

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

From  
P Uma Sowmith Raju  
Department of Library and information Science  
Govt. Degree College, Palakonda  
Parvathipuram 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

Date:15-09-2022

## Circular

Department of Library and information Science

The Department of Library and information Science is going to conduct a Certificate Course " Computer Fundamentals" of 40 hours duration for the students of 1<sup>st</sup> B.com of GDC, Palakonda from 1<sup>st</sup> October 2022.

There is no registration fees. After completion of this course a practical exam 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!

**GOVERNMENT DEGREE COLLEGE PALAKONDA  
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE  
CERTIFICATE COURSE REGISTRATION**

S. No	Name of the Student	Course Year/ Group	Date of registration	Signature
1	TALADA SRIYA	1st B.A	28/09/2022	T. Saiya
2	BOTSA PAVANI	1st B.A	29/09/2022	B. Pavani
3	VANDANA DURGA BHAVANI	1st B.A	30/09/2022	V. Durgabhavani
4	SAVARA VENU	1st B.A	30/09/2022	S. Venu
5	ARIKA BALU	1st B.A	29/09/2022	A. Balu
6	LENKA JANAKILATHA	1st B.A	28/09/2022	L. Janakilatha
7	MUDILA HARITHA	1st B.A	28/09/2022	M. Haritha
8	SAHU SOWMYA	1st B.A	29/09/2022	S. Sowmya
9	KALLEPALLI SASI KUMAR	1st B.A	29/09/2022	K. Sasi Kumar
10	CHUKKA SHANMUKA DORA	1st B.A	30/09/2022	Ch. Shanmuka Dora
11	KORADA PAVANI KUMARI	1st B.A	28/09/2022	K. Pavani Kumari
12	OMMI KRISHNA VENI	1st B.A	30/09/2022	O. Krishna Veni
13	URITI BINDUVARSHINI	1st B.A	28/09/2022	U. Binduvarshini
14	POGIRI SUPRIYA	1st B.A	30/09/2022	P. Supriya
15	CHANDAKA SIREESHA	1st B.A	28/09/2022	C. Divya
16	GEDELA DIVYA	1st B.A	28/09/2022	G. Divya
17	MACHARLA UPENDRA	1st B.A	29/09/2022	Ch. Sai
18	CHINNI SAI	1st B.A	29/09/2022	S. Sai
19	SANAPTHI SASI	1st B.A	29/09/2022	M. Sai
20	MAKANI SAI	1st B.A	28/09/2022	A. Simhadri
21	ARIKA SIMHADRI	1st B.A	30/09/2022	V. Akshaya
22	SAVARA GEETHA	1st B.A	28/09/2022	M. Gowriswari
23	VURLAKA AKSHAYA	1st B.A	29/09/2022	M. Gowriswari
24	MIDITHANA GOWRISWARI	1st B.A	28/09/2022	S. Malathi
25	SAMANTHULA MALATHI	1st B.A	29/09/2022	S. Girikumar
26	SAVARA GIRIKUMAR	1st B.A	29/09/2022	S. Mahesh
27	SAVARA MAHESH	1st B.A	29/09/2022	B. Suryakala
28	BALLA SURYA KAIA	1st B.A	29/09/2022	S. Sai
29	SAVAR SRINU	1st B.A	28/09/2022	S. Sai

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DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE  
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30	VAVILAPALLI AIWINI	1st B.A	29/09/2022	V. Adwini
31	NIDAVALA BHAVANA	1st B.A	30/09/2022	N. Bhavana
32	PITTA KUMAR	1st B.A	30/09/2022	P. Kumar
33	SAKETHI MEGHNA GOWRI	1st B.A	28/09/2022	S. Meghna Gowri
34	TOMPALA KARTEEK	1st B.A	29/09/2022	T. Kartek
35	GORINTA SRAVANTHI	1st B.A	29/09/2022	G. Sravanthi
36	PINNINTI NAVEEN	1st B.A	28/09/2022	P. NAVEEN
37	NAGALLA SRINU	1st B.A	29/09/2022	N. Srinu
38	SAVARA YOSHI	1st B.A	30/09/2022	S. Yoshi
39	GUNTBOYINA SIVA	1st B.A	28/09/2022	G. Siva
40	KARU DANIELU	1st B.com	28/09/2022	K. Daniyelu
41	BEVARA SOWMYA	1st B.com	28/09/2022	B. Sowmya
42	GORINTA VINITHA	1st B.com	29/09/2022	G. Vinitha
43	SAVIRIJANA NAGALAXMI	1st B.com	29/09/2022	S. Nagalaxmi
44	SAVARA JOSEPH	1st B.com	29/09/2022	S. Joseph
45	SAVARA JANESWARI	1st B.com	22/09/2022	K. Kalyani S. Janeswari
46	KODIBDINA KALYANI	1st B.com	28/09/2022	K. Kalyani
47	DASARI TIRUMALA	1st B.com	30/09/2022	D. Tirumala
48	PEDAKAPU SIVA	1st B.com	29/09/2022	P. Siva
49	KANDULA PRAVALIKA	1st B.com	29/09/2022	K. Pravalika
50	SAVARA RAJU	1st B.com	29/09/2022	S. RAJU
51	MUDIDANA GANESH	1st B.com	30/09/2022	M. GANESH
52	MAJJI ASWINI	1st B.com	28/09/2022	M. ASWINI
53	POTNURU SWATHI	1st B.com	29/09/2022	P. Swathi
54	PAPPALA RAGHAVA	1st B.com	28/09/2022	P. RAGHAVA
55	MURAPAKA LOKESWARI	1st B.com	28/09/2022	M. Lokeswari
56	KURAKULA TEJESWARI	1st B.com	29/09/2022	K. Tejeswari
57	PENTA DAMODHARA RAO	1st B.com	29/09/2022	P. DAMODHARA RAO
58	SAVARA UMA DEVI	1st B.com	28/09/2022	S. Uma Devi
59	ALLU DHANA LAKSHMI	1st B.com	30/09/2022	A. Dhana Lakshmi

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60	GUNDRU SADHYA RANI	1 <sup>st</sup> B. Com	28/09/2022	SI-SPPDhyarani
61	KORIKANA SANYASI NAIDU	1 <sup>st</sup> B. Com	29/09/2022	K. Sanyasi Naidu
62	LAVETI CHANDRASEKHAR	1 <sup>st</sup> B. Com	30/09/2022	L. Chandrasekhari

















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Government Degree College, Palakonda  
Department of Library and Information science



Certificate

Certificate no: LIBCF07

This is to certify that *Ms Mudila Haritha* studying I B.A, HEP in this college has successfully completed the Certificate course on Computer Fundamentals with roll number 2222008036018 from 01-10-2022 to 15-11-2022 during the academic year 2021-2023.

In Charge of the Dept

IQAC Coordinator

IQAC  
GDC PALAKONDA  
Parvathipuram Manyam Dt.

Principal

GOVT. DEGREE COLLEGE  
PALAKONDA  
Parvathipuram Manyam Dist.