

GOVERNMENT DEGREE COLLEGE FOR WOMEN

ADILABAD (T.S.) - 504001

(Under Kakatiya University)
(Accredited by NACC with "B" Grade)

DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS



COMMERCE CLUB

A REPORT ON THE CERTIFICATE COURSE

ON

"INTROCTION TO COMPUTER SYSTEM"

For B.Com Final Year students

From 10th December 2019 to 10th January 2020

Time:4:00 to 5:00

Venue: Computer Applications Lab

2019– 2020

GOVERNMENT DEGREE COLLEGE FOR WOMEN

ADILABAD

DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS

COMMERCE CLUB

NOTICE

Date: 14-12-2019

All the B.Com students of this college here by informed that "30 DAY certificate course in Introduction to Computer System" is conducting by the department of commerce and computer application. The course commence from 10th December 2019 the duration of course in 30 days. The classes are held 4:00pm to 5:00pm. The course is open for all B.Com III year students. Certificate will be awarded to the participants on successful completion of course for further details contact course Coordinator Govind.


Coordinator


Principal

List of Participants:

| S NO | HT. NO | Name of the Student | Course |
|------|-----------|---------------------|---------------------|
| 1 | 049182001 | A PRAVALIKA | B.Com.Gen. III Year |
| 2 | 049182002 | B ARUNA | B.Com.Gen. III Year |
| 3 | 049182003 | B PRIYANKA | B.Com.Gen. III Year |
| 4 | 049182005 | CH RISHNAVENI | B.Com.Gen. III Year |
| 5 | 049182006 | D SRILEKHA | B.Com.Gen. III Year |
| 6 | 049182007 | E VARSHA | B.Com.Gen. III Year |
| 7 | 049182009 | H SONALI | B.Com.Gen. III Year |
| 8 | 049182011 | K PRIYANKA | B.Com.Gen. III Year |
| 9 | 049182012 | K DEEPA | B.Com.Gen. III Year |
| 10 | 049182013 | K KALPANA | B.Com.Gen. III Year |
| 11 | 049182014 | K PADMASRI | B.Com.Gen. III Year |
| 12 | 049182016 | M DEEPIKA | B.Com.Gen. III Year |
| 13 | 049182018 | P SANGEETHA | B.Com.Gen. III Year |
| 14 | 049182019 | P NILONA | B.Com.Gen. III Year |
| 15 | 049182020 | P SOUJANYA | B.Com.Gen. III Year |
| 16 | 049182021 | P DURGARANI | B.Com.Gen. III Year |
| 17 | 049182022 | P SHIRISHA | B.Com.Gen. III Year |
| 18 | 049182024 | Y MOUNIKA | B.Com.Gen. III Year |
| 19 | 049182201 | A YOGITHA | B.Com.CA. III Year |
| 20 | 049182202 | A CHAMANTHI | B.Com.CA. III Year |
| 21 | 049182203 | A BHARATHI | B.Com.CA. III Year |
| 22 | 049182204 | A NIVEDITHA | B.Com.CA. III Year |
| 23 | 049182205 | A BHEEMBAI | B.Com.CA. III Year |
| 24 | 049182206 | B MOUNIKA | B.Com.CA. III Year |
| 25 | 049182207 | B SRUTHI | B.Com.CA. III Year |
| 26 | 049182209 | CH RAJITHA | B.Com.CA. III Year |
| 27 | 049182210 | D SWETHA | B.Com.CA. III Year |
| 28 | 049182213 | K SOUJANYA | B.Com.CA. III Year |
| 29 | 049182214 | M SAIKRUPA | B.Com.CA. III Year |
| 30 | 049182215 | N MAHESHWARI | B.Com.CA. III Year |
| 31 | 049182216 | N MOUNIKA | B.Com.CA. III Year |
| 32 | 049182217 | N AARTHI | B.Com.CA. III Year |
| 33 | 049182218 | P SONY | B.Com.CA. III Year |
| 34 | 049182220 | P SNEHA | B.Com.CA. III Year |
| 35 | 049182221 | SHABANA | B.Com.CA. III Year |

Handwritten signature

Name of the Course: Certificate Course in Introduction to Computer System

Objectives of the Course: To make the students to acquire the knowledge of computer basics.

Outcomes of the course:

- The students found it use full for higher courses
- It enabled the students to take good career
- The students felt interested in the content
- The course inculcated analytical approach to the subject

NO. OF PARTICIPANTS: 29

LIST OF FACULTY MEMBERS:

| S.No. | Name of the Faculty | Designation |
|-------|---------------------|-------------------------|
| 1 | K SANTOSH KUMAR | Head, Dept. of Commerce |
| 2 | K CHANDRAKANTH | Co-ordinator |
| 3 | M SAVITHRI | Member |
| 4 | K.GOVIND | Member |

TARGET LEARNERS: College Students

NAME AND DESIGNATION OF THE TRAINER: V VIDYA RANI, Lecturer in Computer Science, GDC MEN.

A BRIEF REPORT:

The Certificate Course Programme commenced with a welcome address by Smt. M.Savithri, Lecturer in Computer Applications. She welcomed the Trainer Smt V Vidya Rani in Computer Science with around 10 years of experience. The session was very informative and practical oriented. Head, Dept. of Commerce and Computer Applications, Sri K Santosh Kumar expressed his gratitude towards the trainer for an enlightening session. A formal vote of thanks was proposed by Ms. S.Meena of B.com. C.A. III Year

Course curriculum:

1. KNOWING COMPUTER

1.0 Introduction

1.1 Objectives

1.2 What is Computer?

1.2.1 Basic Applications of Computer

1.3 Components of Computer System

1.3.1 Central Processing Unit

1.3.2 Keyboard, mouse and VDU

1.3.3 Other Input devices

1.3.4 Other Output devices

1.3.5 Computer Memory

1.4 Concept of Hardware and Software

1.4.1 Hardware

1.4.2 Software

1.4.2.1 Application Software

1.4.2.2 Systems software

1.5 Concept of computing, data and information

1.6 Applications of IECT

1.6.1 e-governance

1.6.2 Entertainment

1.7 Bringing computer to life

1.7.1 Connecting keyboard, mouse, monitor and printer to CPU

1.7.2 Checking power supply

1.8 Summary

2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

2.0 Introduction

2.1 Objectives

2.2 Basics of Operating System

2.2.1 Operating system

2.2.2 Basics of popular operating system (LINUX, WINDOWS)

2.3 The User Interface

2.3.1 Task Bar

2.3.2 Icons

2.3.3 Menu

2.3.4 Running an Application

2.4 Operating System Simple Setting

2.4.1 Changing System Date And Time

2.4.2 Changing Display Properties

2.4.3 To Add Or Remove A Windows Component

2.4.4 Changing Mouse Properties

2.4.5 Adding and removing Printers

2.5 File and Directory Management

2.5.1 Creating and renaming of files and directories BCC

2.6 Common utilities

2.7 Summary

2.8 Model Answers

3. UNDERSTANDING WORD PROCESSING

3.0 Introduction

3.1 Objectives

3.2 Word Processing Basics

3.2.1 Opening Word Processing Package

3.2.2 Menu Bar

3.2.3 Using The Help

3.2.4 Using The Icons Below Menu Bar

3.3 Opening and closing Documents

3.3.1 Opening Documents

3.3.2 Save and Save as

3.3.3 Page Setup

3.3.4 Print Preview

- 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
 - 3.4.1 Document Creation
 - 3.4.2 Editing Text
 - 3.4.3 Text Selection
 - 3.4.4 Cut, Copy and Paste
 - 3.4.5 Spell check
 - 3.4.6 Thesaurus
- 3.5 Formatting the Text
 - 3.5.1 Font and Size selection
 - 3.5.2 Alignment of Text
 - 3.5.3 Paragraph Indenting
 - 3.5.4 Bullets and Numbering
 - 3.5.5 Changing case
- 3.6 Table Manipulation
 - 3.6.1 Draw Table
 - 3.6.2 Changing cell width and height
 - 3.6.3 Alignment of Text in cell
 - 3.6.4 Delete / Insertion of row and column
 - 3.6.5 Border and shading
- 3.7 Summary
- 4. USING SPREAD SHEET
 - 4.0 Introduction
 - 4.1 Objectives
 - 4.2 Elements of Electronic Spread Sheet
 - 4.2.1 Opening of Spread Sheet
 - 4.2.2 Addressing of Cell
 - 4.2.3 Printing of Spread Sheet
 - 4.2.4 Saving Workbooks
 - 4.3 Manipulation of Cells

4.3.1 Entering Text, Numbers and Dates

4.3.2 Creating Text, Number and Date Series

4.3.3 Editing Worksheet Data

4.3.4 Inserting and Deleting Rows, Column

4.3.5 Changing Cell Height and Width

4.4 Formulas and Function

4.4.1 Using Formulas

4.4.2 Function

4.5 Summary

5. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

5.0 Introduction

5.1 Objectives

5.2 Basic of Computer Networks

5.2.1 Local Area Network (LAN)

5.2.2 Wide Area Network (WAN)

5.3 Internet

5.3.1 Concept of Internet

5.3.2 Applications of Internet

5.3.3 Connecting to the Internet

5.3.4 Troubleshooting

5.4 World Wide Web (WWW)

5.5 Web Browsing Softwares

5.5.1 Popular Web Browsing Softwares

5.6 Search Engines

5.6.1 Popular Search Engines / Search for content

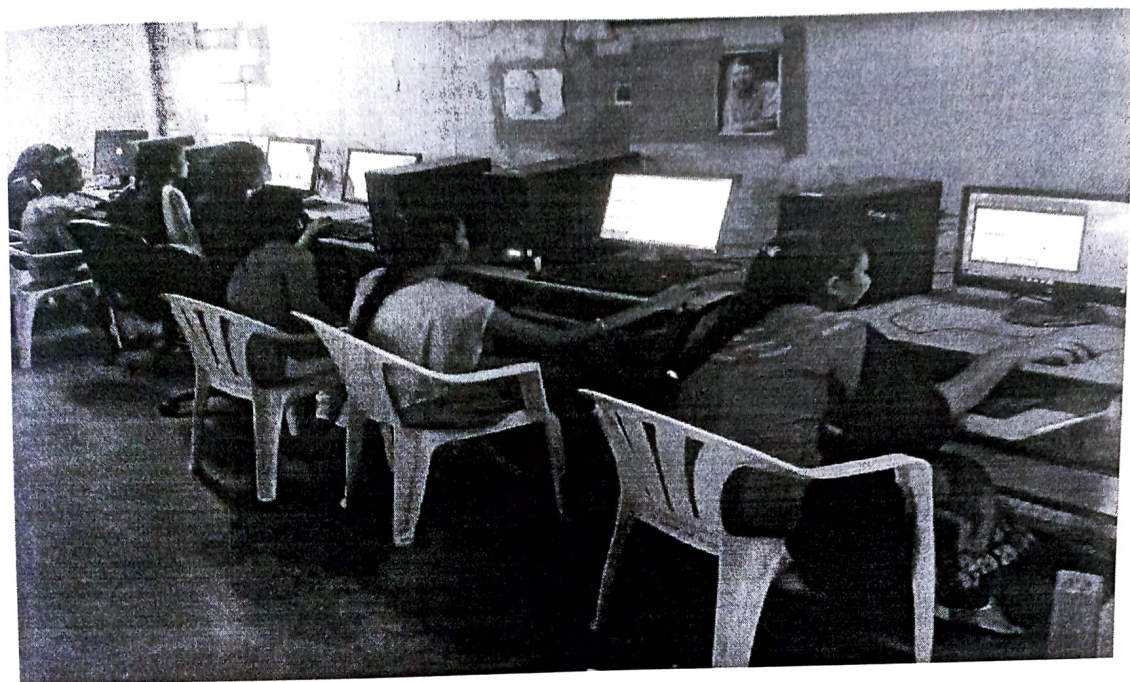
5.6.2 Accessing Web Browser

5.6.3 Using Favorites Folder

5.6.4 Downloading & printing Web Pages

5.7 Understanding URL

Photographs:



CERTIFICATE SAMPLE:

**GOVERNMENT DEGREE COLLEGE FOR WOMEN
ADILABAD-504001**



Affiliated to Kakatiya University-Warangal
Accredited by NACC with 'B' Grade



**DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS
CERTIFICATE OF COMPLETION**

This certificate is presented to

S MEENA

For completing the 30Day certificate course in "Introduction to Computer System"
held from 10th December 2019 to 10th January 2020

Co-ordinator

Principal

Teaching Diary:

| | Course | Date | Name of the Topic | No.of Students |
|----|--------|------------|---|----------------|
| 1 | ICS | 10/12/2019 | Introduction, Objectives , What is Computer? Basic Applications of Computer | 18 |
| 2 | ICS | 11/12/2019 | Components of Computer System, Central Processing unit Keyboard, mouse and VDU, Other I/O devices , | 22 |
| 3 | ICS | 12/12/2019 | Concept of Hardware and Software, Application Software | 24 |
| 4 | ICS | 13/12/2019 | Concept of computing, data and information, Applications of IECT, e-governance ,Entertainment , Bringing computer to life, Connecting keyboard, mouse, monitor and printer to CPU | 26 |
| 5 | ICS | 14/12/2019 | OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM, Introduction, Basics of popular operating system (LINUX, WINDOWS) , The User Interface , Task Bar ,Icons, Menu, Running an Application , | 24 |
| 6 | ICS | 15/12/2019 | Operating System Simple Setting, | 25 |
| 7 | ICS | 16/12/2019 | File and Directory Management | 27 |
| 8 | ICS | 17/12/2019 | UNDERSTANDING WORD PROCESSING | 27 |
| 9 | ICS | 18/12/2019 | Word Processing Basics | 30 |
| 10 | ICS | 19/12/2019 | Menu Bar | 30 |
| 11 | ICS | 20/12/2019 | Menu Bar | 29 |
| 12 | ICS | 21/12/2019 | Menu Bar | 28 |
| 13 | ICS | 22/12/2019 | Opening and closing Documents | 26 |
| 14 | ICS | 23/12/2019 | Text Creation and manipulation | 28 |
| 15 | ICS | 24/12/2019 | Formatting the Text | 29 |
| 16 | ICS | 26/12/2019 | Table Manipulation | 28 |
| 17 | ICS | 27/12/2019 | SPREAD SHEET ,Introduction | 28 |
| 18 | ICS | 28/12/2019 | Elements of Electronic Spread Sheet | 29 |
| 19 | ICS | 29/12/2019 | Manipulation of Cells | 27 |

| | | | | |
|----|-----|------------|-------------------------------------|----|
| 20 | ICS | 30/12/2019 | Formulas and Function | 29 |
| 21 | ICS | 31/12/2019 | Formulas and Function | 28 |
| 22 | ICS | 1/01/2020 | Formulas and Function | 29 |
| 23 | ICS | 02/01/2020 | Formulas and Function | 28 |
| 24 | ICS | 03/01/2020 | Assignment | 29 |
| 25 | ICS | 04/01/2020 | INTRODUCTION TO INTERNET | 29 |
| 26 | ICS | 05/01/2020 | Basic of Computer Networks ,LAN,WAN | 28 |
| 27 | ICS | 06/01/2020 | Internet | 27 |
| 28 | ICS | 07/01/2020 | WWW AND WEB | 26 |
| 29 | ICS | 08/01/2020 | ,BROWSERS | 29 |
| 30 | ICS | 09/01/2020 | World Wide Web (WWW) | 29 |
| 31 | ICS | 10/01/2020 | Search Engines,URL, | 28 |


Signature of the Trainer


Signature of the Principal

Note:

- Daily schedule should be approved by principal
- Holidays should also be noted.
- No.of studentsshouldbenotedafterthe classonly.
- Diaryshouldbehandovertotheprincipalonleavingthecollege.

LEARNER FEEDBACK FORM

| | | | | | | |
|---|------------------|--|------------|------------------------|------------------------------|-----------------------------|
| Learner Name: | | Title of Course / Module / Training Activity | | | | |
| Q.1 Did the training meet your learning objectives? | | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Comment: | | | | | | |
| Q.2 How do you intend to apply what you learned? | | | | | | |
| Comment: | | | | | | |
| Q.3 Was the programme / module delivered clearly? | | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Comment: | | | | | | |
| Q.4 Was the aim of the programme / module explained? | | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Comment: | | | | | | |
| Q.5 Was the training room suitable to the training programme / module? | | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Comment: | | | | | | |
| Q.6 How would you rate the following? (Please tick) | | | | | | |
| | Excellent | Good | Fair | Poor | | |
| Resources & equipment | | | | | | |
| Approachability of tutor (s) | | | | | | |
| Handouts | | | | | | |
| Exercises/assessments | | | | | | |
| Overall Tutor Support | | | | | | |
| Q.7 Have you any suggested improvements regarding this course / module? | | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Comment: | | | | | | |
| Q.8 Course / Module Outcomes (please tick as appropriate) | | | | | | |
| Certification | Further Training | Work Experience | Employment | Other (please specify) | | |
| | | | | | | |
| Comment: | | | | | | |

**GOVERNMENT DEGREE COLLEGE ARTS AND COMMERCE
ADILABAD - 504001**

**DEPARTMENT OF COMMERCE
AND
COMPUTER APPLICATIONS**



COMMERCE CLUB

**A Report on the 15-Day Certificate Course on
Leadership and Management Skills**

2019 – 2020

For B.Com. Final Year Students

From 11th July 2019 to 25th July 2019

Time: 4:00 PM to 5:00 PM


Venue: Computer Applications Lab

GOVERNMENT DEGREE COLLEGE ARTS AND COMMERCE - ADILABAD
DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS
COMMERCE CLUB

Date: 20-07-2023

NOTICE

All the B.Com students of this college have been informed that "15-Day Certificate Course on Leadership and Management Skills" is conducting by the department of commerce. The course commences from 10th July 2023 the duration of course is 15 days. The classes are held 4.00 pm to 5.00 pm. The course is open for B.Com III year students. Certificate will be awarded to the participants on successful completion of course for further details contact course Coordinator Sri K. Chandrabanti.


Principal
Govt. Degree College for Women
ADILABAD