Computer Fundamentals

Course Name: Computer Fundamentals
Course code: VAC BT 102
Duration: 06.12.2016 — 11.12.2016

SUBHARTI UNIVERSITY

Course offered by:
Department of Biotechnology
VALUE ADDED COURSES
SESSION 2016-17

Computer Fundamentals

Objectives :
Students will be acquainted with fundamentals of computers to build foundation in analyzing huge datasets of biological information

Coordinator Name: Mr. Shashiraj Teotia
Designation: Lecturer
Department:, Computer Applications, KVFOS, SVSU, Meerut
Email ID: shashirajt@gmail.com
Ph No. 9690224411

VALUE ADDED COURSES Session 2016-17
REGISTRATION FORM

REGISTRATION FORM

Name:..

Enrolment No..

Program:..

Sem. & Year.......................................

Contact No./Mobile:...........................

E-mail:..

Course Opted:...................................

Course Code:.....................................

Signature with date:...........................

Coordinator Name Mr. Shashiraj Teotia
Designation: Lecturer
Department: computer Applications, ,KVFOS,SVSU,Meerut

Email ID: shashirajt@gmail.com
Ph No. 9690224411

Course Schedule

06.12.2016 — 11.12.2016

8.30 am — 12.30 pm
2.00 pm 4.00 pm

Name of Value Added Course: **Computer Fundamentals**
Course Code: **VAC-BT-102**
Time: **30hrs**

Objectives: The objective of the course is to introduce the concepts of computer fundamental & their applications for the efficient use of office technology in a business environment.

Introduction to Computers
Introduction, Characteristics of Computers, Block diagram of computer. Types of computers and features, Mini Computers, Micro Computers, Mainframe Computers, Super Computers. Types of Programming Languages (Machine Languages, Assembly Languages, High Level Languages).

Flowcharts
Flowchart- Definition, Define symbols of flowchart, Advantages and disadvantages, Examples.

Operating System and Services in O.S.
Dos – History, Files and Directories, Internal and External Commands, Batch Files, Types of O.S.

Operating Environment
Features of MS – Windows, Control Panel, Taskbar, Desktop, Windows Application, Icons, Windows Accessories, Notepad, Paintbrush.

Editors and Word Processors
Basic Concepts, Examples: MS-Word, Introduction to desktop publishing.

Outcome:
1: Understanding the concept of input and output devices of Computers and how it works and recognize the basic terminology used in computer programming
2: Analyze and understand in-depth training in use of office automation packages, internet etc.
3: Enhance the ability of essential for common man for day to day office management, and e-governance
4: To understand what computer is? To understand the Basics of Operating systems
5: To evaluate how to use software packages in day to day activities

Reference books:
1 Fundamentals of Computers" by REEMA THAREJA from OXFORD UNIVERSITY PRESS
2 Microsoft Office 2007 Fundamentals, 1st Edition by Laura Story, Dawna Walls (UNIT I, UNIT II, UNIT III, UNIT IV)
3 "Computer Fundamentals and Programming in C" by REEMA THAREJA from OXFORD UNIVERSITY PRESS
4 PC SOFTWARE UNDER WINDOWS by Puneet Kumar And Sushil Bhardwaj From Kalyani Publishers

Ref No - KVSFOS/BT/2016/VAC-28

DEPARTMENT OF BIOTECHNOLOGY

<u>Report on Value Added Course</u>

A one week value added course on COMPUTER FUNDAMENTALS was conducted in the department for UG students. The course starts on 06-12-2016 and 47 students registered themselves in the course. The sessions were handled by course coordinator Mr. Shashiraj Teotia, for improving the computer skills of the students. The course was completed on 11-12-2016 and all the 47 students registered successfully completed the course. Students felt that the course was very much helpful and they got the basic knowledge on office automation.
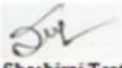
HOD

Department of Biotechnology

List of Students completed VAC
Session: 2016-17

Name of Value Added Course: **Computer Fundamental**　　　　Course Code: **VAC BT 102**

S. No.	Enrollment No.	Name of Students
1	1606020002277	ANITA SHARMA
2	1606020002323	SACHIN
3	1319100413	ANNU
4	1606020002281	ANUJ KUMAR
5	1606020002287	DIMPLE SINGH RANA
6	1606020002292	GURUMAYUM ROCKY SHARMA
7	1606020002294	KARUNA GIRI
8	1606020002303	KM. ALISHA
9	1606020002297	KM. SALONI TYAGI
10	1606020002309	MAHD ZUAIB
11	1606020002316	PANKAJ SHARMA
12	1319100432	RAKIB MALIK
13	1606020002324	SACHIN SHARMA
14	1606020002328	SHALINI SHRIVASTVA
15	1606010002080	AMISHA PANWAR
16	1606010002104	KANIKA KASHYAP
17	1606010002108	KM. DIMPY MALHOTRA
18	1606010002113	KM. SHAGUN BHARDWAJ
19	1606010002159	SONAL GHANSAL
20	1606010001825	ABHISHEK TRIPATHI
21	1606010001840	ANIKA SINGH
22	1606010001842	ANKIT VERMA
23	1606010001844	ANKUR VIKAL
24	1606010001856	ASHISH KUMAR
25	1606010001860	BABAR
26	1606010001861	BHURA
27	1606010001862	CHHAVI
28	1606010001885	HARIS ANSARI
29	1606010001903	KAPIL
30	1606010001912	KM SONIYA JOSHI
31	1606010001914	KM. LIPIKA
32	1606010001917	KM. SHALU
33	1606010001919	KM. SHIVANI
34	1606010001933	MANPREET KAUR
35	1606010001939	MD. SUHAIL
36	1606010001943	MOHD RASHID
37	1606010001945	MOHD USMAN
38	1606010001948	MOHIT KAPASIYA
39	1606010001953	MONEY DHANKARD
40	160601860200155	NEHA CHAUDHARY
41	1606010001961	NIKHIL KUMAR
42	1606010001967	NISHA IRSHAD
43	1606010001969	NISHU KUMARI
44	160601001969	NISHU SAINI
45	1606010001976	PAWAN PAL
46	1606010001977	POOJA
47	1606010001980	POONAM

Mr. Shashiraj Teotia
(Coordinator)

Registrar
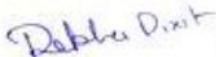Swami Vivekanand
Subharti University
MEERUT

Swami Vivekanand Subharti University, Meerut

CERTIFICATE OF COMPLETION

Organized by

Department of Biotechnology,
Keral Verma Faculty of Science

This is to certify that...... Sonal Ghansal ……..……. *Class*...... B.Sc Biotechnology Department/College………. Biotechnology, KVFOS …..………..…..*has successfully completed the Value Added Course entitled "Computer Fundamentals" during,* 06.12.2016 to 11.12.2016.

उत्तिष्ठतः जाग्रतः प्राप्य वरान्निबोधत

Dr. Rekha Dixit
(HOD)

Mr. Shashiraj Teotia
(Coordinator)