Prof. Tukaram Naik  
Course Co-Ordinator

  
Prof. S.A. Indikar  
IQAC Co-Ordinator

  
Prof. Mushtaque K. Shaikh  
Principal

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ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE,  
BHATKAL**

**Department of Computer Science  
Report and Outcome Analysis**

**Name of the Course: Introduction to Computers and Office Tools**

**Name of the Department: Computer Science**

**Number of students enrolled: 64**

**BoS meeting Date: 10/12/2019**

**Start Date of the Course: 06/01/2020**

**End Date of the Course: 23/01/2020**

The Department of Computer Science has conducted an add-on course on "Introduction to Computers and Office Tools" for the students from 06/01/2020 to 23/01/2020 who do not have knowledge on basic Computers and its office tools.

The course was about the basic concept of Introduction to Computers and Office tools and skills for analyzing, interpreting and applying the same in daily usage of Computers. Total 64 students were enrolled in this course and they benefited with the fundamental knowledge on Computers and its Office Tools. Students also applied these skills and concepts during the assignments.

Course concluded with final examination and certificate distribution.

**Outcomes of the Course:**

- **Basic concept of Introduction to Computers and Office Tools**
- **Necessary knowledge and skills for analyzing, interpreting and its applications**
- **Enhanced persuasion skills in them**



  
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