

Andhra Christian College  
GUNTUR  
DEPARTMENT OF COMPUTERS

Date: 26-07-2018

**NOTICE**

It is Notified for All concerned that Andhra Christian College, Guntur, is going to start a Certificate course on "INFORMATION TECHNOLOGY" very soon for 1<sup>st</sup> B.Sc, 2<sup>nd</sup> B.Sc & 3<sup>rd</sup> B.Sc students for their benefits in the near future.

**The last date of enrolment is: 31<sup>st</sup> July,2018**

Course Coordinator: **Dr. M. Ratna Raju**, Lecturer, Department of Physics & Computers

**Note:**

1. The course is free of cost and the successful candidates will be issued certificates by college which will help them in future.
2. Admission is on First come First Serve Basis. Number of seats is limited.

*Dr. P.M. Vinay*

**Head of the Department**  
(Department of Physics & Computers)

Dr. P.M. VINAY  
HEAD OF THE DEPT. OF  
PHYSICS & COMPUTER SCIENCES  
Andhra Christian College,  
GUNTUR - 522 001



*M. Ratna Raju*  
Principal  
Andhra Christian College  
GUNTUR

## CERTIFICATE COURSE 2018-19

Department Conducts a Certificate course on "INFORMATION TECHNOLOGY". The Duration of the Course is 30 hours. This course will provide the students an idea of basics of Computers and practical sessions on assembling and service of Information Technology.

### ADD ON COURSE - IT Syllabus

#### Paper I- Introduction to Computers

##### Unit I

What is a computer?- An introduction-uses of computers in modern society-weather forecasting, census, oil exploration, speech recognition, banking, publishing, accounting, research etc.

##### Unit II

History of computers, architecture of computers, characteristics of computers-speed, accuracy, storage and versatility

##### Unit-III

Computer Languages-Evolution of languages, machine language, assemble and high level language, third, fourth and fifth generation languages

##### Unit IV

Interfacing with computers- Input and output devices- keyboard, mouse, scanner, voice recognition systems, optical image systems, touch pad, light pens, sensors, VDU, CRT, HDTV, audio o/p devices.

##### Unit V

Storage devices-primary storage devices-RAM, SRAM, DRAM, ROM-secondary storage devices-magnetic tapes-discs-floppy, hard disk, optical disk, CD, DVD, bubble memory, memory cards, smart cards.

##### References

1. Peter Norton's Introduction to Computers, Sixth Edition, Tata Mc Graw Hill.
2. Fundamentals of Computers, V. Rajaraman, Prentice Hall of India, New Delhi.
3. Computer Fundamentals, P.K. Sinha, BPB Publications, New Delhi.

#### Paper II- Operating Systems and Packages

##### Unit I

Operating System- Categories of OS, Functions of OS

##### Unit II

Windows OS,

##### Unit III

MS-DOS, Linux, UNIX

##### Unit IV

Package I- MS-Office (Word, Excel, Power Point, Access), Information Systems, Automated Office Functions

##### Unit V

Package II- Computer Graphics, Typesetting and Designing, Desk Top Publishing (DTP) Tools and Techniques, Graphic Designing-Basics, Prepress Graphics

##### Practicals

File management in Windows

  
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## ADD-ON CERTIFICATE COURSE DEPARTMENT OF COMPUTERS ATTENDANCE REPORT

Academic year: 2018-19

Timings: 3:00 PM to 5:00 PM

Total hours: 30 hours

S.No	Class No	Name of the student	1 01/08	2 2/08	3 3/08	4 4/08	5 06/08	6 7/08	7 08/08	8 09/08	9 10/08	10 11/08	11 13/08	12 14/08	13 16/08	14 17/08	15 19/08
<b>1<sup>st</sup> B.Sc</b>																	
1	1402	G RAVI BABU	X	X	X	X	X	a	X	X	X	X	X	X	X	a	X
2	1403	S BRAHMAIAH	X	X	X	X	X	X	X	X	a	X	X	X	X	a	X
3	1404	B.CHARAN VARMA	X	X	a	X	X	a	a	a	X	X	X	X	X	X	X
4	1406	K HOSANNA	X	X	X	X	X	X	X	X	a	a	X	X	X	X	X
5	1407	U TIRUMALA	X	a	X	X	X	X	a	X	X	X	X	X	X	X	X
6	1408	K SIVS SATISH	X	X	X	X	X	X	X	a	a	X	a	a	X	X	X
7	1409	N VENKATESWARLU	X	X	a	a	a	X	X	X	X	X	X	X	X	X	X
<b>2<sup>nd</sup> B.Sc</b>																	
8	1401	K ANAND PAUL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	1402	M PHILEMON	X	X	X	X	a	a	X	X	X	X	X	X	X	X	X
10	1403	J DURGA PRASAD	X	X	X	X	X	X	X	a	a	X	X	a	a	a	a
11	1404	P MAHESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	1405	S CHAITANYA	X	X	X	X	X	X	X	X	X	X	a	a	a	X	X
<b>3<sup>rd</sup> B.Sc</b>																	
13	1401	K GAYATHRI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	1402	S PAVAN KUMAR	X	X	a	a	X	X	X	X	X	X	X	X	a	a	X
15	1407	R SAILAJA	X	X	X	X	X	X	a	X	X	X	a	a	X	X	a
16	1409	B ASHOK	X	X	X	X	a	a	X	X	X	X	a	X	X	a	X
17	1410	V RAJ KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	1411	G ERMMANUEL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	1414	S SAGAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	1420	M.SUNDAR KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

*M. K. Kumar*  
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*Allesh*  
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“Ye shall know the Truth and the Truth shall set you free”

# Andhra Christian College::Guntur

(Day, II Shift & P. G.)

Accredited with A-grade by NAAC



Estd. 1885

## CERTIFICATE

This is to certify that Mr. / Ms. \_\_\_\_\_,

Class \_\_\_\_\_, Regd. No. \_\_\_\_\_ has participated and successfully completed Certificate Course in **INFORMATION TECHNOLOGY** conducted by the Department of Computer Science from **01-08-2018 to 18-08-2018**.

*Coordinator*

*Principal*