R. T. E. Society's

Arts Science and Commerce Degree College, Ranebennur-581115

Criteria 1- Curricular Aspects

Key Indicator- 1.2 Academic Flexibility

1.2.1. Number of Add on /Certificate/Value added programs offered during the year.

LIST OF VALUE-ADDED COURSES 2017-18	
Sl.No.	**Name of Add on /Certificate programs offered**
1	Basic Computer, Typewriting skills & IT

SYLLABUS FOR OFFICE JOB ORIENTED COURSE IN
DIPLOMA IN OFFICE AUTOMATION IN COMPUTER APPLICATIONS

MAX. MKS: 120

[Theory : 02 Hr. and Practical : 02 Hr. in a week each]

	Title	Duration	Max.Mks	
			Theory	Practical
Unit-1	Working with Windows XP and Internet	2 Weeks	10	20
Unit-2	MS-Word, Ms-Powerpoint [version 2007]	3 Weeks	10	20
Unit-3	MS-Excel, (Version 2007)	3 Weeks	10	20
Unit-4	Tally ERP 9	4 Weeks	10	20

	Title
Unit-1	**Working with Windows XP**
(1)	**Introduction to Windows**: Starting windows, DeskTop, Task Bar, Start Up Menu, working with programs and Icons-Adding, removing, starting and quitting programs and icons. Working with files and folders – Creating, deleting, opening, finding, control panel, setting, my computer, accessories and windows explorer, notepad, character map, entertainment and multimedia
(2)	**Introduction to Internet:** Introduction, internet services, features, getting connected, www, web page, Net surfing, Internet / Web browsing, Internet addressing, IP address, E-mail, URL, Internet protocol (TCP/IP), FTP, HTTP.
(3)	**Electronic Mail :** Creating E-mail address, browsing, sending along with attachments like Word files, programe files etc.,
(4)	**Search Engines :** Surfing – Searching the web, web index, meta searchers, yahoo, google.
Unit-2	**MS-Word and Powerpoint**
	MS-Word: Introduction to Word Processors, working with Toolbars, Formatting & Standard Toolbar, Working with Menus, File Menu, Edit Menu, View Menu, Headers & Footers, Insert Menu, Clip Arts, Format Menu, Working with Fonts, Bullets & Numbering, Border and Sharing, Drop Cap, Change Case, Tools Menu, Spelling & Grammar, Mail-Merge, Table Menu, Table Autoformat, Working with Objects, Hyphenation, Autoformat.
	Presentation Software : Introduction to slide presentation, Uses / Applications of PowerPoint, starting MS-PowerPoint, Creating presentation, From AutoContent Wizard, from a template, from Blank presentation, methods of viewing slide, Formatting toolbar, inserting a new slide in a presentation, outline toolbar, entering and formatting text, Notes page, Applying new Design, Background to a presentation, master slides, including footers on slide, using Grid and Guides, Animated Slide presentation, custom animation, transition between slides, slide show view options, including motion pictures and sound, rehearsing the timing of slide show, hiding a slide, slide show menu

(3)	**MS-Excel :** Concept of spreadsheet, Introduction to MS-Excel, Standard Button Bar, Formatting Toolbar, Formula Toolbar, Auto calculated area, rows and columns of worksheet, editing cells, Cell reference and Range reference, types of cell data, labels, values, Formulas, Category of function, Cell formatting, range protection, Auto correct and spelling, excel charts, chart Toolbar, elements of charts, editing charts, types of charts, cell reference, conditional formatting, macros, using filters, using links, data forms, page set up, printing.
(4)	**Tally.ERP 9 :** Introduction, Features, Components of the Gateway of Tally – Product Info., Understanding the Horizontal Button Bar, Current Status, Tally Menu, Vertical Button Bar, Working with Tally Calculator, The ODBC Server, The StatusBar. Creating a Company.
	Groups, Ledgers, Vouchers, Orders, Cost Centres and Categories : Introducing Groups –group, sub-group, Creating multiple, Displaying, Altering groups. Introducing Ledgers – Using ledgers, Configuration Setting, Creating a Ledger, Altering a Single Ledger, Introducing Vouchers (Creating, Displaying, Entry), Purchase Orders (Creating, Altering, Deleting), Sales Order (Creating, Altering, Deleting), Invoice (Invoice Entry, Configuration, Printing, Printing Invoice / Vouchers), Cost Categories and Cost Centres (Creating a Single, Displaying, Altering a Cost Category, Creating multiple cost categories, Displaying a cost category, altering cost category in multiple mode), Creating a Cost Centre in Single Mode and Multiple mode. Displaying, Altering a multiple cost centre.
	Stock and Godown in Tally : Stock Groups (Creating, Displaying, altering, Creating multiple, Displaying multi stock groups, altering multi stock groups), Stock Categories (Creating, Displaying , altering, creating multiple stock categories, Displaying a multi stock category, Altering a multi stock category), Stock Items (Creating a Stock item, Displaying a Stock Item, Altering a Stock Item, Creating multiple stock items, Displaying a multiple stock item, altering multi stock items), Units of Measure (Creating units, Creating a Compound Unit, Displaying, Altering units), Godowns (Creating godowns, Displaying a single godown, altering a single godown, creating multiple godowns, Displaying multiple godowns, altering multiple godowns)
	Trial Balance (Configuring, Displaying detailed report, Displaying the Ledger-wise closing balance, Displaying a report for a particular date, Accounting Reconciliation Statement).
	Day Book (Configuring a Day book report, Displaying the detailed view of the day book report, displaying the day book report for particular period, displaying a day book report for a particular voucher)

CERTIFICATE COURSE IN COMPUTER TYPEWRITING SKILLS

Duration : 30 Hours.

Lesson 1: The Home Row

1.1	Touch typing basics	3 min.
1.2	New keys: Home row	3 - 5 min.
1.3	Understanding results	3 min.
1.4	Key drill	3 - 5 min.
1.5	Tip: Typing tests	
1.6	Word drill	3 - 5 min.
1.7	Paragraph drill	3 - 5 min.

Lesson 2: Keys E and I

2.1	New keys: E and I	3 - 5 min.
2.2	Optimized duration	3 min.
2.3	Word drill	3 - 5 min.
2.4	Sentence drill	3 - 5 min.
2.5	Tip: Try the Satellite	
2.6	Paragraph drill	3 - 5 min.

Lesson 3: Keys R and U

3.1	New keys: R U	3 - 5 min.
3.2	Word drill	3 - 5 min.
3.3	Ergonomics	3 min.
3.4	Sentence drill	3 - 5 min.
3.5	Paragraph drill	3 - 5 min.
3.6	Tip: Typing games	
3.7	Text drill	3 - 5 min.

Lesson 4: Keys T and O

4.1	New keys: T O	3 - 5 min.
4.2	Word drill	3 - 5 min.
4.3	Sentence drill	3 - 5 min.
4.4	Tip: Progress reports	
4.5	Paragraph drill	3 - 5 min.
4.6	Text drill	3 - 5 min.

Lesson 5: Capital letters and period

5.1	New keys: Shift	3 - 5 min.
5.2	Word drill	3 - 5 min.
5.3	New key: Period	1 - 3 min.
5.4	Sentence drill	3 - 5 min.
5.5	Tip: Typing rhythm	
5.6	Paragraph drill	3 - 5 min.
5.7	Text drill	3 - 5 min.

Lesson 6: Keys C and comma

6.1	New keys: C ,	3 - 5 min.
6.2	Word drill	3 - 5 min.
6.3	Sentence drill	3 - 5 min.
6.4	Paragraph drill	3 - 5 min.
6.5	Tip: Check your posture	
6.6	Text drill	3 - 5 min.

RTE Society's

Arts, Science & Commerce College

RANEBENNUR - 581 115

Re-Accredited by
NAAC 'B' Grade

Certificate

2017-18

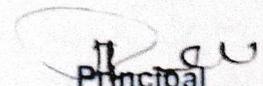This is certified that Mr. ....

Has Successfully Completed all requirements for Completion of the

computer training course in Basic (DOS, WINDOWS & MULTIMEDIA)

Issue Date :
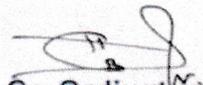
Co-Ordinator
(Prof H.G. Basavaraj)

Organising Secretory
(Prof. C. A. Harihar)

Principal
(Prof. S. R. Pratap)

PRINCIPAL
R.T.E. Society,s Arts, Science &
Commerce Degree College, RANEBENNUR
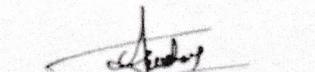
RTE Society's

Arts, Science & Commerce College

RANEBENNUR - 581 115

Certificate

2018-19

This is certified that Mr. / Ms. ....

Has Successfully Comple........ ....quirements for Completion of the

computer training course in MS Office (Word, Excel & PPT)

Issue Date :

Co-Ordinator
(Prof. H.G. Basavaraj)

Organising Secretory
(Prof. C. A. Harihar)

Principal
(Prof. F. H. Machenahalli)

PRINCIPAL
R.T.E .Society,s Arts, Science &
Commerce Degree College, RANEBENNUR
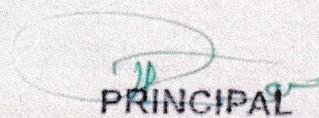
Basic IT – 2018-19.

Type writing skills

PRINCIPAL
R.T.E .Society,s Arts, Science
Commerce Degree College, RANEBENNUR

PRINCIPAL
R.T.E.Society's Arts,Science &
Commerce College, RANEBENNUR

MS office [word, Excel & PPt] 2018-19

BASIC IT - 2017-18.
TYPE WRITING SKILL.

R.T.E.SOCIETY'S ARTS, SCIENCE & COMMERCE COLLEGE, RANEBENNUR

Computer Certificate Course :- Basic I T -2018-19

SI No	Name of the Candidate	Signature Of The Students													
1	SHER ALI LOHAR														
2	AKSHATA UJJER														
3	AKSHATA CHANDANNANAVAR														
4	AMINUDDIN KERUDI														
5	ANIL CHAWAN														
6	ANITA LAMANI														
7	ANITA ERESHIMI														
8	ANNAPURNA MALLADAD														
9	ANUSHA NADUVINAMANI														
10	ASAD RANGAWALE														
11	ASFIYA BANU KOPPAL														
12	ASHWINI B PATTAR														
13	BHARATH KOPPAD														
14	BINDU ANUR														
15	CHAITRA BANAKAR														
16	CHAITRA GOULLAR														
17	CHANDRAKALA GUDAGUR														
18	GIREESHKUMAR BYATAPPANAVAR														
19	HANUMANTHAPPA KASAWAL														
20	HARSHITHA M G														
21	JAYASHREE KOTTUR														
22	KIRANA HIREMATH														
23	LINGARAJ KARJAGI														
24	MADHU HADIMANI														
25	MADHU AJJEWADIMATH														
26	MANJU KUSAGOORU														
27	MANJUNATH HULIHALLI														
28	MANTESHA NADAR														
29	MARUTI MAJJAGI														
30	MISS MUSKHAN KHAZI														
31	N SANJAY														
	Date	7/3/4	12/3	4/3	4/2	11/3	14/3	27/3	17/1	19/1	26/1	4/2	9/1		

Date															
50 SWATI DODMANI															
49 SUSHMA BANAKAR															
48 SPURTI YADIYAPUR															
47 SOUJANYA KORAWAR															
46 SHRUTI MYAGALAMANI															
45 SHRIDEVI BALIGAR															
44 SHIVALINGASWAMI MATHAD															
43 SHASHANKA K M															
42 SHALINI MARIGOUDAR															
41 SHADALABARA GUDAGERI															
40 SAMEENA BANU MULLA															
39 ROOPA															
38 REKHA KAREGOUDRA															
37 REHANA BANU NEGLUR															
36 TUKKAMMANAVAR PRAVEEN															
35 PAVITRA YALEDAHALLI															
34 PAVANKUMAR BADAMI															
33 NAVEENKUMAR MALLUR															
32 PAVEEN MANAKUR															

Feedback Form Basic IT

2018-19

To,
Principal,
R. T. E.S' Degree College
Ranebennur.

Date: 18

Respected Sir,

In our college teachers are good, teaching is well. We PCM students dont know anything about computer knowledge. Our teachers arranged the computer class for the sake of us. I am very thankful to principal sir for the arrangement of classes.

Thank you Sir....

Place : Ranebennur
Date : 18/2/2019

your obediant student
Sameena Mulla.

R.T.E.SOCIETY'S ARTS, SCIENCE & COMMERCE COLLEGE, RANEBENNUR

COMPUTER CERTIFICATE COURSE:- M.S. OFFICE (M.S.Excel, PPT & Word) 2018-19

B.Sc. S

Sl.No.	Student Name	Signature of the Students
1	AISHWARYA MUDIKARIYAPPANAVAR	
2	AKSHATHA. M. BANAKAR	
3	ARPITHA. G. T.	
4	ARUNA. B. CHANNAGOUDRA	
5	BALARAMA. A. CHOUTAGI	
6	BENNIHALLI NETHRAVATHI	
7	BHAGYASHREE. K. JAMBIGI	
8	BHAGYASHREE. V. MULAGUND	
9	CHAITRA CHANNAVEERAPPA HADIMANI	
10	CHAMPAKALI GONNI	
11	CHANDANKUMAR KOGALI	
12	CHANDRASHEKHAR NAYAK	
13	DEVIKA. V. KAREGOUDRA	
14	GEETA PACHCHER	
15	GEETHA. A. SANNABOMMAJI	
16	HALESH. M. DOGGALLI	
17	KAMAKSHI TOTADA	
18	KAVYA. K. ANGADAKI	
19	KAVYA.S.DODDAMANI	
20	KEERTHI. S. HALLEMMANAVAR	
21	KENCHAMMA ANANDI	
22	KHATEEB HURANBI	
23	LATA PATIL	
24	MADHU. G. KOTTADA	
25	MADHU. R. KUMBAR	

PRINCIPAL
R.T.E. Society,s Arts, Science &
Commerce Degree College, RANEBENNUR

Sl.No.	Student Name	Signature of the Students
26	MADHUSUDHAN. T.	
27	MALATESH JANGALI	
28	MALLESH. A. MALEKAR	
29	MALLIKARJUNA. I. BUDAPANAHALLI	
30	MANOJ NAYAKA	
31	MARUTI. H. BAGLAR	
32	MEGHA. S. ANGADI	
33	MONIKA. T.	
34	MUSFIRA KHATIB	
35	NEELAMMA. M. GOULER	
36	NETRA NAGAVVANAVAR	
37	NIKITHA. D. REVANKAR	
38	NIVEDITA. H. NAYAK	
39	NIVEDITA. I. MALENAHALLI	
40	PALLAVI. M. DESAGATTI	
41	PRIYANKA.B.HIREMATH	
42	R. POOJA	
43	RADHIKA. N. LAMANI	
44	REKHA. B. MUDAKAMMANAVAR	
45	ROOPA. M. M.	
46	RUKHAIYABANU. N. SOUDAGAR	
47	SAHANA. B. HOSALLI	
48	SANGEETA ANGADI	
49	SANTHOSHA. C. D.	
50	SAVITA KURANDWAD	

51) Tanmaya D. Hatti

52) Shreya. S. Mooginavar

52) Usha k. Banakar

PRINCIPAL
R.T.E .Society,s Arts, Science &
Commerce Degres College, RANEBENNUR

TO:- Principal

R.T.E.S Degree

College

Ranebennur.

FROM :- Kewithi.3.H

R.T.E.S. Degree

College

Ranebennur

Subject:- Feedback about MS Documents.

Respected Sir:-

In the course of c programming language we have studied the M.S- Documents that is about MS-world. MS-Excel. MS-powerpoint. these are all more intrested and easy to applying our ideas for the respected Subjects. by this we are getting more knowledge about new creations. Shortly it is the power of our memory power. It is useful to making the working procedure, and I am thankful to your Sir for giving this Golden opportunity

Thank you.

Date:- 14/02/2019

Place:- Ranebennur

yours faithfully

Student of

R.T.E.S college

Ranebennur.

To,

Principal,

R.T.E.S colleage

Renebennur.

Sub:- Basic Information Technology feedback

Today, Information Technology (IT) is universally regarded as an essential tool in Enhancing the compitativeness of the Economic of a country. Information Technology are widely spread and used. it is essential to understand the determinants of the IT adoption.
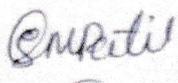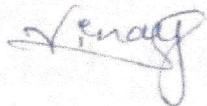
Thanking you,

Your obidiant

Geetha. A.S

place:- Ranebennur

Date:- 12/02/2018

PRINCIPAL
R.T.E .Society,s Arts, Science &
Commerce Degree College, RANEBENNUR

Supriya. Hurugejji

55) Suma. m. patil

56) Vishwanath. G. Ritti

57) Vinayak HPA

58) Vinayaka. S.R