

**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 1st B.Sc, 2nd B.Sc & 3rd B.Sc students for their benefits in the near future.

The last date of enrolment is: 31st 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.

[Signature]

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

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



[Signature]
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

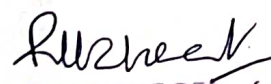
Package II- Computer Graphics, Typesetting and Designing, Desk Top Publishing (DTP) Tools and Techniques, Graphic Designing-Basics, Prepress Graphics

Practicals

File management in Windows


PRINCIPAL
Andhra Christian College
GUNTUR.




HEAD OF THE DEPT. OF
PHYSICS & COMPUTER SCIENCE
Andhra Christian College
GUNTUR - 522 001