



ज्ञान - विज्ञानं विमुक्तये

PVKN GOVERNMENT COLLEGE (A)

(Accredited with 'A' Grade by NAAC)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Vellore Road, **CHITTOOR** - 517 002. A.P.

www.pvkngcchittoor.ac.in



P.V.K.N. Govt. College (A)
Chittoor.

Proposal for

Certificate Course

on

**Computer Fundamentals and Office
Automation**

Department of Computer Science

2020 – 21



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Chittoor,
27. 08. 2019.

Departmental Staff Resolution

The faculty members of the Dept. of Computer Science, P.V.K.N. Govt. College (A), Chittoor have met in the Departmental Staff room on 27.08.2020 at 3.00 p.m. and made the following resolutions unanimously.

1. It is resolved to conduct a 40 hour **Certificate Course on Computer Fundamentals and Office Automation**.
2. The Certificate course shall be conducted three hours per week.
3. The certificate course is conducted for the benefit of the UG & PG students of this college and outsiders.
4. It is proposed to collect Rs.300/- as course fee.
5. The following faculty members of the Department shall act as resource persons.

1. Sri Ismail M, Lecturer in Computer Science
2. Sri M Samuel John, Lecturer in Computer Science



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Department of Computer Science

P.V.K.N. Govt. College (A), Chittoor.A.P.517002.

PROPOSAL 2020-21

1. Title of the Course: Certificate Course on Computer Fundamentals and Office Automation

2. Pre-requisites: Intermediate or Graduate

3. Need of the Course:

- ❖ To provide an in-depth training in use of office automation packages, internet etc. essential for common man for day to day office management, and e-governance.
- ❖ To learn about social networking.

4. Target Group:

- ❖ UG & PG Students of P.V.K.N. Govt. College (A).
- ❖ UG & PG students of different colleges in and around Chittoor.

5. Aim of the Course:

This certificate course is designed to familiarize students with the use of Computer to do personal and office works and usage of internet.

6. Course Objectives:

- ❖ To introduce the students the components of a computer and fundamentals of browsing the Internet.
- ❖ To enable the students to create personal, academic and business documents using MS-WORD.
- ❖ To train the students in MS- Excel to perform basic calculations and to create charts and graphs
- ❖ To enable the students to create dynamic presentations with MS-PowerPoint
- ❖ To learn the advantages and usage of YouTube, WhatsApp, Facebook.



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7. Expected Learning Outcomes:

Training the course students into-

- Apply the knowledge of Computers and Office Automation to create various documents in soft copy.
- Able to make use of internet to search and find solutions to various tasks.

8. Course Design:

Eligibility	: Intermediate/Graduate
Course Duration	: 40 hours
Fee Details	: Rs.300/- per student
Resource Person	: All the Faculty members in the Dept. of Computer Science.

9. Course Content:

Theory: 20 h

Unit I 4h

Introduction: Definition of a Computer – Characteristics and Applications of Computers – Block Diagram of a Digital Computer – Central Processing Unit – I/O Devices – Types of Software – MS Windows – Desktop, Computer, Documents, Pictures, Music, Videos, Recycle Bin.

Unit II 4h

Internet Applications: Using Google Chrome, Entering a website address, Searching the Internet, Introduction to Social Networks – WhatsApp, YouTube, Facebook, Twitter, Instagram.

Unit III 4h

MS-Word: Features of MS-Word – MS-Word Window Components – Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables – Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers.

Unit IV 4h

MS-PowerPoint: Features of PowerPoint – Creating a Blank Presentation - Creating a Presentation using a Template – Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures -Inserting Other Objects, Audio, Video – Slide Transition – Custom Animation.



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Unit V

4h

MS-Excel: Overview of Excel features – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Formulae, Referencing cells – Inserting Rows/Columns – Changing column widths and row heights – changing font sizes, colors, – Sorting data, Filtering data.



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Practical: 20 h

- | | |
|---|-----|
| 1. Identifying the Components of a Computer, Creating folders, Renaming folders. | -2h |
| 2. Working with Google Chrome Browser, Creating Google Account, Google Search. | -2h |
| 3. Create your own CV. | -2h |
| 4. Write a leave letter to your higher authorities. | -2h |
| 5. Create your class timetable. | -2h |
| 6. Prepare a presentation on generation of computers- insert images/photos. | -2h |
| 7. Prepare a presentation with animations on the topic Recent technologies in computer science. | -2h |
| 8. Create a worksheet with students data. | -2h |
| 9. Apply mathematical formulas to find total, average, percentage, pass or fail. | -2h |
| 10. Create graphs that represent the percentage of boys and girls in your class. | -2h |

Total **20h**

Total Periods: 40

10. Suggested Reading:

- 1. Computer Fundamentals by Pradeep K Sinha*
- 2. Computer Fundamentals and Internet basics by Rohit Khurana*
- 3. Computer basics with Office Automation by Archana Kumar.*

11. Course Evaluation: 100 marks

- Theory : 60 Marks
 - ❖ 2 Assignments - 10 Marks
 - ❖ Summative Test – 50 Marks
- Practical : 40 Marks
 - ❖ Lab experiment 1 -20 Marks
 - ❖ Lab experiment 2 -20 Marks



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Department of Computer Science

P.V.K.N. Govt. College (A), Chittoor.A.P.517002.

2020-21

Departmental Staff Resolution

**Chittoor,
27. 08. 2020.**

The faculty members of the Dept. of Computer Science, P.V.K.N. Govt. College (A), Chittoor have met in the Departmental Staff room on 27.08.2019 at 3.00 p.m. and made the following resolutions unanimously.

1. The Board of Studies has approved the Departmental proposal to offer a 40 hour **Certificate course on Computer Fundamentals and Office Automation**. Hence it is resolved to start the course in September, 2020.
2. It is unanimously resolved to nominate Sri. Ismail M, as the Course Coordinator for the year 2020-21. Hence the Principal is requested to issue Proceeding for the nomination.
3. The certificate course is conducted for the benefit of the UG & PG students of this college and outsiders. Hence the Principal is requested to issue an Admission notification with the necessary details of the course.
4. The faculty members of the Computer Science Department shall act as resource persons for the course.

Faculty members:

1. Sri Ismail M, Lecturer in Computer Science
2. Sri M Samuel John, Lecturer in Computer Science



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Department of Computer Science
P.V.K.N. Govt. College (A), Chittoor.A.P.517002.
2020-21

Notification for Admission

xx.xx.2020

Applications are invited from the eligible candidates for admission into the Certificate course on Computer Fundamentals and Office Automation for the year 2020-21

Eligibility: Intermediate/Graduate in any discipline.

Fee details: Rs.300/- which includes admission fee, course fee and examination fee.

Duration of Course: 40 Hours

Admission Process: The prescribed application form for the Admission is available in the Department. The filled in applications shall be submitted to the Course Coordinator, Certificate course on Computer Fundamentals and Office Automation, Department of Computer Science, P.V.K.N. Govt. College (A), Chittoor.

Defective applications and applications received after the prescribed date will summarily be rejected and fee once paid will not be refunded or adjusted for any other purpose.

The admission schedule:

Last date of receipt of application: xx.xx.2020

Date of Admission: xx.xx.2020

Class Details: Classes of the course shall be conducted weekly three hours on working days between xx.xx.2020 and xx.xx.2020.

Principal

P.V.K.N. Govt. College (A), Chittoor.



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2020-21

Admission Application

1	Name of the Student	
2	Father/Husband name	
3	Gender	
4	Date of Birth & Age	
5	Educational qualifications	
6	Place of studying/working	
7	Address for Correspondence	
8	Contact number	
9	e-mail ID	
10	Signature of the Applicant	
	Place	
	Date	
For Office Use Only		
11	Admission Number	
12	Fee details	
13	Signature of the Coordinator	



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14	Signature of the Principal	
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2020-21

Division of Syllabus among Faculty members

Unit	Topic	Resource person allotted	Signature of the Resource person
I	Computer Fundamentals		
	MS Windows		
II	Basics of internet		
	Social Networks		
III	MS Word Introduction		
	Creating Documents		
IV	MS PowerPoint Introduction		
	Creating Presentations		
V	MS Excel Introduction		
	Creating Spread Sheets		

