KARNATAKA PROGRESSIVE EDUCATION SOCIETY's

Dr. G.M.PATIL LAW COLLEGE

NEAR TAHASHILDAR OFFICE, D. C. COMPOUND, DHARWAD - 580001

Affiliated to Karnataka State Law University, Hubballi.
Recognised By Bar Council of India, New Delhi.
Approved by Government of Karnataka.

Date: 22/8/2017

NOTICE TO STUDENTS

The students are hereby informed that, taking into the consideration of suggestions of stakeholders, college has resolved to conduct add-on-courses which would help them for their professional and competitive field after their graduation. They are -

Sl. No.	Title of the course	Duration	Maximum Intake	Eligibility
1.	Communication Skills & Personality Development	30 Hours	50	Any semester student
2.	Yoga Course	30 Hours	30	-do-
3.	Basic Computer Course	30 Hours	20	-do-
4.	Legal Language Skills	30 Hours	30	-do-
5.	Translation Course	30 Hours	30	Only VI sem.

Interested students shall register with the Course Coordinator **Shri. S. G. Patil** on or before 30/08/2017.

Note:

- Students interested in any of the above mentioned courses are taken into consideration for enrollment on the basis of first cum first serve as against the maximum intake in respective courses.
- If the number of students enroll less than 5 in any course, then the course shall not be conducted.

Principal

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Near Tahashildar Office
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DATE: 19/10/2017

TIME TABLE FOR BASIC COMPUTER COURSE

DATE: 23/10/2017 TO 27/11/2017

SL. NO	WORKING DAYS	Time
1	Monday	3 pm to 4 pm
2	Tuesday	3 pm to 4 pm
3	Wednesday	3 pm to 4 pm
4	Thursday	3 pm to 4 pm
5	Friday	3 pm to 4 pm
6	Saturday	3 pm to 4 pm

Course co-ordinator

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Resource person of Basic Computer Course

Profile of Smt. Kirtimani Suranagi

I have completed Bachelor of Computer Application in 1999 and PGDCA in 2001 from IICA recognized by Karnatak University, Dharwad

Work Experience
- I have worked in Basel Mission High School, Dharwad from 2000-2006.
- I havegiven training to government school teachers for three months from 15th March - 15th June 2005
- I haveworked in Basel Mission PU College, Dharwad as a part time lecture from 2004-2005.
- I haveworked in K.L.E's English Medium School, Hubballi from 2006-2007.
- I haveworked in K.P.E.S D.Ed College, Dharwad as a part time lecture from 2008-2010.
- I haveworked in K.P.E.S English & Kannada Medium High School, Dharwad from 2007 till now.

I havemore than 18 years of experience in training different levels of students.

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- **Photos of Basic Computer Class**

Photo 1: Smt. Kirtimani Suranagi engaging the computer practical class

Photo 2: Smt. Kirtimani Suranagi engaging the computer practical class

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2017-18

S

K.P.E.S's Dr. G. M. Patil Law College, Dharwad
Add-on Course
Basic computer Test

Total Marks: 20

Time: 1 hour

Student Name: Anita. G.   13/20

Date: 27-11-2017

Signature:

---

1. RAM is a long form of ____
   a) Random Access memory
   b) Read only Memory
   c) Cache memory
   d) None of all

2. Pen drive is the example of _____ memory
   a) RAM   b) ROM   c) Primary memory   d) Secondary Memory

3. While printing Portrait format means everything is oriented_____
   a) Vertically   b) Horizontally   c) Font size   d) Print

4. Shortcut key of select all is ____
   a) Ctrl V   b) Ctrl   c) Ctrl A   d) Ctrl S

5. ___ is responsible for transmitting data from one device to another using telephonic lines
   a) Modem   b) USB   c) Headset   d) Wi-Fi

6. Combination of 8 bits is called ____
   a) 1 kb   b) 1036 byte   c) 1 byte   d) 1Gb

7. Excel is a ____ program
   a) Ms. Word   b) Spreadsheet   c) Document   d) Excel

8. In Excel Row heading are highlighted in ___
   a) Alphabets   b) Numbers   c) Symbols   d) None of the above

9. Short cut key of Copy, Cut & Paste are _ _ _

   a) Ctrl X   b) Ctrl V   c) Ctrl C   d) Ctrl C, Ctrl X & Ctrl V

10. ____ is the function adds all of the values of the cells in arguments.
    a) Sum   b) Max   c) Count   d) Average

11. Press the _____ key on your keyboard to delete text to the left of the cursor
    a) Backspace   b) eraser   c) Select all   d) Delete

12. ___ align text equally to the right and left margins
    a) Right   b) Left   c) Justify   d) Center

13. To receive emails, you will need an _____ and an _____
    a) Account. address   b) Email account. email address
    c) User name   d) none of all

14. Output Device is _____
    a) Monitor   b) Keyboard   c) Mouse   d) Printer

15. Brian of the computer is _____
    a) ALU   b) MU   c) CPU   d) CD

16. Home screen is called _____
    a) Desktop   b) Taskbar   c) Screen   d) Curtain

17. Cell is a intersection of _____ and _____
    a) A & B   b) Row & Column   c) numbers   d) letters

18. Computer is an _____ machine
    a) Mechanical   b) Electrical   c) Electronic   d) Automobile

19. In Computer main parts are _____
    a) 5   b) 6   c) 4   d) 6

20. Scanner is the ____ device
    a) Printer   b) Output   c) Input   d) Processing

K.P.E.S's Dr. G. M. Patil Law College, Dharwad
Add-on Course
Basic computer Test

Total Marks: 20

Time: 1 hour

Student Name: Nagraj

Date: 27-11-2017

Signature: N

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Summary Report on Add-on Course

As per the decision taken by college Management and Add-on course committee the following Add-on Courses were conducted successfully for the Academic year 2017-18.

Each add-on programme was conducted for 30 hours. The curriculum content is separately framed for each course. The students of different semester are permitted to enrol add on courses of their choice. For the academic year 2017-18 there were 5 add-on courses. During the odd semester Communication Skills and Personality Development and Basic Computer courses were conducted and in the even semester Yoga course, Legal language and Translation add-on courses were conducted. The Translation Course was only for final year students. Certificate of completion is given to students only those who attend 90% of classes engaged. Majority of the student participants expressed their gratitude to the Institution for having conducted these value based courses without imposing any fees on them. The overall content of respective courses enabled students to compete different competitive examinations and students who got Sanad, started practicing the profession under the supervision of senior Advocates. Of the overall percentage of the students participation in different add on courses is more than 80% as against the ceiling limit of intake. The financial burden was supported by our esteemed Management.

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