GOVERNMENT DEGREE COLLEGE ARTS AND COMMERCE

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 1st March 2021 to 10th March 2021

Time: 4:00 to 5:00

Venue: Computer Applications Lab

2020– 2021

GOVERNMENT DEGREE COLLEGE ARTS AND COMMERCE

ADILABAD

DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS

COMMERCE CLUB

NOTICE

Date: 20-12-2021

All the B.Com students of this college here by informed that "10 DAY certificate course in Introduction to Computer System" is conducting by the department of commerce and computer application. The course commence from1st March 2021 the duration of course in 10days.The classes are held 4:00pm to 5:00pm. The course is open for all B.Com IIIyear students. Certificate will be awarded to the participants on successful completion of course for further details contact course Coordinator Govind.

Coordinator

K. Govind

K. CHANDRAKANTH

M. Savithri

Principal

Principal (FAC)
Govt. Degree College Arts & Commerce
ADILABAD-(T.S.)

List of Participants:

SNo	Hallticket No	Name of the Student	Course
1	49182215	NAITHAM MAHESHWARI	B Com CA III year
2	49192201	ALAMADRI MOUNIKA	B Com CA III year
3	49192202	ASAM SOUMYA	B Com CA III year
4	49192204	DESHETTI AKSHAYA	B Com CA III year
5	49192205	EMBADI SRUJANA	B Com CA III year
6	49192206	ENDLA PRIYANKA	B Com CA III year
7	49192207	GODAPURAM KAVYASRI	B Com CA III year
8	49192208	GUMMULA VARNA	B Com CA III year
9	49192210	KUMBHOJI AKHILA	B Com CA III year
10	49192211	KUMROJU RUSHIKA	B Com CA III year
11	49192212	MAHESHWARI	B Com CA III year
12	49192213	METTE POOJA	B Com CA III year
13	49192214	PEDDIWAR RAJITHA	B Com CA III year
14	49192215	PURASTHULA LAVANYA	B Com CA III year
15	610192050	SATHROJI SREEYA	B Com CA III year
16	48172211	KARAM SUVINKUMAR	B Com CA III year
17	48192401	BOGGULA SAI KIRAN	B Com CA III year
18	48192402	DAHIKAMBLE ANIKETH	B Com CA III year
19	48192403	JUNAID AHMED	B Com CA III year
20	48192405	MALYALA JAMES	B Com CA III year
21	48192409	SYED AHMED	B Com CA III year

22	48192410	WAGMARE TARUN KUMAR	B Com CA III year
23	48192414	CHITYALA SAIPRIYA	B Com CA III year
24	48192417	KANUKA ARCHANA	B Com CA III year
25	48192422	SELVA SANJANA	B Com CA III year
26	48192002	MAKODE PRAJWAL	B Com Gen III year
27	48192005	SALAM SEETARAM	B Com Gen III year
28	48192019	BISSE ANILKUMAR	B Com Gen III year
29	48192203	JADHAV PRADEEP	B Com Gen III year
30	48192205	KUMRA HANMANTHU	B Com Gen III year
31	48192206	SIDAM AMOL	B Com Gen III year
32	48192208	BOLLU SHREYA	B Com Gen III year

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: 32

LIST OF FACULTY MEMBERS:

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

TARGET LEARNERS: College Students

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

A BRIEF REPORT:

The Certificate Course Programme commenced with a welcome address by Smt. K Govind, Lecturer in Computer Applications. He 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 Chandrakanth expressed his gratitude towards the trainer for an enlightening session. A formal vote of thanks was proposed by Ms. S.Sreya 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

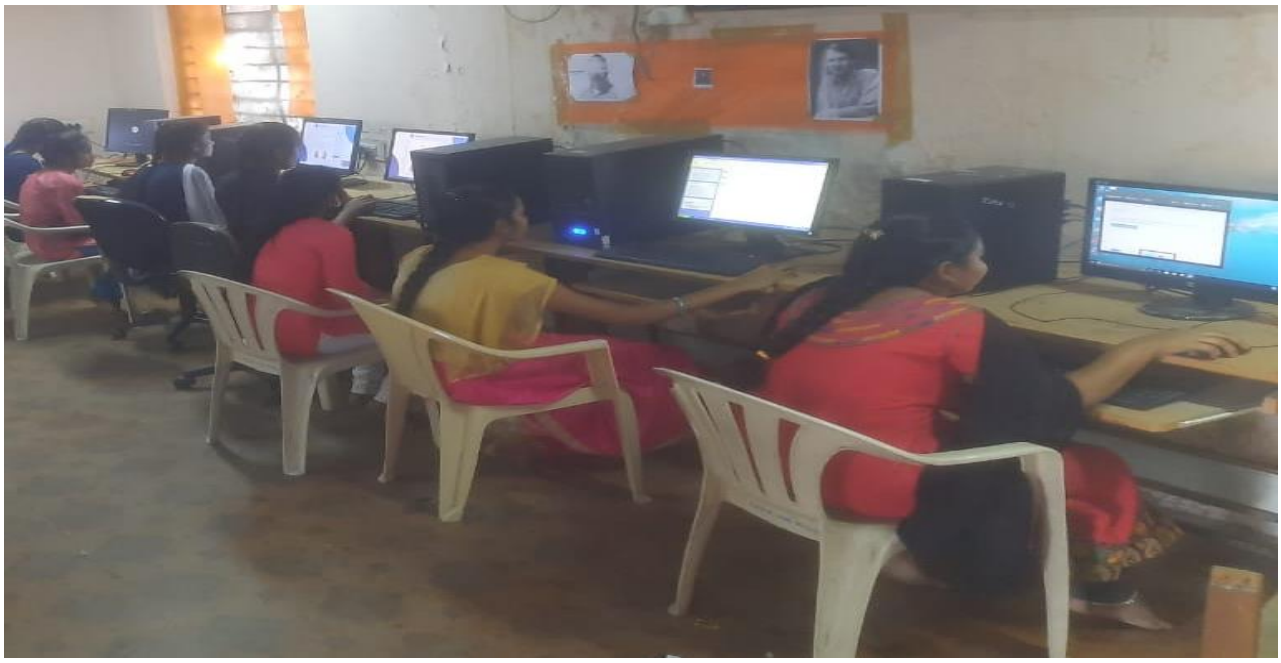
5.6.2 Accessing Web Browser

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 Amol

For completing the 10Day certificate course in "**Introduction to Computer System**"
held from 1st March 2021 to 10th March 2021

Co-ordinator *Principal*

LEARNER FEEDBACK FORM

Learner Name:	Title of Course / Module / Training Activity

Q.1 Did the training meet your learning objectives?	Yes ☐	No ☐
Comment:		
Q.2 How do you intend to apply what you learned?		
Comment:		
Q.3 Was the programme / module delivered clearly?	Yes ☐	No ☐
Comment:		
Q.4 Was the aim of the programme / module explained?	Yes ☐	No ☐
Comment:		
Q.5 Was the training room suitable to the training programme / module?	Yes ☐	No ☐
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 ☐	No ☐
Comment:		

Q.8 Course / Module Outcomes **(please tick as appropriate)**

Certification	Further Training	Work Experience	Employment	Other (please specify)
Comment:				