

**GOVERNMENT DEGREE COLLEGE**  
**KARVETINAGARAM, CHITTOOR (DT), A.P.**



**CERTIFICATE COURSE**  
**ON**  
**Fundamentals of Computers**

**Organized by**

**Department of Computer Science**

GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST.

DEPARTMENT OF COMPUTER SCIENCE

Brief Report on  
Certificate course on "Fundamentals of Computers"

A certificate course on Fundamentals of Computers was inaugurated on 28<sup>th</sup> March 2023 in this college by the Principal Dr. S. Vijuyulu Reddy. The course duration was one month. This course was run free of cost to the student by the Department of Computer Science. The course was run by Smt. P. Lavanya. The course was conducted one hour per day including Practical's. Thirty students are enrolled in this course.

In Charge

*P. Lavanya*

*S. Vijayulu Reddy*  
PRINCIPAL  
Govt. Degree College  
KARVETINAGAR - 517582  
Chittoor Dt. A.P.

**Principal**

GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST.

Karvetinagaram  
Date: 23-03-2023

**CIRCULAR**

All the B.A B.Com & B.Sc and Senior Inter students are hereby informed that the Department of Computer science is going to commence a certificate course on "**Fundamentals of Computers**" from 28<sup>th</sup> March 2023 in the afternoon sessions.

Duration of the Course: One month only

Course Fee: Free of cost

For further details contact P. Lavanya, Department of Computer Science

*P. Lavanya*

Lecturer- in charge

*S. M. S.*  
PRINCIPAL  
Govt. Degree College  
KARVETINAGAR - 517582  
Chittoor Dt. A.P.

PRINCIPAL



GOVTMENT DEGREE COLLEGE  
KARVETINAGARAM  
CHITTOOR DIST. AP. 517582



Certificate Course  
On  
Fundamentals of Computers

Eligibility: All B.Sc., B. Com, B.A. &  
Senior Inter

Registration Fee: Free

Registration Start : 28-03-2023

Registration End : 30-04-2023

Duration of Course : One Month

Course Start : 28-03-2023

Organized by  
Department of Computer Science

**GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST**

**Certificate Course on "Fundamentals of Computers"**

**SYLLABUS**

Total Hours:30

**Unit I**

**Introduction: Computer Basics:** Introduction to Computer, History, Characteristics, Types, Application, Basic Components, Computer Architecture, etc.

**Number Systems:** Introduction to Number System, Classification and Types of Number System, Base Conversion, using Shortcut Method, etc.

**Unit II**

**Hardware and Software:** Introduction, Computer Memory, Peripherals, Output Devices, Software, and Requirements, etc.

**Windows XP:** Features, Comparison, Windows XP installation, Activating and Security features, User Accounts, Getting Help, etc.


**Unit III**

**MS Word:** Introduction, Windows Interface, Word Application, Viewing Documents, Basic and Advanced Formatting, Navigating through a Word Document, Printing Documents, Preview, etc.

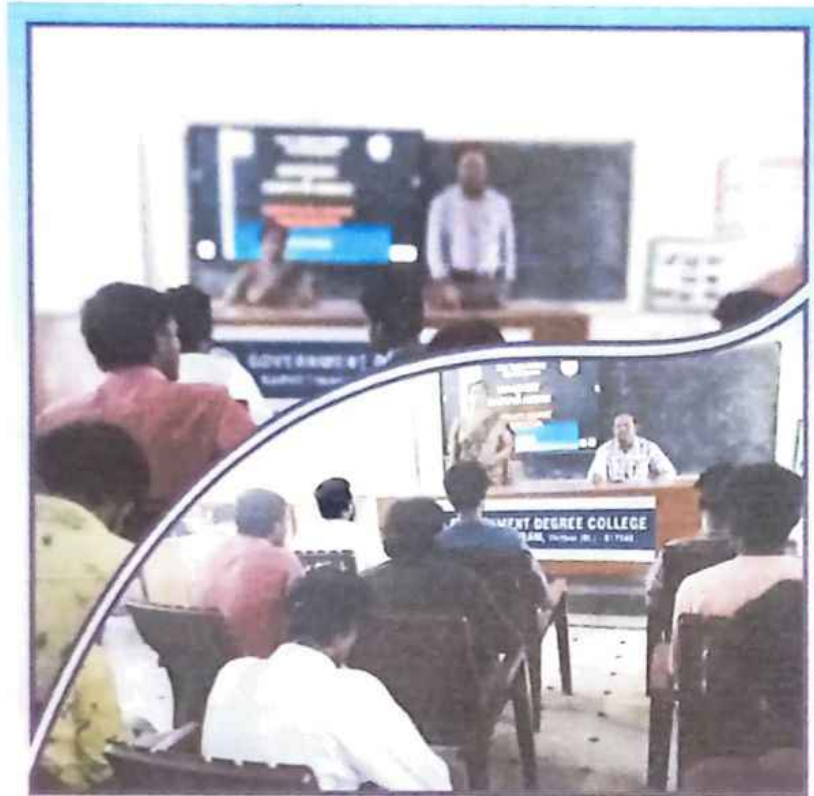
**Excel 2007:** Introduction to Excel, Workbook, Worksheet, Formatting, Advanced formatting, Printing worksheets, etc

**MS PowerPoint:** MS PowerPoint Introduction, Creating Presentations, Basic and Advanced Formatting, Using Templates, Inserting charts and tables, etc.

*P. Lavanya*

  
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**GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM**  
**DEPARTMENT OF COMPUTER SCIENCE**  
**INAUGURATION PROGRAM FOR CERTIFICATE COURSE ON**  
**Fundamentals of Computers**



*S. M. J.*  
PRINCIPAL  
Govt. Degree College  
KARVETINAGAR - 517502  
Chittoor Dt. A. P.

# GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM

DEPARTMENT OF COMPUTER SCIENCE 2022-23


CERTIFICATE COURSE ON "Fundamentals of Computers"

List of Students Enrolled & Signatures:

CERTIFICATE COURSE ON "THE FUNDAMENTALS OF COMPUTERS"

## ENROLLED STUDENTS LIST

S.NO	NAME OF THE STUDENT	COURSE	SIGNATURE
1	B ASWINI	I B.A (H.E.P)	B. Aswini
2	C MOUNIKA	I B.A (H.E.P)	C. Mounika
3	M LAKSHMI	I B.A (H.E.P)	M. Lakshmi
4	T CHANDRALEKHA	I B.A (H.E.P)	T. Chandralekha
5	P GAYATHRI	II B.A (H.E.P)	P. Gayathri
6	S DEEPA	II B.A (H.E.P)	S. Deepa
7	T REEPA	II B.A (H.E.P)	T. Reepa
8	G. PRIMAATHA	II B.A (H.E.P)	G. Primalatha
9	K POOJA	SENIOR INTERMEDIATE	K. Poja
10	C SRAVANTHI	SENIOR INTERMEDIATE	C. Sravanthi
11	M LIKITHA	SENIOR INTERMEDIATE	M. Likitha
12	T SWATHI	SENIOR INTERMEDIATE	T. Swathi
13	K VARSHITHA	SENIOR INTERMEDIATE	K. Varshitha
14	T SHRIYA	SENIOR INTERMEDIATE	T. Shriya
15	T NANDINI	SENIOR INTERMEDIATE	T. Nandini
16	M GANESH	I B.A (H.E.P)	M. Ganesh
17	T MOHAN BABU	I B.A (H.E.P)	T. Mohan Babu
18	B HARUN	I B.A (H.E.P)	B. Harun
19	K RIYAZ	I B.A (H.E.P)	K. Riyaz
20	P SASIDHAR	I B.A (H.E.P)	P. Sasidhar
21	A ABHI	II B.A (H.E.P)	A. Abhi
22	P SHEKAR	II B.A (H.E.P)	P. Shekar
23	T BHASKAR	II B.A (H.E.P)	T. Bhaskar
24	M PRUDHIVIRAJ	SENIOR INTERMEDIATE	M. Prudhiviraj
25	S RAGHU	SENIOR INTERMEDIATE	S. Raghu
26	P RAJKUMAR	SENIOR INTERMEDIATE	P. Rajkumar
27	N ARAVINDH	SENIOR INTERMEDIATE	N. Aravindh
28	A DILEEPKUMAR	SENIOR INTERMEDIATE	A. Dileepkumar
29	E KISHOR	SENIOR INTERMEDIATE	E. Kishor
30	M NAVIEN REDDY	SENIOR INTERMEDIATE	M. Navien Reddy

  
PRINCIPAL  
Govt. Degree College  
KARVETINAGAR - 517502  
Chittoor Dt. A.P.

DEPARTMENT OF COMPUTER SCIENCE 2022-23

ATTENDANCE SHEET

FOR

CERTIFICATE COURSE ON "COMPUTER SKILLS"

Certificate course on Fundamentals of Computing Sec-23

Pupils Attendance Register పిల్లల హాజరుపట్టి

Sl. No.	Name	Date												Total	Remarks
		1	2	3	4	5	6	7	8	9	10	11	12		
1	L. Madhavi	/	/	/	/	/	/	/	/	/	/	/	/	12	
2	L. Lakshmi	/	/	/	/	/	/	/	/	/	/	/	/	12	
3	M. Lakshmi	/	/	/	/	/	/	/	/	/	/	/	/	12	
4	J. Chandrabhalu	/	/	/	/	/	/	/	/	/	/	/	/	12	
5	J. Deepthi	/	/	/	/	/	/	/	/	/	/	/	/	12	
6	S. Lakshmi	/	/	/	/	/	/	/	/	/	/	/	/	12	
7	T. Deepa	/	/	/	/	/	/	/	/	/	/	/	/	12	
8	K. Lakshmalatha	/	/	/	/	/	/	/	/	/	/	/	/	12	
9	K. Anjali	/	/	/	/	/	/	/	/	/	/	/	/	12	
10	S. Sravanthi	/	/	/	/	/	/	/	/	/	/	/	/	12	
11	J. Lakshmi	/	/	/	/	/	/	/	/	/	/	/	/	12	
12	P. Anjali	/	/	/	/	/	/	/	/	/	/	/	/	12	
13	T. Lakshmi	/	/	/	/	/	/	/	/	/	/	/	/	12	
14	T. Shilpa	/	/	/	/	/	/	/	/	/	/	/	/	12	
15	S. Anandini	/	/	/	/	/	/	/	/	/	/	/	/	12	
16	M. Ganesh	/	/	/	/	/	/	/	/	/	/	/	/	12	
17	E. Nataraj Babu	/	/	/	/	/	/	/	/	/	/	/	/	12	
18	E. Tharun	/	/	/	/	/	/	/	/	/	/	/	/	12	
19	K. Riyaz	/	/	/	/	/	/	/	/	/	/	/	/	12	
20	P. Saichor	/	/	/	/	/	/	/	/	/	/	/	/	12	
21	A. Abhi	/	/	/	/	/	/	/	/	/	/	/	/	12	
22	P. Chakraborty	/	/	/	/	/	/	/	/	/	/	/	/	12	
23	T. Baishya	/	/	/	/	/	/	/	/	/	/	/	/	12	
24	M. Prudhviraj	/	/	/	/	/	/	/	/	/	/	/	/	12	
25	C. Raghu	/	/	/	/	/	/	/	/	/	/	/	/	12	
26	P. Raj Kumar	/	/	/	/	/	/	/	/	/	/	/	/	12	
27	N. Aravindh	/	/	/	/	/	/	/	/	/	/	/	/	12	
28	A. Dilip Kumar	/	/	/	/	/	/	/	/	/	/	/	/	12	
29	E. Kishan	/	/	/	/	/	/	/	/	/	/	/	/	12	
30	M. Navan Paddy	/	/	/	/	/	/	/	/	/	/	/	/	12	

Sree Srinivas & Co. Ltd.

In Charge

*Plavanga*

*Srinivas*  
PRINCIPAL  
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Chittoor Dt. A.P.

Principal