**Course: Computer fundamentals and office automation tools** 

Duration: 30 Hrs from: 20-07-22 to 05-08-22

## **Objective:**

1) Describe the usage of computers and why computers are essential components in business and society.

2) Utilize the Internet Web resources and evaluate on-line e-business system.

3) Solve common business problems using appropriate Information Technology applications and systems.

## **Course Outcomes**

Possess the knowledge of basic hardware peripherals.

• Know and use different number systems and the basics of programming.

Solve basic computational problems with C language.

Apply the basic concepts into solving broader problems.

Registration o the students: 120

No of theory classes : 20

No of practical sessions: 10

Course content: Basic knowledge of computers, input and output device, generations, types of computers, storage device. Memory device and operating system concepts

Types of operating systems, desktop, different icons on the desktop, folder, file creations cut, copy, paste operations

Ms word basics, file creations, saving, copying printing document allighment, table creations, mail merge, header an footer, page no creations etc.

Power point: objective of powerpoint, creation of slides, insert slide animation, slide operations etc. create a power point presentation individual application.





Covernment Degree College NARASANNAPETA  Certificate  This is to certify that		
studying has successfully completed certificate course on "Computer fundamentals and office tools" for a during of 30 Hours from 20-07-2022 to 05-08-2022 conducted by the Department of Computer science in Government Degree College Narasannapeta,		
Srikakulam and obtained Grade  Course coordinator IQAC Coordinator Principal		

## Examinations:

Lab session: