TO
The Principal
Govt. Degree College
Palakonda
Parvathhipurm Manyam(Dist)

From
P Uma Sowmith Raju
Department of Library and information Science
Govt.Degree College, Palakonda
Parvathhipurm Manyam(dist)

Respected Sir,

Sub: Request to accord Permission to conduct Certificate course by Department of Library and information Science reg.

Department of Library and information Science would like to conduct a Certificate course programme on "Computer Fundamentals" of hours duration for the students of 1<sup>st</sup> B.A and 1<sup>st</sup> B.Com of GDC, Palakonda from 1<sup>st</sup> October 2022.

Hence I request you to accord permission to organize the above said programme in our

Department.

Thanking you Sir

Yours's faithfully

P Uma Sowmith Raju

### Circular

### Department of Library and information Science

The Department of Library and information Science is going to conduct a Certificate Cours "Computer Fundamentals" of hours duration for the students of 1st B.com of GDC, Palakonda from 1st October 2022.

There is no registration fees. After completion of this course a practical will be conducted and certificate will be given those who got 40 marks in that practical exam

Hence interested candidates are advised to utilize the opportunity and approach P Uma Sowmith Raju, Librarian to enroll themselves in this course on or before 30-09-2022.

### **Certificate Course on Computer Fundamentals**

### Introduction:

Welcome to the Certificate Course on Computer Fundamentals! In this 30-hour program, participants will embark on a journey to develop a solid understanding of the fundamental concepts that underpin modern computing. Whether you are a novice looking to build a strong foundation or someone seeking to refresh and update your computer skills, this course is designed to provide comprehensive insights into the essential aspects of computer systems.

### Objectives:

- 1. Build Foundational Knowledge: Develop a clear understanding of the basic components and architecture of computer systems.
- 2. Enhance Digital Literacy: Strengthen your digital literacy skills to confidently navigate the digital landscape.
- 3. Acquire Practical Skills: Gain hands-on experience with fundamental computer operations, applications, and tools.
- 4. Prepare for Further Learning: Lay the groundwork for more advanced studies in computer science or related fields.
- 5. Boost Employability: Equip yourself with valuable skills that are essential in various professional settings.

### **Outcomes:**

By the end of the course, participants will be able to:

- 1. Understand the key hardware components of a computer and their functions.
- 2. Navigate and utilize common operating systems effectively.
- 3. Perform basic computer operations, file management, and data organization.
- 4. Utilize productivity software, including word processing and spreadsheet applications.
- 5. Recognize and address fundamental cybersecurity concerns.
- 6. Access and evaluate information on the internet responsibly.
- 7. Demonstrate practical problem-solving skills using digital tools.

### Syllabus:

Week 1: Introduction to Computer Systems (6 hours)

- Overview of computer hardware and software
- Understanding the CPU, memory, and storage devices
- Introduction to the binary system

### Week 2: Operating Systems and Software Applications (6 hours)

- Basics of operating systems (Windows, macOS, Linux)
- Common software applications: word processors, spreadsheets, and more
- File management and organization

### Week 3: Internet and Communication (6 hours)

- Navigating web browsers and search engines
- Email communication and etiquette
- Introduction to online collaboration tools

### Week 4: Digital Literacy and Security (6 hours)

- Evaluating online information and media literacy
- Cybersecurity fundamentals: passwords, phishing, and safe online practices
- Ethical considerations in digital citizenship

### Week 5: Practical Applications and Problem-Solving (6 hours)

- Hands-on exercises with productivity software
- Problem-solving using digital tools
- Preparation for real-world applications

### **Assessment:**

Participants will be assessed through quizzes, practical assignments, and a final project that integrates the skills and knowledge acquired throughout the course.

Join us on this learning journey to unlock the potential of computer fundamentals and enhance your digital literacy!

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