

GOVERNMENT DEGREE COLLEGE, BELLAMPALLY

DISTRICT MANCHERIAL

TELANGANA, 504251



FUNDAMENTALS OF COMPUTERS

(CERTIFICATE COURSE)

From 03-09-2019 to 06-11-2019

ACADEMIC YEAR 2019-20

Organized by

Department of Commerce

INDEX

S.NO	NAME OF THE CONTENT	PAGE NO
1	PREFACE	
2	CURRICULUM	
3	OBJECTIVES OF THE COURSE	
4	SCHEDULE	
5	ENROLLEMENT LIST	
6	STUDENTS ATTENDANCE	
7	FEEDBACK AND ANALYSIS	
8	PHOTO GALLERY	
9	PRESS CLIPPINGS	
10	ENCLOSURES	

PREFACE

Computer skill has been on high demand and an essential part of life. 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 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 influence by the usage of computer.

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

M. Gopal,

Principal

Government Degree College,

Bellampally

GOVERNMENT DEGREE COLLEGE, BELLAMPALLY

Dist. -MANCHERIAL, TELANGANA, 504251

FUNDAMENTALS OF COMPUTER

(CERTIFICATE COURSE)

Name of the college	Government Degree College, Bellampally
Name of the department	Department of Commerce
Name of the course	Fundamentals of Computer
Type(certificate skill oriented course)	Value added Certificate course
Duration	36 Hours
Eligibility	Nil (Anyone can join this course)
Timing	09.00 A.M TO 10.00 A.M
Fees	Nil
Year of introduction of course	2019-2020
Commencement	03-09-2019 To 06-11-2019
Intake capacity	25 students
Introduction/Course Objectives	To make the students learn self –employment skills Developing hidden talent Giving an opportunity to earn and learn
Course outcomes/Benefits of the course	After completion of this course students will be able to become self employed They will be able to develop Computers and Office management and designing

	<p>skills.</p> <p>They will also be able to run computer teacher.</p>
Curriculum design	The curriculum is designed in six modules(chapters)
Syllabus	<p>Chapter 1: What Is A Computer?</p> <p>Chapter 2: Operating System.</p> <p>Chapter 3: Ms-Word.</p> <p>Chapter 4: Ms-Excel.</p> <p>Chapter 5: Ms-Power Point.</p> <p>Chapter 6: Internet/Browsing</p> <p>Practice</p> <p>Exam</p>
Name of the course Coordinators	<p>K.Shanker lecturer in commerce</p> <p>M.Thirupathi lecturer in commerce,</p>

FUNDAMENTALS OF COMPUTER COURSE – SCHEDULE

SL.NO	DATE	TIME	TOPIC NAME	THEORY/PRACTICAL
1	03-09-2019	09.00A.M TO10.00 A.M	Introduction of a computer/ History of a Computer	Theory
2	04-09-2019	09.00A.M TO10.00 A.M	Evaluation of computer/ Generation of a computer	Theory
3	05-09-2019	09.00A.M TO10.00 A.M	Characteristic/classification of a computer	Theory
4	06-09-2019	09.00A.M TO10.00 A.M	Block diagram of computer/ Types of a computer	Theory
5	07-09-2019	09.00A.M TO10.00 A.M	Input/output Devices	Theory
6	09-09-2019	09.00A.M TO10.00 A.M	Memory Devices/ Hardware tools	Theory
7	10-09-2019	09.00A.M TO10.00 A.M	Showing Elements of computer	Theory
8	11-09-2019	09.00A.M TO10.00 A.M	Functions of a Operating System/types of OS	Theory
9	12-09-2019	09.00A.M TO10.00 A.M	DOS Commands(internal/Externals)	Theory
10	13-09-2019	09.00A.M TO10.00 A.M	Windows	Theory
11	16-09-2019	09.00A.M TO10.00 A.M	Control Panel/Accessories	Practical
12	17-09-2019	09.00A.M TO10.00 A.M	Start menu explain	Practical
13	18-09-2019	09.00A.M TO10.00 A.M	Practice of OS	Theory
14	19-09-2019	09.00A.M TO10.00 A.M	Explain Ms-Word	Theory
15	20-09-2019	09.00A.M TO10.00 A.M	Menu bar	Practical
16	21-09-2019	09.00A.M TO10.00 A.M	Tool bar	Theory/ Practical
17	23-09-2019	09.00A.M TO10.00 A.M	Create a new Document	Theory/ Practical
18	24-09-2019	09.00A.M TO10.00 A.M	Edit Options	Theory/ Practical

19	25-09-2019	09.00A.M TO10.00 A.M	Mail merge practice	Practical
20	26-09-2019	09.00A.M TO10.00 A.M	Printing user data	Practical
21	27-09-2019	09.00A.M TO10.00 A.M	Explain Ms-Excel	Theory
22	21-10-2019	09.00A.M TO10.00 A.M	Menu bar	Theory
23	22-10-2019	09.00A.M TO10.00 A.M	Tool bar	Theory
24	23-10-2019	09.00A.M TO10.00 A.M	Create a new work/spread sheet	Practical
25	24-10-2019	09.00A.M TO10.00 A.M	Edit Options	Practical
26	25-10-2019	09.00A.M TO10.00 A.M	Analysis and takes Graphs ,charts	Practical
27	26-10-2019	09.00A.M TO10.00 A.M	Cell Formation and sorting	Practical
28	28-10-2019	09.00A.M TO10.00 A.M	Explain Ms-Power point	Practical
29	29-10-2019	09.00A.M TO10.00 A.M	Menu bar/ Tool bar	Practical
30	30-10-2019	09.00A.M TO10.00 A.M	Create a new presentation/ Edit Options	Practical
31	31-10-2019	09.00A.M TO10.00 A.M	Slide show/templates	Practical
32	01-11-2019	09.00A.M TO10.00 A.M	Explain Internet and browsing	Practical
33	02-11-2019	09.00A.M TO10.00 A.M	E-mail and Gmail creating	Theory
34	04-11-2019	09.00A.M TO10.00 A.M	Open SEO	Practical
35	05-11-2019	09.00A.M TO10.00 A.M	Advantages/Disadvantages of internet	Practical
36	06-11-2019	09.00A.M TO10.00 A.M	Exam	Theory/ Practical

The curriculum is designed in six modules

Chapter 1: What Is A Computer?

Chapter 2: Operating System.

Chapter 3: Ms-Word.

Chapter 4: Ms-Excel.

Chapter 5: Ms-Power Point.

Chapter 6: Internet/Browsing

GOVERNMENT DEGREE COLLEGE, BELLAMPALLY,
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Event Name: Certificate course in
Fundamental of Computer

Academic Year: 2019-20
 Date: _____

S.NO	Name of the student	Group/year	Signature
1	Samudrala Sravani	B.Sc (MPC) 1 st year	S. Sruja
2	Nesirella Manasa	B. Sc (MPC) 1 st year	Manasa
3	Koduri Bhavani	B. Sc (MPC) 1 st year	Bhavani
4	Tekam sravanthi	B. Sc (MPC) 1 st year	sravanthi
5	puza manasa	B.Sc BZC 1 st year	P. Manasa
6	Pellam Jayanthi	B.Sc BZC 1 st year	P. Jayanthi
7	Durgam Meghana	B.Sc, BZC 1 st year	D. Meghana
8	Dagum Laxmi	" "	D. Laxmi
9	Bukhya Sandhya	" "	B. Sandhya Reddy
10	A. Krishnaveni	" "	A. Krishnaveni
11	E. Maheshwari	" "	E. Maheshwari
12	S. Romya Sri	" "	S. Romya Sri
13	P. Jyothi	" "	P. Jyothi
14	D. Jyothi	" "	D. Jyothi
15	B. Shivisha	" "	B. Shivisha
16	P. Anjamma	" "	P. Anjamma
17	M. Chandrakala	" "	M. Chandrakala
18	D. Srikanth	" "	Srikanth
19	R. Saisima	" "	R. Saisima
20	B. Ananya	B. Com (CA) 1 st year	B. Ananya
21	G. Sandana	B. Com (CA) 1 st year	G. Sandana
22	M. Ashwini	B. Com (CA) 1 st year	M. Ashwini
23	S. Parvathi	" "	S. Parvathi
24	J. Vasudhara	B. Com 2 nd year	J. Vasudhara
25	D. Smita	B. Com 2 nd year	D. Smita



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 Dist. Mancherial (T.S.)

(PROGRAMME - CO-ORDINATOR)
 KAMPALLY SHANKER



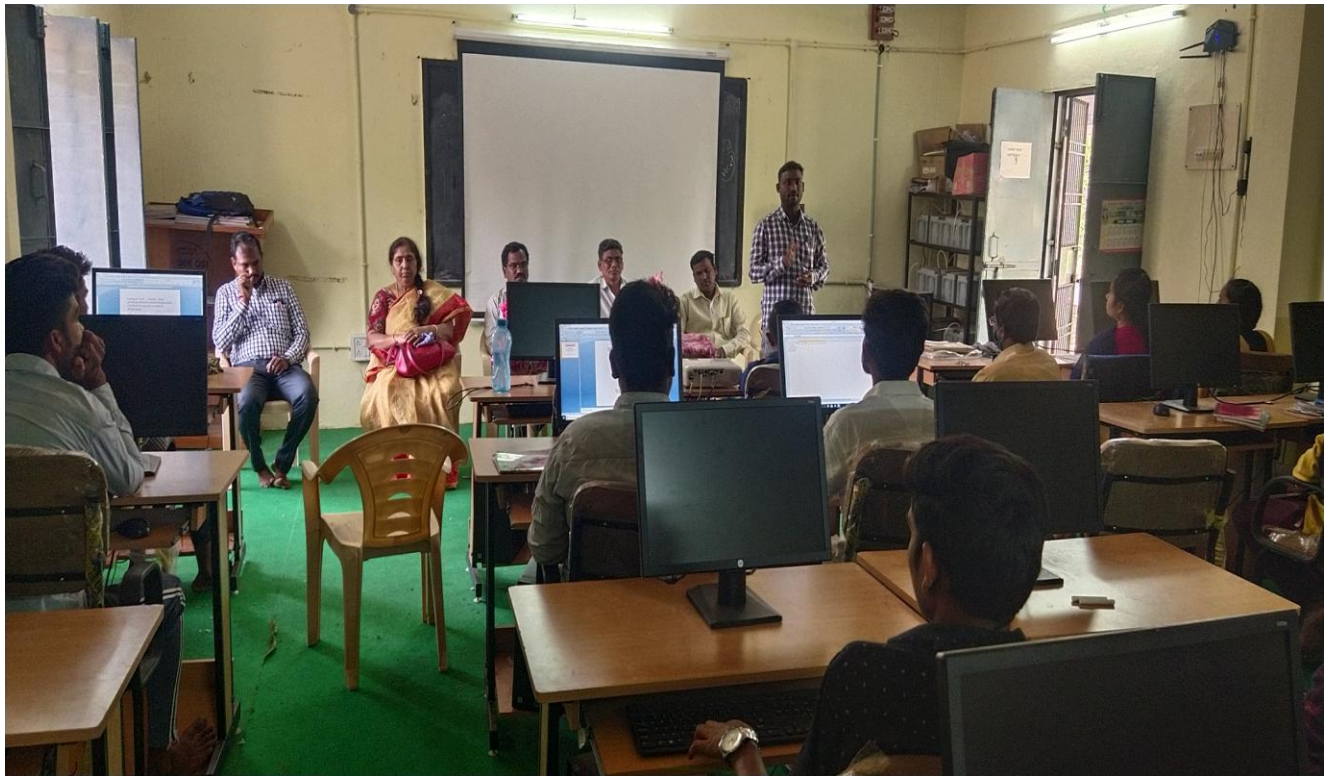
Sri M.Gopal, Principal addressing the students on the inaugural day of the course



Sri K.Shanker, lecturer in commerce , addressing the students on the inaugural day of the program



Sri K.Rama Raju, Course Instructor, addressing the students on the inaugural day of the program





Government Degree College, Bellampalli

Certificate

This is to Certify Mr/Miss/Mrs. _____,
completed his/her course in FUNDAMENTALS OF COMPUTERS
Conducted by Department of Commerce, year 2019-20,
Government Degree College, Bellampally.

Course -Instructor

Co-ordinators

Principal

GOVERNMENT DEGREE COLLEGE, BELLAMPALLY
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TELANGANA, 504251

FEED BACK FORM ON FUNDAMENTALS OF COMPUTER COURSE

Name of the participant *A. Krishnaveni*
Programme and year: *B.Sc. B.C. Ist year*

1. Were objectives of the course clear to you Yes/No
2. The course contents met with your expectations Yes/No
3. The curriculum module was well planned Yes/No
4. The Course exposed you to new designs and practices Yes/No
5. Was the practical work adequate or not Yes/No
6. Was the instructor encouraged the participants Yes/No
7. Was the instructor's performance adequate to the course out comes Yes/No
8. Were objectives of the course realized or not Yes/No
9. Do you think that this course increased your skills towards Self Employment? YES/No

A. Krishnaveni
Signature of the participant

GOVERNMENT DEGREE COLLEGE, BELLAMPALLY

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FEED BACK FORM ON FUNDAMENTALS OF COMPUTER COURSE

Name of the participant E. Maheshwari

Programme and year: BSc. (BZC) 1st year

1. Were objectives of the course clear to you Yes/No
2. The course contents met with your expectations Yes/No
3. The curriculum module was well planned Yes/No
4. The Course exposed you to new designs and practices Yes/No
5. Was the practical work adequate or not Yes/No
6. Was the instructor encouraged the participants Yes/No
7. Was the instructor's performance adequate to the course out comes Yes/No
8. Were objectives of the course realized or not Yes/No
9. Do you think that this course increased your skills towards Self Employment? YES/No

E. Maheshwari
Signature of the participant

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FEED BACK FORM ON FUNDAMENTALS OF COMPUTER COURSE

Name of the participant B. shirisha
Programme and year: BSC (B2C) 1st year

1. Were objectives of the course clear to you Yes/No
2. The course contents met with your expectations Yes/No
3. The curriculum module was well planned Yes/No
4. The Course exposed you to new designs and practices Yes/No
5. Was the practical work adequate or not Yes/No
6. Was the instructor encouraged the participants Yes/No
7. Was the instructor's performance adequate to the course out comes Yes/No
8. Were objectives of the course realized or not Yes/No
9. Do you think that this course increased your skills towards Self Employment? YES/No

B. shirisha
Signature of the participant

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Date: 30-08-2019

CIRCULAR

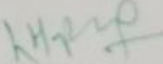
As per Commissioner ate of Collegiate Education, Telangana Instructions department of Commerce organizing skill oriented short term certificate course in FUNDAMENTALS OF COMPUTERS from 03-09-2019 To 06-11-2019 for students in our college. Interested candidates may register their names with Sri.K.Shankar Lecturer in Commerce on or before 30-08-2019

Course timings: 09.00 AM to 10.00 PM

Course Coordinators

K.Shanker, lecturer in commerce

M.Thirupathi, lecturer in commerce,


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