



GOVERNMENT DEGREE COLLEGE

RAZOLE – 533242, EAST GODAVARI (Dist), A.P

NAAC Re-Accredited with 'B' Grade



**GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF COMPUTER APPLICATIONS**

Razole
02-08-2021

To,

The principal
Government Degree College
Razole

Sir,

Sub: Certificate Course-Computer Fundamentals and Office Automation Tools-2020-21
Submission of Work done statements-request for action-reg

I submit that the Department of Computer Applications conducted classes for the Certificate course in Computer Fundamentals and Office Automation Tools 2020-21. The statement showing the work done together with the details of number of hours and the faculty name provided in the statement that follow.

Thanking you sir

Yours faithfully,

P.P. Chandra Bose

(P P Chandra Bose)

ABSTRACT

S.NO	NAME OF THE FACULTY	Total number of hours taken
1	P.P.Chandra Bose Lecturer in Computer Applications	45

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF COMPUTER APPLICATION
Computer Fundamentals and Office Automation Tools 2020-2021
Minutes of Certificate Course

After through discussion the following resolutions are made

Resolutions

- It was resolved to introduce “Computer Fundamentals and Office Automation Tools” certificate course in this academic year 2020-21.
- It is resolved to conduct certificate course for final year students.
- It is resolved to conduct classes for 45 working hours on the syllabus presented.
- Resolved to approve the syllabus and model paper. it is resolved to conduct external examination for 60 marks and internal examinations for 40 marks. Average will be considered marks seminars/Assignment and vive-voce.

P.P. Chandra Bose

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF COMPUTER APPLICATIONS
COMPUTER FUNDAMENTALS AND OFFICE AUTOMATION TOOLS 2020-2021

(August 2021 to September 2021)

Work done statement of Certificate Course

Name of the Lecturer: P.P.Chandra Bose

Subject : Computer

Batch 1

S.NO	DATE	BATCH TIME (4.00 to 5.00 PM)	TOPIC
1	05-08-2021	1Hr	Computer Definition & its applications
2	06-08-2021	1Hr	Block Diagram of a Digital Computer
3	07-08-2021	1Hr	Classification of Computers
4	09-08-2021	1Hr	Primary, Auxiliary and Cache Memory
5	10-08-2021	1Hr	Definition and Types of Operating System
6	11-08-2021	1Hr	MS Windows
7	12-08-2021	1Hr	Features of MS-Word
8	13-08-2021	1Hr	MS-Word Window Components
9	16-08-2021	1Hr	Creating, Editing, Formatting & printing Documents
10	17-08-2021	1Hr	Headers and Footers
11	18-08-2021	1Hr	Insert/Draw Tables, Table Auto format
12	19-08-2021	1Hr	Page Borders and Shading
13	21-08-2021	1Hr	Inserting Symbols, Shapes, Word Art, Page Numbers
14	23-08-2021	1Hr	Spelling and Grammar
15	24-08-2021	1Hr	Mail Merge
16	25-08-2021	1Hr	Overview of Excel features
17	26-08-2021	1Hr	Creating a new worksheet, Entering & editing Text.
18	27-08-2021	1Hr	Formulae, Referencing cells.
19	28-08-2021	1Hr	Types of Function
20	31-08-2021	1Hr	Inserting Rows/Columns.
21	01-09-2021	1Hr	Changing column widths and row heights.
22	02-09-2021	1Hr	Changing font sizes, colors, shading.
23	03-09-2021	1Hr	Charts.
24	04-09-2021	1Hr	Pivot Table.
25	06-09-2021	1Hr	Features of PowerPoint
26	07-09-2021	1Hr	Creating a Blank Presentation
27	08-09-2021	1Hr	Creating a Presentation using a Template
28	09-09-2021	1Hr	Inserting and Deleting Slides in a Presentation
29	11-09-2021	1Hr	Adding Clip Art/Pictures
30	13-09-2021	1Hr	Inserting Other Objects, Audio, Video
31	14-09-2021	1Hr	Resizing and Scaling of an Object

32	15-09-2021	1Hr	Slide Transition
33	16-09-2021	1Hr	Custom Animation.
34	17-09-2021	1Hr	Orientation to Microsoft Access.
35	18-09-2021	1Hr	Create a Simple Access Database.
36	20-09-2021	1Hr	Working with Table Data.
37	21-09-2021	1Hr	Sort and Filter Records
38	22-09-2021	1Hr	Querying a Database.
39	23-09-2021	1Hr	Create Basic Queries.
40	24-09-2021	1Hr	Sort and Filter Data in a Query
41	25-09-2021	1Hr	Create Basic Access Forms.
42	27-09-2021	1Hr	Work with Data on Access Forms.
43	28-09-2021	1Hr	Create a Report.
44	29-09-2021	1Hr	Add Controls to a Report.
45	30-09-2021	1Hr	Format Reports.

Signature of the Lecturer

P.P. Chandra Bose

(P.P.Chandra Bose)

GOVERNMENT DEGREE COLLEGE RAZOLE
DEPARTMENT OF COMPUTER APPLICATIONS
COMPUTER EDUCATION 2020-2021
INTERNAL MARKS AWARD LIST

SL.No	Register No.	Name	Group with me- dium	Marks awarded 40
1	201078100008	KATTA DEE VENA KUMARI	B.Com Gen	35
2	201078100019	VANGA RAJESH	B.Com Gen	36
3	201078100001	BADUGU RAMANA KIRAN	B.Com Gen	37
4	201078100007	MALLADI GAYATHRI	B.Com Gen	34
5	201078100003	GUBBALA B.M.SWAMY	B.Com Gen	32
6	201078100021	CH.UDAYA BALA KIRAN	B.Com Gen	35
7	201078100010	GUBBALA S.S.PRAKASH	B.Com Gen	38
8	201078100011	CH.RATNA KUMARI	B.Com Gen	34
9	201078100012	MOLLESTI ADIESWAR	B.Com Gen	35
10	201078100017	RAVANAM G NANDINI	B.Com Gen	35
11	201078100014	NUKAPEYYI JAYA SRI	B.Com Gen	37
12	201078100015	MADASU DURGA PRASAD	B.Com Gen	36
13	201078100016	KAMISSETT V.V.S. KUMAR	B.Com Gen	35
14	201078100013	PEDAMALLU S.KRISHNA	B.Com Gen	34
15	201078100018	SIDDANTAPU N.SAIRAM	B.Com Gen	38
16	201078100019	YARRAMSETTI PAVAN TEJA	B.Com Gen	37
17	201078100009	KONA PRIYANKA	B.Com Gen	39
18	201078100020	YELLAMELLI SRAVANI	B.Com Gen	36

P.P.Chandra Bose

CERTIFICATE COURSE

GOVERNMENT DEGREE COLLEGE RAZOLE
SYLLABUS FOR CERTIFICATE COURSE IN 2020-21

COMPUTER FUNDAMENTALS & OFFICE AUTOMATION TOOLS

Hours: 45

Unit I

Basics of Computers: Definition of a Computer - Applications of Computers - Block Diagram of a Digital Computer - Classification of Computers based on size and working - I/O Devices. Primary, Auxiliary and Cache Memory - Memory Devices. Definition and Types of Operating System - Functions of an Operating System - MS Windows - Desktop, Computer, Documents, Pictures, Music, Videos, Recycle Bin, Task Bar.

Unit II

MS-Word: Features of MS-Word - MS-Word Window Components - Creating, Editing, Formatting and Printing of Documents - Headers and Footers - Insert/Draw Tables, Table Auto format - Page Borders and Shading - Inserting Symbols, Shapes, Word Art, Page Numbers, Equations - Spelling and Grammar - Thesaurus - Mail Merge.

Unit III

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 - Resizing and Scaling of an Object - Slide Transition - Custom Animation.

Unit IV

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, auto format, changing font sizes, colors, shading.

Unit V

MS Access: Orientation to Microsoft Access - Create a Simple Access Database - Working with Table Data - Modify Table Data - Sort and Filter Records - Querying a Database - Create Basic Queries - Sort and Filter Data in a Query - Perform Calculations in a Query - Create Basic Access Forms - Work with Data on Access Forms - Create a Report - Add Controls to a Report - Format Reports.

References:

1. Fundamentals of Information Technology Including Lab Work by Vinod Babu Bandari, Publishers: Pearson
2. Fundamentals of Computers by V.Raja Raman, Publishers : PHI
3. Microsoft Office 2010 Bible by John Walkenbach, Herb Tyson, Michael R.Groh and Faithe Wempen, Publishers : Wiley

Pattern of Examination

Theory (60 marks)

The students have to write the theory examination for 60 marks 3hours duration.

Practicals(40 marks)

- > Assignments
- > Viva-voce

GOVERNMENT DEGREE COLLEGE RAZOLE
CERTIFICATE COURSE IN CF&OAT
SYLLABUS FOR CERTIFICATE COURSE IN 2020-21
MODEL QUESTION PAPER

TIME: 3Hrs

Max. Marks: 60

Section-A

Answer any **Four** of the following

(4x10=40)

1. Write about Classification of Computers based on size and working. What are various saving and investment options?
2. Draw the block diagram of Computer and explain the functioning.
3. Write the process of mail merge to prepare progress reports of students in MS-Word.
4. Explain the process to inserting, resizing and scaling the objects in MS-Power Point.
5. Write the process to prepare a power point presentation with designs and animations.
6. Write the process to prepare students results table using formulae in MS-Excel.
7. How to Prepare Students Results Table with Total, Percentage and Pass/Fail using Formulas.
8. Write the process how to create a Simple Access Database, Working with Table Data and Modify Table Data.

Section-B

Answer any **FOUR** of the following.

(4x5=20)

9. Define and write the types of Operating Systems.
10. Write the Features of MS-Word
11. Write the Features of MS-Excel.
12. What are the basic queries in MS-Access?
13. Write Types of Functions in MS-Excel.
14. What are the types of effects in Custom Animation?
15. Advantages and Applications MS-Word