



Department of Computer science, IT &
Computer Applications

of

SHRIMATI INDIRA GANDHI COLLEGE

(Nationally Accredited at "A" Grade (3rd cycle) by NAAC)

TIRUCHIRAPALLI-620 002

Computer & Internet Skills



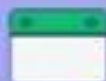
Resource Person

Dr .V. Mathimalar, Ms. V. Vetriselvi,
Ms. R. Indra, Ms. P. Ananthi,
Dr. S. Rethinavalli, Ms. S. S. Nachiya,
Ms. Vijiparthasarathy, Ms. C. Shyamaladevi

PG (Bio chemistry, Social Work, Commerce, Tamil)
UG (BBA, B. Lit, Micro-Biology, Fashion Technology)



1.15 pm to 2.15 pm



22.7.2021 to 2.12.2021



Google Meet

20.07.2021

Trichy-2

Circular

Department of Computer Science, IT and Computer Applications is planning to conduct coaching classes on "Data Entry Operations" for the students of II PG (Biochemistry, M.Com, MSW) and II & III UG(B.Lit.,B.B.A.,Microbiology, Fashion Technology, Chemistry) to enhance their skills for attending placement. All the students are expected to participate the classes without fail.

N. Vijayalakshmi
Ms. N. VIJAYALAKSHMI,
M.Sc.,M.Phil.,NET,SET
Head, Dept. of Computer Science,
I.T. and Computer Applications,
Shrimati Indira Gandhi College,
Trichy-2.

SYLLABUS

DEO - FUNDAMENTALS OF COMPUTERS

Objective: To Provide the Basic Concepts in Computer and Information Technology

Unit I

Introduction to Computers - Classification of Digital Computer - Memory Units – Auxiliary Storage Devices – Input Devices - Output Devices.

Unit II

Introduction to Computer Software – Operating System – Programming Languages- Introduction to Word Processing: Basic Capabilities of Word Processing - Features of Word Processing – Formatting – Tables - Case Study: Ms-Word.

Unit III

Electronic Spreadsheets - Ms-Excel- Data Base Management System- Data Processing–Relational Database - Case Study: Ms-Access.

Unit IV

Presentation Software- Presentation Basics- Case study: Ms-PowerPoint.

Unit V

Internet and World Wide Web – Electronic Mail – Applications of Computers in Home, Business and Industry, Education and Training , Entertainment, Science, Medicine and Engineering.

Text Book:

Fundamentals of Information Technology, Alexis Leon and Mathews Leon, Vikas Publishing House Pvt. Ltd, 2009.

Vijayalaxmi
Ms. N. VIJAYALAKSHMI,
M.Sc.,M.Phil.,NET,SET,
Head, Dept. of Computer Science,
I.T. and Computer Applications,
Shrimati Indira Gandhi College,
Tiruchirappalli.

DEO Session Whatsapp chat

22/07/2021, 1:09 pm - Vvs Ms: Shopana this group is only for cs. Send msg to viji miss

22/07/2021, 1:12 pm - Vvs Ms: <https://meet.google.com/lookup/fvqnxu7i6s>

22/07/2021, 1:13 pm - Vvs Ms: staff members to ask your students to join the above link

22/07/2021, 3:02 pm - Vvs Ms: <https://meet.google.com/lookup/fvqnxu7i6s>

26/07/2021, 12:37 pm - Mathi Ms added Mercy Kiruba and +91 75028 04109

26/07/2021, 12:47 pm - Mathi Ms added SARASWATHI Comm

26/07/2021, 2:43 pm - Mathi Ms:

II. B.Sc Fashion Technology

II . B.Sc Chemistry

III. B.Sc Chemistry

II. M.Com

II. B.B.A

III. B.B.A

26/07/2021, 2:44 pm - Mathi Ms: PTT-20210726-WA0025.opus (file attached)

26/07/2021, 2:47 pm - +91 95975 15407: Ok mam

26/07/2021, 2:49 pm - Mercy Kiruba: Ok mam

26/07/2021, 2:51 pm - Mathi Ms: ☐☐

26/07/2021, 3:06 pm - +91 98410 03569: Ok mam

27/07/2021, 11:09 am - Mathi Ms: <Media omitted>

27/07/2021, 11:09 am - Mercy Kiruba: III B.Sc Chemistry- 44

27/07/2021, 11:10 am - +91 95975 15407: 2 nd ft strength 52 mam

27/07/2021, 11:14 am - +91 98410 03569: II B.B.A - 43

III B.B.A - 30

27/07/2021, 11:15 am - +91 75028 04109: II B.Sc Chemistry - 14

27/07/2021, 12:24 pm - SARASWATHI Comm: II M. COM 34

<https://meet.google.com/lookup/fvqnxu7i6s>

27/07/2021, 3:36 pm - +91 98410 03569: II BBA(27.07.2021)

Present students-14

07/09/2021, 1:12 pm - Nachiya S S: <https://meet.google.com/lookup/clhvt2blux>

11/11/2021, 12:58 pm - Vvs Ms: Dear staff,

Today Assessment for students, ask them to submit the answers

Question deo.docx

<https://quizizz.com/join?gc=61662945>

16/11/2021, 4:53 pm - Rethinavalli Ms: Wan (6).pdf (file attached)

16/11/2021, 4:53 pm - Rethinavalli Ms: IMG-20211116-WA0011.jpg (file attached)

23/11/2021, 1:20 pm - Vvs Ms: <https://forms.gle/2XLCYdyAk7TSCwme6>

Today's Assessment Link..Send it..

25/11/2021, 1:30 pm - Vvs Ms: <https://forms.gle/xuAMs91nNHf1QMpv6>

Today's Assessment link..To send your Students Group..

30/11/2021, 1:19 pm - Vvs Ms: Dear staff member,

Today's Assessment .. Ask your students to submit the answers only in individual paper

30/11/2021, 1:19 pm - Vvs Ms: <Media omitted>

DEO ASSESSMENT ON 30.docx

02/12/2021, 1:21 pm - Vvs Ms: <https://quizizz.com/join?gc=14500401>

02/12/2021, 1:21 pm - Vvs Ms: Today's Assessment

SHRIMATI INDIRA GANDHI COLLEGE, TRICHY
Department of Computer Science, IT & Computer Applications



CERTIFICATE

This certificate declares that

N. DEEPIKA

III B.Sc. Micro Biology

has completed **Computer & Internet Skills - 6 Months Course**
on 2nd Dec 2021

Head

Department of Computer
Science, IT & Computer Applications

Made for free with Certify'em

SHRIMATI INDIRA GANDHI COLLEGE, TRICHY
Department of Computer Science, IT & Computer Applications



CERTIFICATE

This certificate declares that

A. Arokiya Mary

II M.Sc. Bio Chemistry

has completed **Computer & Internet Skills - 6 Months Course**
on 2nd Dec 2021

Head

Department of Computer
Science, IT & Computer Applications

Made for free with Certify'em