GOVERNMENTDEGREECOLLEGEBELLAMPALLY, 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 ofcomputer. Asitisk nown the reisnotask that a computer could dowith 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"
Туре	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	From24-11-2022to03-02-2023
In take capacity/No. of Trainees	40 members
Introduction/Course Objectives	 Know basic computer operations Understand basics of computer software Introduce text processing and spreadsheet programs
Course outcomes/Benefits of the course	 Demonstrate Problem-Solving Skills Utilize Web Technologies Apply basic Network Principles
Curriculum design	The curriculum is designed in 3modules(chapters)
Syllabus	Chapter1:Operating System Chapter 2: Ms-Office Chapter3:Internet/Browsing
Name of the Course Coordinators	K.Rama Raju Lecturer in Computers Ch. Mallesh Lecturer in Computers T. Suman TSKC Mentor

COMPUTER COURSE-SCHEDULE

		GOVERNMENT	DEGREE COLLEGE,BELLAMPALLY	
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CL PIO	DATE	TIBAE	Course Syllabus	THEODY/DDACTICA:
SL.NO	DATE	71ME	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.

ATTENDANCE SHEET OF STUDENTS

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Thecurriculumisdesignedin3 modules

Chapter1: Operating System

Chapter 2: Ms-Office

Chapter3: Internet/Browsing.

PHOTOGALLERY



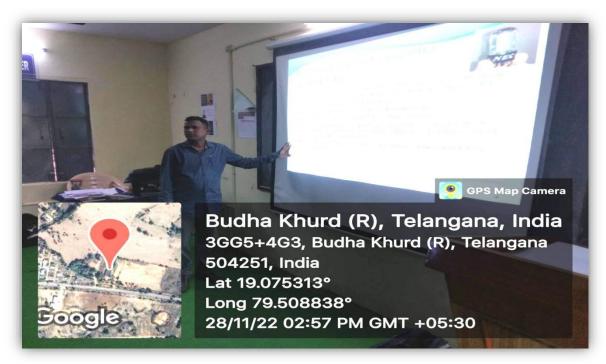
Principal, Sri M.Gopal address the students on the inaugural session of the course



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?	Q 5utility identifies non essential files on the hard disk and erases them only when user allows their erasure.						
(A) Backup	(1) Backup						
(B) Uninstall Program	(2) Uninstall Program						
(C) File Compression	(3) File Compression						
(D) Disk Cleanup	(D) Disk Cleanup						
Q 2. Popular network operating systems include all of the following EXCEPT	Q 6. Which of these operating system does not have a graphical user interface ?						
(A) NetWare	(1) Windows 95						
(B) Windows NT Server	(2) Mac OS						
(C) Windows XP	(3) Linux						
(D) Microsoft DOS	(D) Ms Dos						
Q 3. Type of software that can be described as "end-user" software	Q 7. GUI stands for						
	(A) Graphical User Interest						
(A) DOS	(B) Greater User Interface						
(B) application software	(C) Graphical User Interface						
(C) system software	(D) Graphical Union Interface						
(D) operation software							
Q 4provides the user interface,	Q 8are also known as Service programs.						

(A) OS

(C) Utilities

(D) Desktop

(B) Device Drivers

controls the computers resources and runs

programs.

(A) Drivers

(B) Desktop

(D) Menus

(C) Operating system

Q 9is a 16-bit code designed to support international languages like Chinese	(C) Central and circular
and Japanese.	(D) Arial and Linear
(A) Unicode	Q 14. ROM stands for
(B) EBCDIC	(A) Read Access memory
(C) ASCII	(B) Read only memory
(D) Digital	(C) Random Access Memory
Q 10. Following are the units of memory.	(D) Raw Access Memory
A) Megabytes	# 1 # 1 # 1 # 1 # 1 # 1 # 1 # 1 # 1 # 1
(B) Gigabytes	Q 15. "Microprocessor" and "Memory" are the important component of
C) Bytes	(A) System unit
	(B) Input Devices
Q 11. From the given list, which is not a type of Memory Chip	(C) Desktop
A) ASCII	(D) Output Device
B) RAM	
C) ROM	Q 16. Which among the following is smallest in size?
D) CMOS	(A) Notebooks System unit
Q 12. The smallest unit in a digital system is a	(B) Tablet PC's
(1) Mega Byte	(C) PDA System Unit
(2) text	(D) Desktop System unit
(3) bit	
(D) character	Q 17. A 32 bit word computer can access bytes at a time.
Q 13. ALU performs two types of	(A) 4
operations,	(B) 16
(A) Arial and Circular	(C) 32
(B) Arithmetic and Logical	(D) 8

Q 18. Which of these is not an output device?	Q 22. The first computer was for commercia use was
(A) Monitor	(A) MANIAC
(B) Plotter	(B) ENIAC
(C) Joystick	(C) UNIVAC
(D) Printer	(D) Edvac
Q 19. Ink-jet, laser and thermal are common	
types of	Q 23. In which city is India's First Post Office ATM opened?
(A) Keyboard	(A) Chennai
(B) Mouse	(B) New Delhi
(C) Monitors	
(D) Printers	(C) Hyderabad (D) Mumbai
	(b) Wulfibal
Computer Liner GK Questions – Click here	O 24 Macrim Tubes were weed by
	Q 24. Vacuum Tubes were used by Generation of Computers.
Q 20. Which is the most Common type of Audio-Output Device.	(A) First
(A) Monitor	(B) Second
(B) Speaker	(C) Third
(C) Keyboard	(D) Fourth
(D) Printer	
Top 100 Important Computer Related Full Form-Click Here	Q 25. Which of the following basic operation are performed by a computer?
The same of the sa	(A) Arithmetic operation
Q 21. Who is known as father of computer?	(B) Logical Operation
(A) Charles Babbage	(C) Storage and retrieval
(B) Tim Berners Lee	(D) All of these
(C) Dougles Carl Engelbart	
(D) Sabeer Bhatia	

Q 30. Program Counter (PC) register stores Q 26. The word 'computer' was derived from the which of the following languages? (A) Address of the first memory block (A) French (B) Address of the last memory block (B) Latin (C) Address of the next instruction to be (C) German executed (D) Spanish (D) Size of the primary memory Q 27. The first mechanical computer designed Q 31. In which of the following version of by Charles Babbage was called computer, microprocessor was used? (A) Abacus A) First generation computer (B) Analytical Engine (B) Fourth generation computer (C) Calculator (C) Third generation computer (D) Processor D) Second generation computer Q 28. CPU consists of Q 32. First Mini computer was-(A) Arithmetic and Logical unit and Register (A) ENIAC (B) Arithmetic and Logical Unit, Register and (B) PDP-8 Control unit (C) UNISAC (C) System unit and Memory (D) EDVAC (D) Hard disk and Control unit Q33. Which device sends information to a computer system for processing? Q 29. A device that is connected to a A) Monitor computer but it is NOT part of the core (B) Printing computer architecture is known as (C) Input (A) Processing Device (D) Output (B) Memory Device (C) Peripheral Device 34. The Device that a physical image into a (D) On-Board Device digital one is called:

(B) Image Convertor	(C) MICP					
(B) Image Converter	(C) MICR					
(C) Printer	(D) OMR					
(D) Recorder						
	Q 39. Print-device resolutions are measured in					
Q 35. The Technology of scanning that	(A) Dots per inch					
ecognized handwritten text and printed text s:	(B) Bits per inch					
A) MICR	(C) Pictures per inch					
B) OMR	(D) Images per inch					
C) OCR						
D) BCR	Q 40. What does VGA stand for?					
	(A) Vector Graphics Association					
36. Which key deletes the character to the	(B) Video Graphics Association					
eft of the cursor ?	(C) Vector Graphics Array					
(A) End	(D) Video Graphics Array					
(B) Backspace						
(C) Home	Q 41. The most important characteristic of a					
(D) Delete	monitor is					
	(A) Clarity					
2 37. Ctrl, shift and alt are called	(B) Dot pitch					
(A) Adjustment keys	(C) Resolution					
(B) Function keys	(D) Refresh rate					
(C) Modifier keys	O.43. The keybeard level the					
(D) Alphanumeric keys	Q 42. The keyboard keys that are labeled F1, F2 and so on are called					
Q 38. Which of the following is used by	(A) Typewriters keys					
banking industry for faster processing of large	(B) Function keys					
volume of cheques?	(C) Special purpose keys					
(A) Bar-code Reader						

D) Numeric keys	and the le				
	Q 47. Which among the following is				
the following daying is not	responsible for allocating IP addresses and managing the domain name system?				
43. Which of the the following device is not rom pointing type of device?					
rom pointing type or device.	(A) Domain name warehousing				
(A) Mouse	(B) Internet Corporation For Assigned Names				
(B) Touch screen	and Numbers				
(C) Keyboard	(C) Internet Assigned Numbers Authority				
(D) Joystick	(D) None of these				
Q 44. Which of the following device is used to	Q 48. A generic name for Intel processors				
play fast computer games?	released after the original 8086 processor is				
(A) Touch Surface	?				
(B) Touch screen	(A) Pentium				
• •	(B) x86				
(C) Joystick					
(D) Track ball.	(C) Pentium 286				
	(D) None of these				
Q 45translates and executes	Q49. A network that is connected to the				
program at run time line by line	Internet, but uses encryption to scramble all				
(A) Compiler	the data sent through the Internet is called ?				
	(A) My network				
(B) Interpreter	(B) Virtual private Network				
(C) Linker	(C) Social Network				
(D) Loader					
	(D) None of these				
0.46 Unwanted constitutions	Q 50. The software tool that enable a user to				
Q 46. Unwanted repetitious messages, such as unsolicited bulk e-mail is known as	interact with computer for a specific purpose				
(A) Spam	are known as?				
(B) Trash	(A) Application				
	(B) Hardware				
(C) Calibri	(C) Networked software				
(D) Courier	(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.
- 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













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Fundamentals of a Computer



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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.

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