

GOVERNMENTDEGREECOLLEGE
BELLAMPALLY, MANCHERIALTELANGANA - 504251
(Accredited with 'B' Grade by NAAC)

ACADEMICYEAR2022-23



CERTIFICATECOURSE

ON

“FUNDAMENTALS OF A COMPUTER”

FOR

**NON-COMPUTER SCIENCE
STUDENTS**

(From24-11-2022to03-02-2023)

Organized by
Kampelli Rama Raju
Guest Lecturer in Computers

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PREFACE

Computer skill has been on high demand and an essential for teaching community in every respect of their profession and career development. These days no field is expected faster growth and advancement without the knowledge and utilization of computer. As it is known there is no task that a computer could do with the efficiency and accuracy.

The impact and the spread of computer have been increasing day after day because of its competence caliber and economy. The advancement of a society or individual is vastly influenced by the usage of computer.

In this regard, it is clear that knowledge of computers would definitely give faster and full development in every respect of life.

M. Gopal
Principal
Government Degree College
Bellampally

“FUNDAMENTALS OF A COMPUTER”

Name of the College	Government Degree College, Bellampally
Name of the Course	“FUNDAMENTALS OF A COMPUTERS”
Type	Certificate Course
Duration	45 Hours
Eligibility	Any I/II/III Degree Student
Timing	3.30 pm to 4.30 pm
Fees	Free Course
Year of introduction of Course	2022-23
Commencement	From 24-11-2022 to 03-02-2023
In take capacity/No. of Trainees	40 members
Introduction/Course Objectives	<ul style="list-style-type: none"> ➤ Know basic computer operations ➤ Understand basics of computer software ➤ Introduce text processing and spreadsheet programs
Course outcomes/Benefits of the course	<ul style="list-style-type: none"> ❖ Demonstrate Problem-Solving Skills ❖ Utilize Web Technologies ❖ Apply basic Network Principles
Curriculum design	The curriculum is designed in 3 modules(chapters)
Syllabus	<p>Chapter1: Operating System</p> <p>Chapter 2: Ms-Office</p> <p>Chapter3: Internet/Browsing</p>
Name of the Course Coordinators	<p>K.Rama Raju Lecturer in Computers</p> <p>Ch. Mallesh Lecturer in Computers</p> <p>T. Suman TSKC Mentor</p>

COMPUTER COURSE–SCHEDULE

GOVERNMENT DEGREE COLLEGE, BELLAMPALLY

Course Syllabus

SL.NO	DATE	TIME	TOPIC NAME	THEORY/PRACTICAL
1	24-Nov-22	3.30 pm to 4.30 pm	Introduction of a computer/ History of a Computer	Theory
2	25-Nov-22	3.30 pm to 4.30 pm	Evaluation of computer/ Generation of a computer	Theory
3	26-Nov-22	3.30 pm to 4.30 pm	Characteristic/classification of a	Theory
4	28-Nov-22	3.30 pm to 4.30 pm	Block diagram of computer/ Types of a computer	Theory
5	29-Nov-22	3.30 pm to 4.30 pm	Input/output Devices	Theory
6	30-Nov-22	3.30 pm to 4.30 pm	Memory Devices/ Hardware tools	Theory
7	1-Dec-22	3.30 pm to 4.30 pm	Showing Elements of computer	Theory
8	2-Dec-22	3.30 pm to 4.30 pm	Functions of a Operating System/types of OS	Theory
9	3-Dec-22	3.30 pm to 4.30 pm	DOS	Theory
10	5-Dec-22	3.30 pm to 4.30 pm	Practice internal commands	Practical
11	6-Dec-22	3.30 pm to 4.30 pm	Practice External commands	Practical
12	7-Dec-22	3.30 pm to 4.30 pm	Windows	Practical
13	8-Dec-22	3.30 pm to 4.30 pm	Control Panel/Accessories	Theory
14	9-Dec-22	3.30 pm to 4.30 pm	Start menu explain	Theory
15	12-Dec-22	3.30 pm to 4.30 pm	Practice of OS	Practical
16	13-Dec-22	3.30 pm to 4.30 pm	Explain Ms-Word	Theory/ Practical
17	14-Dec-22	3.30 pm to 4.30 pm	Menu bar	Theory/ Practical
18	15-Dec-22	3.30 pm to 4.30 pm	Tool bar	Theory/ Practical
19	16-Dec-22	3.30 pm to 4.30 pm	Create a new Document	Practical
20	17-Dec-22	3.30 pm to 4.30 pm	Edit Options	Practical
21	19-Dec-22	3.30 pm to 4.30 pm	Mail merge practice	Theory
22	20-Dec-22	3.30 pm to 4.30 pm	Printing user data	Theory
23	21-Dec-22	3.30 pm to 4.30 pm	Creating Paragraphs/Letters	Practical
24	22-Dec-22	3.30 pm to 4.30 pm	small test on word	Practical
25	23-Dec-22	3.30 pm to 4.30 pm	Explain Ms-Excel	Practical
26	24-Dec-22	3.30 pm to 4.30 pm	Menu bar	Practical
27	27-Dec-22	3.30 pm to 4.30 pm	Tool bar	Practical
28	28-Dec-22	3.30 pm to 4.30 pm	Create a new work/spread sheet	Practical
29	30-Dec-22	3.30 pm to 4.30 pm	Edit Options	Practical
30	31-Dec-22	3.30 pm to 4.30 pm	Analysis and takes Graphs,,charts	Practical
31	2-Jan-23	3.30 pm to 4.30 pm	Cell Formation and sorting	Practical
32	3-Jan-23	3.30 pm to 4.30 pm	small test on Excel	Practical
33	5-Jan-23	3.30 pm to 4.30 pm	Explain Ms-Power point	Practical
34	6-Jan-23	3.30 pm to 4.30 pm	Menu bar/ Tool bar	Practical
35	7-Jan-23	3.30 pm to 4.30 pm	Create a new presentation/ Edit Options	Practical
36	9-Jan-23	3.30 pm to 4.30 pm	Create a new presentation/ Edit Options	Theory/ Practical
37	11-Jan-23	3.30 pm to 4.30 pm	Create a new presentation/ Edit Options	Practical
38	12-Jan-23	3.30 pm to 4.30 pm	Create a new presentation/ Edit Options	Practical
39	19-Jan-23	3.30 pm to 4.30 pm	small test on Power point	Practical
40	20-Jan-23	3.30 pm to 4.30 pm	Explain Internet and browsing	Theory
41	21-Jan-23	3.30 pm to 4.30 pm	E-mail and Gmail creating	Practical
42	23-Jan-23	3.30 pm to 4.30 pm	Open SEO	Theory
43	1-Feb-23	3.30 pm to 4.30 pm	Advantages/Disadvantages of internet	Theory
44	2-Feb-23	3.30 pm to 4.30 pm	Functions of a Operating System/types of OS	Theory
45	3-Feb-23	3.30 pm to 4.30 pm	Exam	Theory/ Practical

Aims & Objectives of the course

1. To introduce basic structure of computers
2. To impart a basic level appreciation program for the common man
3. To use the computer for basic purposes like preparing personnel/business letters, using the internet, generating e-mails, using internet banking services etc.,
4. To maintain individual accounts on computers, to browse information and to enjoy the world of Information Technology.

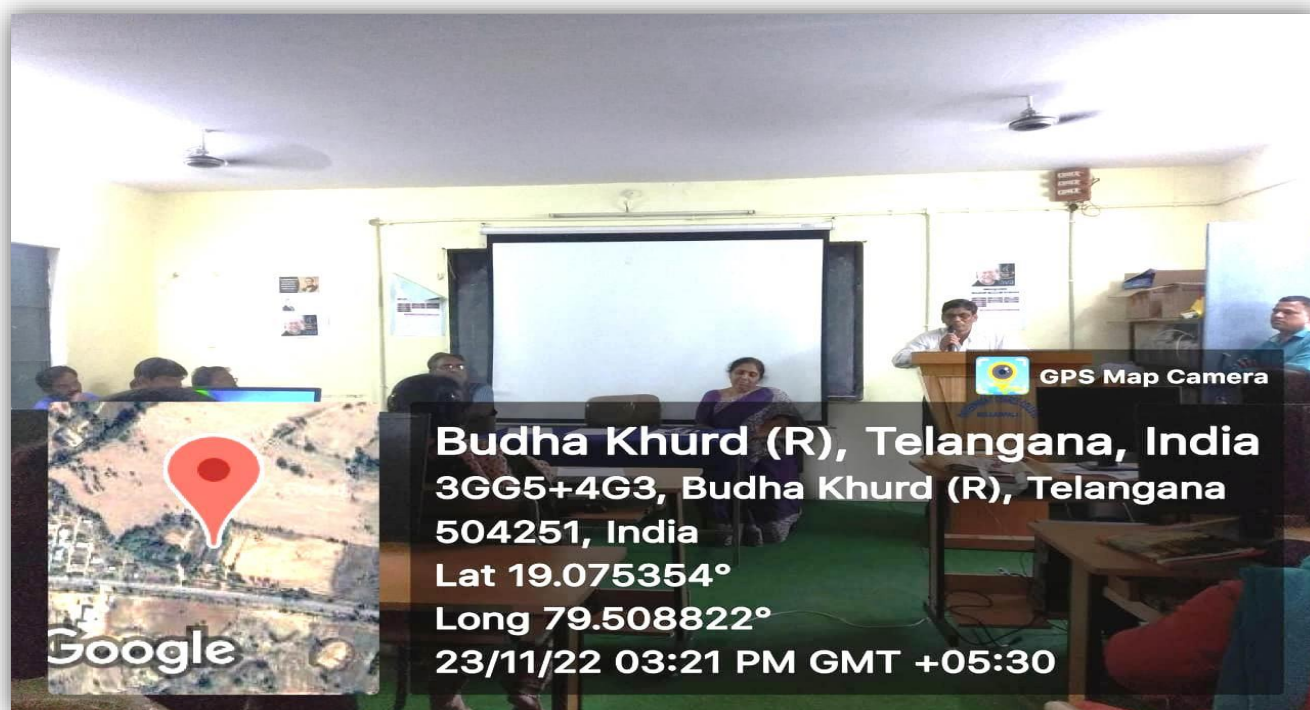
The curriculum is designed in 3 modules

Chapter 1: Operating System

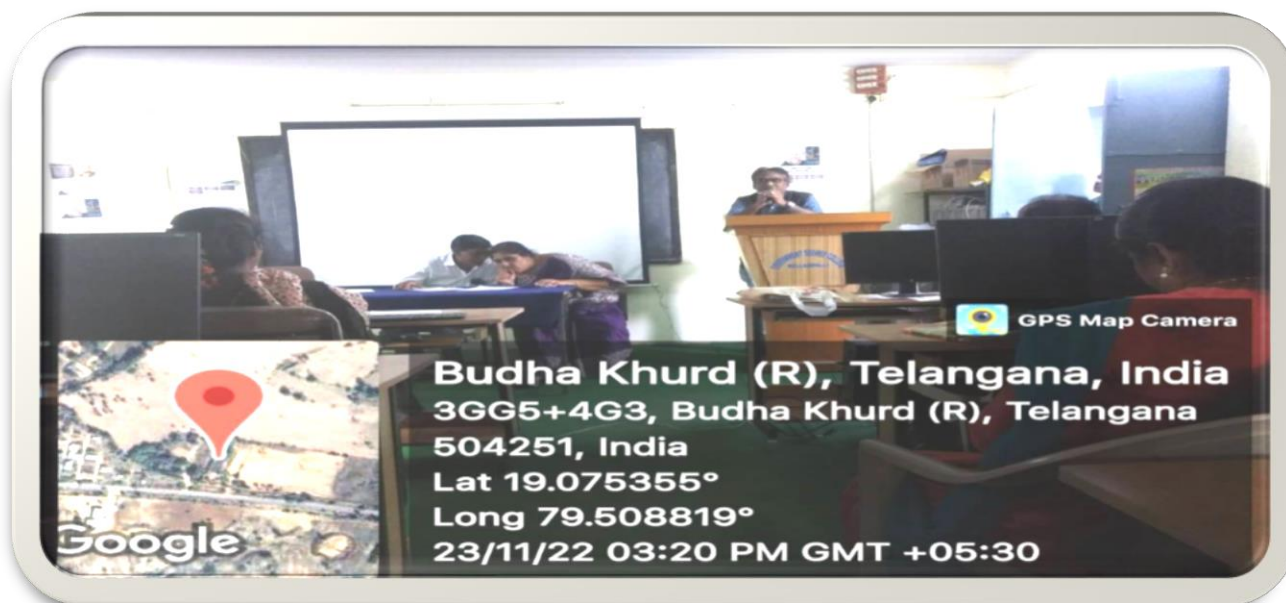
Chapter 2: Ms-Office

Chapter 3: Internet/Browsing.

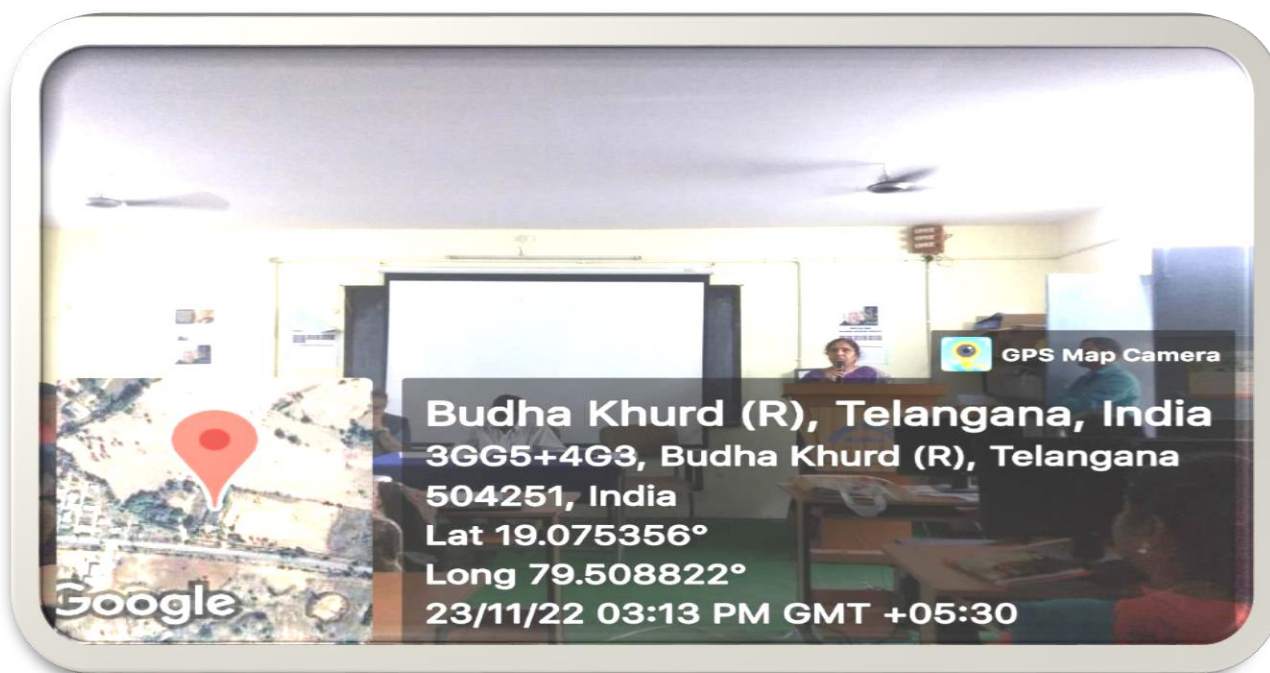
PHOTOGALLERY



Principal, Sri M.Gopal address the students on the inaugural session of the course



IQAC Coordinator, Sri Dr.T.S.Praveen Kumar explains the students on the inaugural ceremony of the course

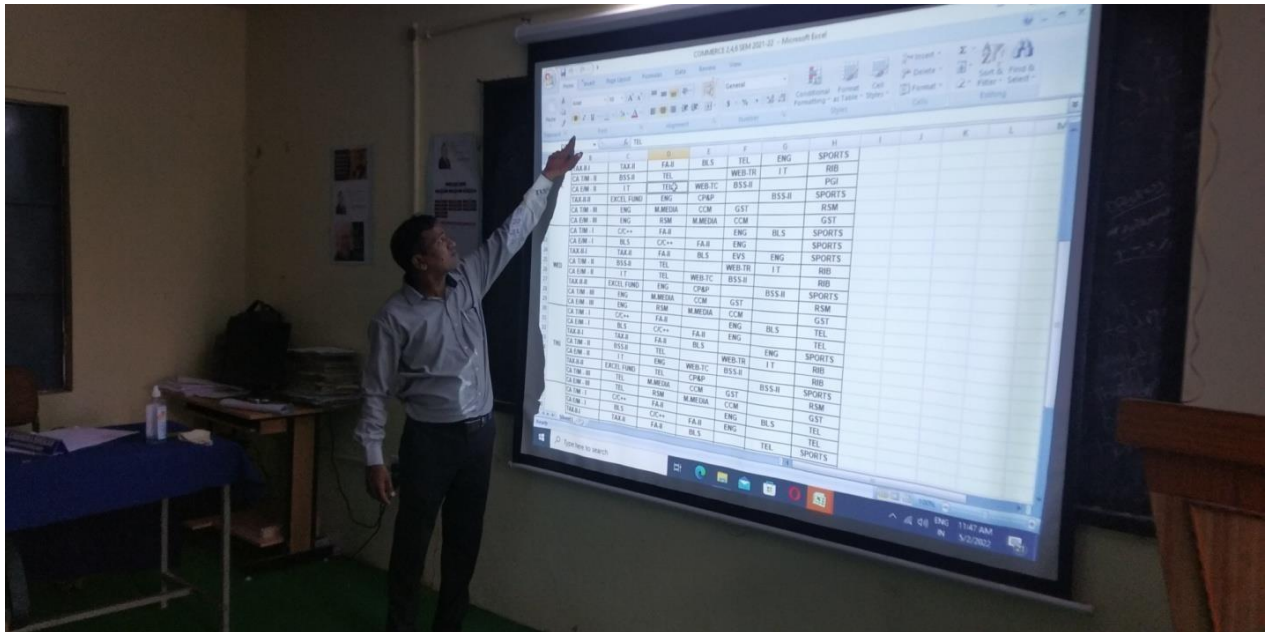


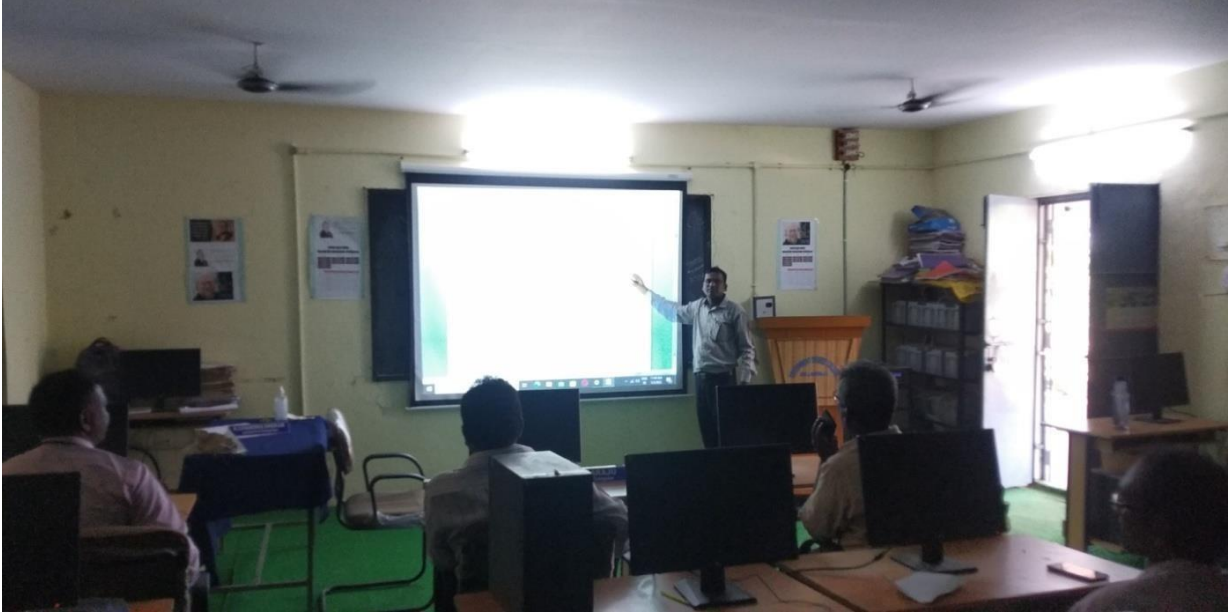
Smt.P.Sreelatha, Academic Coordinator encouraging the students in the inaugural session



Sri K.Rama Raju, Computer Faculty conducting the Certificate Course







Trainer Sri.K.Rama Raju,Teaching to Importance of Ms-Office and Internet.

Government Degree College, Bellampally.

Q 1. Which programs reduce the size of the files so that they occupy lesser space on the disk?

- (A) Backup
- (B) Uninstall Program
- (C) File Compression
- (D) Disk Cleanup

Q 2. Popular network operating systems include all of the following EXCEPT

- (A) NetWare
- (B) Windows NT Server
- (C) Windows XP
- (D) Microsoft DOS

Q 3. Type of software that can be described as "end-user" software

- (A) DOS
- (B) application software
- (C) system software
- (D) operation software

Q 4. _____ provides the user interface, controls the computers resources and runs programs.

- (A) Drivers
- (B) Desktop
- (C) Operating system
- (D) Menus

Q 5. _____ utility identifies non essential files on the hard disk and erases them only when user allows their erasure.

- (1) Backup
- (2) Uninstall Program
- (3) File Compression
- (D) Disk Cleanup

Q 6. Which of these operating system does not have a graphical user interface ?

- (1) Windows 95
- (2) Mac OS
- (3) Linux
- (D) Ms Dos

Q 7. GUI stands for

- (A) Graphical User Interest
- (B) Greater User Interface
- (C) Graphical User Interface
- (D) Graphical Union Interface

Q 8. _____ are also known as Service programs.

- (A) OS
- (B) Device Drivers
- (C) Utilities
- (D) Desktop

Q 9. _____ is a 16-bit code designed to support international languages like Chinese and Japanese.

- (A) Unicode
- (B) EBCDIC
- (C) ASCII
- (D) Digital

Q 10. Following are the units of memory.

- (A) Megabytes
- (B) Gigabytes
- (C) Bytes

Q 11. From the given list, which is not a type of Memory Chip

- (A) ASCII
- (B) RAM
- (C) ROM
- (D) CMOS

Q 12. The smallest unit in a digital system is a

- (1) Mega Byte
- (2) text
- (3) bit
- (D) character

Q 13. ALU performs two types of operations, _____

- (A) Arial and Circular
- (B) Arithmetic and Logical

- (C) Central and circular
- (D) Arial and Linear

Q 14. ROM stands for

- (A) Read Access memory
- (B) Read only memory
- (C) Random Access Memory
- (D) Raw Access Memory

Q 15. "Microprocessor" and "Memory" are the important component of _____

- (A) System unit
- (B) Input Devices
- (C) Desktop
- (D) Output Device

Q 16. Which among the following is smallest in size ?

- (A) Notebooks System unit
- (B) Tablet PC's
- (C) PDA System Unit
- (D) Desktop System unit

Q 17. A 32 bit word computer can access _____ bytes at a time.

- (A) 4
- (B) 16
- (C) 32
- (D) 8

Q 18. Which of these is not an output device?

- (A) Monitor
- (B) Plotter
- (C) Joystick
- (D) Printer

Q 19. Ink-jet, laser and thermal are common types of _____.

- (A) Keyboard
- (B) Mouse
- (C) Monitors
- (D) Printers

Computer Liner GK Questions – Click here

Q 20. Which is the most Common type of Audio-Output Device.

- (A) Monitor
- (B) Speaker
- (C) Keyboard
- (D) Printer

Top 100 Important Computer Related Full Form-Click Here

Q 21. Who is known as father of computer?

- (A) Charles Babbage
- (B) Tim Berners Lee
- (C) Douglas Carl Engelbart
- (D) Sabeer Bhatia

Q 22. The first computer was for commercial use was

- (A) MANIAC
- (B) ENIAC
- (C) UNIVAC
- (D) Edvac

Q 23. In which city is India's First Post Office ATM opened?

- (A) Chennai
- (B) New Delhi
- (C) Hyderabad
- (D) Mumbai

Q 24. Vacuum Tubes were used by _____ Generation of Computers.

- (A) First
- (B) Second
- (C) Third
- (D) Fourth

Q 25. Which of the following basic operation are performed by a computer?

- (A) Arithmetic operation
- (B) Logical Operation
- (C) Storage and retrieval
- (D) All of these

Q 26. The word 'computer' was derived from which of the following languages?

- (A) French
- (B) Latin
- (C) German
- (D) Spanish

Q 27. The first mechanical computer designed by Charles Babbage was called

- (A) Abacus
- (B) Analytical Engine
- (C) Calculator
- (D) Processor

Q 28. CPU consists of ____

- (A) Arithmetic and Logical unit and Register
- (B) Arithmetic and Logical Unit, Register and Control unit
- (C) System unit and Memory
- (D) Hard disk and Control unit

Q 29. A device that is connected to a computer but it is NOT part of the core computer architecture is known as

- (A) Processing Device
- (B) Memory Device
- (C) Peripheral Device
- (D) On-Board Device

Q 30. Program Counter (PC) register stores the

- (A) Address of the first memory block
- (B) Address of the last memory block
- (C) Address of the next instruction to be executed
- (D) Size of the primary memory

Q 31. In which of the following version of computer, microprocessor was used?

- (A) First generation computer
- (B) Fourth generation computer
- (C) Third generation computer
- (D) Second generation computer

Q 32. First Mini computer was-

- (A) ENIAC
- (B) PDP-8
- (C) UNISAC
- (D) EDVAC

Q33. Which device sends information to a computer system for processing?

- (A) Monitor
- (B) Printing
- (C) Input
- (D) Output

34. The Device that a physical image into a digital one is called;

(A) Scanner

(B) Image Converter

(C) Printer

(D) Recorder

Q 35. The Technology of scanning that recognized handwritten text and printed text is:

(A) MICR

(B) OMR

(C) OCR

(D) BCR

Q 36. Which key deletes the character to the left of the cursor ?

(A) End

(B) Backspace

(C) Home

(D) Delete

Q 37. Ctrl, shift and alt are called

(A) Adjustment keys

(B) Function keys

(C) Modifier keys

(D) Alphanumeric keys

Q 38. Which of the following is used by banking industry for faster processing of large volume of cheques?

(A) Bar-code Reader

(B) OCR

(C) MICR

(D) OMR

Q 39. Print-device resolutions are measured in

(A) Dots per inch

(B) Bits per inch

(C) Pictures per inch

(D) Images per inch

Q 40. What does VGA stand for?

(A) Vector Graphics Association

(B) Video Graphics Association

(C) Vector Graphics Array

(D) Video Graphics Array

Q 41. The most important characteristic of a monitor is

(A) Clarity

(B) Dot pitch

(C) Resolution

(D) Refresh rate

Q 42. The keyboard keys that are labeled F1, F2 and so on are called

(A) Typewriters keys

(B) Function keys

(C) Special purpose keys

(D) Numeric keys

Q 43. Which of the the following device is not from pointing type of device?

- (A) Mouse
- (B) Touch screen
- (C) Keyboard
- (D) Joystick

Q 44. Which of the following device is used to play fast computer games?

- (A) Touch Surface
- (B) Touch screen
- (C) Joystick
- (D) Track ball.

Q 45. _____ translates and executes program at run time line by line

- (A) Compiler
- (B) Interpreter
- (C) Linker
- (D) Loader

Q 46. Unwanted repetitious messages, such as unsolicited bulk e-mail is known as

- (A) Spam
- (B) Trash
- (C) Calibri
- (D) Courier

Q 47. Which among the following is responsible for allocating IP addresses and managing the domain name system?

- (A) Domain name warehousing
- (B) Internet Corporation For Assigned Names and Numbers
- (C) Internet Assigned Numbers Authority
- (D) None of these

Q 48. A generic name for Intel processors released after the original 8086 processor is _____?

- (A) Pentium
- (B) x86
- (C) Pentium 286
- (D) None of these

Q49. A network that is connected to the Internet, but uses encryption to scramble all the data sent through the Internet is called ?

- (A) My network
- (B) Virtual private Network
- (C) Social Network
- (D) None of these

Q 50. The software tool that enable a user to interact with computer for a specific purpose are known as?

- (A) Application
- (B) Hardware
- (C) Networked software
- (D) None of these

Program Outcomes

1. Students will develop logical and analytical skills required in the present world of cut-throat competition and information technology.
2. Students will acquire ethical and techno-sensitive skills.
3. Students will adapt themselves according to the changing dynamics of the IT industry.
4. Students will use knowledge gained for dissemination of computer skills for social awareness.
5. It helps to bridge the gap between IT industries and institutes by incorporating the latest developments into the curriculum.

Last day of Certificate Course and Distribution of Certificates to Students







Government Degree College



Bellampally Dist : Mancherial(T.S)

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Certified by ISO 9001:2015

Fundamentals of a Computer



CERTIFICATE

Certified that Ms./Mr./Sri _____ has successfully

completed the Certificate Course on "Fundamentals of a Computer" (FOC) conducted by Department of Computer Science

from 24-11-2022 to 03-02-2023 (45 hrs duration), Government Degree College, Bellampally.

K.Rama Raju
Department In-charge

P.SreeLatha
Academic Coordinator

Dr.T.S.Praveen Kumar
IQAC Coordinator

M.Gopal
Principal (FAC)