

To  
The Board of Studies,  
S.D.Mahila Mahavidyalya,  
Narwana.

**Sub: Approval for Basic of Computer Certificate course.**

Respected Madam,

We want to start a certified offline course Basic of Computer (30 Hours) in our campus. A Certificate is an education goal for many students who want to improve their visibility among aggressive job applications. Certificates may help to provide students with increased skills and experience. Syllabus of Basic of Computer is attached with this application. Please kindly approve this certified course. We shall be thankful to you for this.

Enclosed: Syllabus of the Certificate Course.

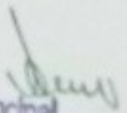
Yours Faithfully

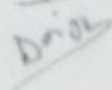
Ms.Renu

Ms. Sujata

Ms.Suman Nehra

Asstt. Prof.  
Computer Department  
S D Mahila Mahavidyalya  
Narwana

  
Principal  
S.D. Mahila Mahavidyalya  
Narwana



Overview on Basic of computers:

1. **\*Hardware Components\***: Computers consist of hardware components like the CPU (Central Processing Unit), motherboard, RAM (Random Access Memory), storage devices (HDD, SSD), and peripherals such as keyboard, mouse, and monitor.
2. **\*Operating Systems\***: Understanding different operating systems like Windows, macOS, and Linux, their functions, and how to navigate through them is essential.
3. **\*Software Applications\***: Familiarity with common software applications like word processors (Microsoft Word)

This overview provides a foundation for B.A. students to effectively utilize computers for their academic endeavors and beyond.

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Ms. Renu  
Asst. Prof. of Computer Sc.

Ms. Sujata  
Asst. Prof. of Computer Sc.

Ms. Suman Nehra  
Asst. Prof. of Computer Sc.

Subject: Approval for "Basic of Computer" by the Board of Studies

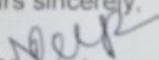
Dear Ms. Renu, Sujata & Suman Nehra

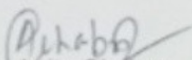
I am pleased to inform you that after careful consideration and review by the Board of Studies, has approved "Basic of Computer" which spans over 30+ hours of instruction.

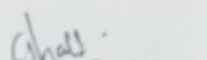
This course has been evaluated thoroughly to ensure its alignment with our institution's academic standards and objectives. We believe that it will significantly contribute to the academic enrichment of our students and align with our commitment to providing high-quality education.

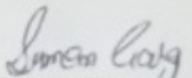
Thank you for your interest and support in our academic endeavors.

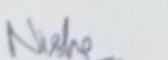
Yours sincerely,

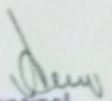

  
Dr. Nayandeep  
Assoc. Prof. in Eco.  
Convener

  
Dr. Anita Chabra  
Asst. Prof. in Hindi  
Member

  
Dr. Shailu Sachdeva  
Asst. Prof. in Hist.  
Member

  
Suman Garg  
Asst. Prof. in Eng.  
Member

  
Nisha  
Asst. Prof. in Physics  
Member

  
Principal  
S.D. Mahila Mahavidyalaya  
Narwana  




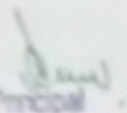
Pb. No. 01684-240161

**S D MAHILA MAHAVIDYALYA**  
NARWANA-126116 ( JIND ) HARYANA

Dated:.....

## Notice

सभी छात्राओं को सूचित किया जाता है कि 01.03.2022 से महाविद्यालय में Basic of Computer पर 30 घंटे का सर्टिफिकेट कोर्स करवाया जाएगा और कोर्स के अंत में परीक्षा ली जाएगी और छात्राओं को प्रमाण पत्र दिए जाएंगे।

  
Principal  
S.D. Mahila Mahavidyalaya  
Narwana



**S.D MAHILA MAHAVIDYALAYA NARWANA**



**Computer Department**

**Proudly Offers**

**Add On Certificate Course**

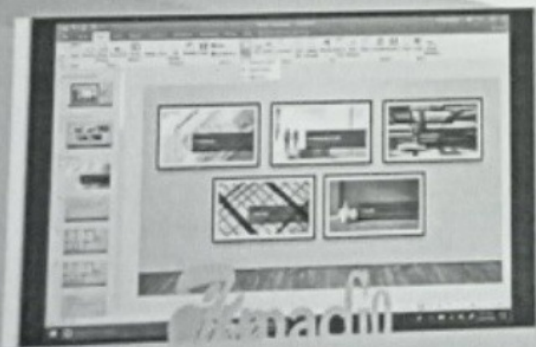
**In**

**Basics Of Computer**

**STARTING FROM March 2022**

Course Objectives:

1. Understanding Basics of Computer
2. Knowledge of software and Hardware Components
3. Internet Basics: Exploring web browsers, search engines, email, and online safety measures.
4. Data Visualization
5. Introduction to 'Networking: Understanding network concepts such as LAN, WAN, IP addresses, and basics of internet connectivity



**Suman Nehra**  
**CONVENOR**

**Ms. Renu Bala**  
**MS. SUJATA GOYAL**  
**Resource Person**

**DR. ANJANA LOHA**  
**Principal**



# Participant Attendance Sheet :-

from .....

Session..... 2022 - 2023 .....

Sr.No.	Name	Roll No.																						
	NEHA RANI	1221913003010	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Ne ha
	KHUSHABU	1221913003011	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Khushaba bu
	PREETI	1221913003012	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Preeti
	NISHITHA	1221913003013	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Nishitha
	PRAGATI	1221913003014	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Pragati
	PREETI	1221913003015	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Preeti
	KALPANA	1221913003016	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	KALPANA
	KUSUM	1221913003017	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	KUSUM
	SUMIT	1221913003018	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	SUMIT
	ANKITA	1221913003019	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	ANKITA
	PRACHI	1221913003020	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	PRACHI
	JYOTI	1221913003021	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	JYOTI
	PRIYA	1221913003023	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	PRIYA
	MAMTA	1221913003024	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	MAMTA
	POOJA	1221913003025	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	POOJA
	NIKITA	1221913003026	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	NIKITA
	ANTIM	1221913003027	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	ANTIM
	KOMAL	1221913003028	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	KOMAL
	PREETI	1221913003029	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	PREETI
	TANNU	1221913003030	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	TANNU
	SNEHA	1221913003031	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	SNEHA
	MUSKAN	1221913003032	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	MUSKAN
	KOMAL	1221913003033	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	KOMAL
	ISHA SINGLA	1221913003034	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	ISHA SINGLA
	DIVYU	1221913003035	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	DIVYU
	DOLLY	1221913003036	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	DOLLY
	deepak rani	1221913003037	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	deepak rani
	NEHA	1221913003040	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	NEHA
	NAKITA	1221913003041	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	NAKITA
	MUSKAN	1221913003042	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	MUSKAN

Total Signature

27 Ne ha  
 25 Khushaba bu  
 26 Preeti  
 26 Nishitha  
 26 Pragati  
 27 Preeti  
 25 KALPANA  
 26 KUSUM  
 26 SUMIT  
 27 ANKITA  
 26 PRACHI  
 26 JYOTI  
 26 PRIYA  
 25 MAMTA  
 27 POOJA  
 27 NIKITA  
 26 ANTIM  
 25 KOMAL  
 28 PREETI  
 27 TANNU  
 28 SNEHA  
 26 MUSKAN  
 27 KOMAL  
 25 ISHA SINGLA  
 28 DIVYU  
 27 DOLLY  
 26 deepak rani  
 27 NEHA  
 28 NAKITA  
 27 MUSKAN  
 28 Muskan





S.D. Mahila Mahavidyalaya, Narwana

Participant Attendance Sheet :- .....

from .....

Session..... 2022-2023 .....

Total Signature

Sr No.	Name	Roll No.	P																										
1	JYOTI	1221913002066	P																									25	Jyoti
2	KAJAL	1221913002067	P																									26	Kajal
3	PIVIA	1221913002068	P																									27	Pivya
4	MAHISHA	1221913002069	P																									28	Mahisha
5	GABRITA	1221913002070	P																									29	Gabrita
6	MUSKAN	1221913002071	P																									30	Muskan
7	JYOTI	1221913002072	P																									31	Jyoti
8	JYOTI	1221913002073	P																									32	Jyoti
9	AASTHA BANU	1221913002074	P																									33	Aastha
10	SHWETA BANU	1221913002075	P																									34	Shweta
11	KAJAL	1221913002077	P																									35	Kajal
12	KOMAL	1221913002078	P																									36	Komal
13	AMINI	1221913002079	P																									37	Amini
14	ANJANA	1221913002080	P																									38	Anjana
15	NAGGETA	1221913002081	P																									39	Naggeta
16	DIMPLE KAJUR	1221913002083	P																									40	Dimple
17	MAHSH SHARMA	1221913002085	P																									41	Mahsh
18	JYOTI	1221913002086	P																									42	Jyoti
19	SHEENA	1221913002087	P																									43	Sheena
20	AASHU	1221913002088	P																									44	Aashu
21	ANJALI	1221913002089	P																									45	Anjali
22	MUSHKAN	1221913002090	P																									46	Mushkan
23	KAMNIA	1221913002091	P																									47	Kamnia
24	MANJU DEVI	1221913002092	P																									48	Manju
25	NANCY	1221913002093	P																									49	Nancy
26	PRIVANKA	1221913002094	P																									50	Privanka
27	TAMANNIA	1221913002095	P																									51	Tamanna
28	MUSKAN	1221913002097	P																									52	Muskan
29	KRITI	1221913002098	P																									53	Kriti
30	ANJALI	1221913002099	P																									54	Anjali

S.D. Mahila Mahavidyalaya, Narwana

Participant Attendance Sheet :-

from .....

Session.....

Total Signature

S.No.	Name	Roll No.	Attendance																												Total	Signature
AARJU		1221913002101	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Aarju
CHANCHAL		1221913002103	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Chanchal
MANISHA		1221913002106	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Manisha
BOHTI		1221913002107	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Bohti
RIVA		1221913002109	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Riva
MANJU		1221913002110	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Manju
KIRAN		1221913002112	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Kiran
MUSKAN		1221913002114	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Muskan
CHANDNA		1221913002116	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Chandna
SANHA		1221913002118	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Sanha
PARTEEK KAUR		1221913002119	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Parth
RAVINA		1221913002120	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Ravina
POOJA		1221913002121	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Pooja
NEHA		1221913002122	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Neha
ANJALI		1221913002123	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Anjali
VARSHA		1221913002125	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Varsha
JYOTI		1221913002127	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Jyoti
SEEMA DEVI		1221913002129	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Seema
JYOTI		1221913002130	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Jyoti
ANJU		1221913002132	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Anju
ANNU		1221913002133	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Annu
PREETI		1221913002136	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Preeti
NEERU		1221913002138	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Neeru
RAMAN KAUR		1221913002139	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Raman
NEERAJ		1221913002140	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Neeraj
SAKSHI		1221913002141	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Sakshi
ANIKA		1221913002142	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Anika
MONIKA		1221913002143	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Monika
KAJAL		1221913002144	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Kajal
MANJU		1221913002145	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Manju

S.D. Mahila Mahavidyalaya, Narwana

Participant Attendance Sheet :-

from .....

Session .....

Sl. No.	Name	Roll No.																										Total	Signature
	INDIA	1221913002145	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Moushi
	KUSUM KUMAR	1221913002147	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Kusum
	SHREYA	1221913002148	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Shreya
	MAUSAM	1221913002149	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Muskan
	SARABJEET	1221913002150	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Sarabjeet
	SONU	1221913002152	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Sonu
	SONAM	1221913002153	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Sonam
	PRITHI	1221913002154	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Prithi
	DRUPAL	1221913002156	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Drupal
	ANUSHA	1221913002157	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Anusha
	ANJU	1221913002158	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	25	Anju
	HANUJ	1221913002160	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Hanu
	POOJA	1221913002161	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Pooja
	MAUSAM	1221913002162	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Muskan
	SHARVANA	1221913002163	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Sharvan
	POONAM	1221913002164	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Poonam
	JYOTI	1221913002167	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Jyoti
	HANUJ	1221913002170	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Hanu
	SUBANU MOHINI	1221913002171	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Subana
	MONIKA	1221913002173	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Monika
	ANRITA	1221913002175	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Anrita
	KUSUM	1221913002176	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Kusum
	ANUJU	1221913002177	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Anju
	TANUJ	1221913002180	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Tanu
	SUMAN	1221913002181	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	Suman
	RITU	1221913002182	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Ritu
	SALONI DEVI	1221913002184	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	28	Saloni
	KHUSHI	1221913002185	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Khushi
	SUJANI	1221913002187	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29	Sujani
	MAOHU	1221913002188	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27	Maohu





**B.A. Computer Basics  
Question Paper**

**Duration: 1 hour**

**Instructions: Answer all questions. Each question carries equal marks.**

1. Define the term "Computer" and explain its basic components.
2. Differentiate between hardware and software. Provide examples of each.
3. Discuss the importance of operating systems in computer functioning.
4. Explain the concept of binary numbering system and its significance in computing.
5. What is the Internet? Describe its evolution and its impact on society.
6. Briefly explain the concept of algorithms and their role in computer programming. Provide an example of a simple algorithm and explain its steps.

# S.D. MAHILA MAHAVIDYALAYA, NARWANA

Roll No. .... Class .....

Sec. .... Subject .....

Date .....

Signature .....

Computer :->

device that automatically  
Computer is a electronic data processing

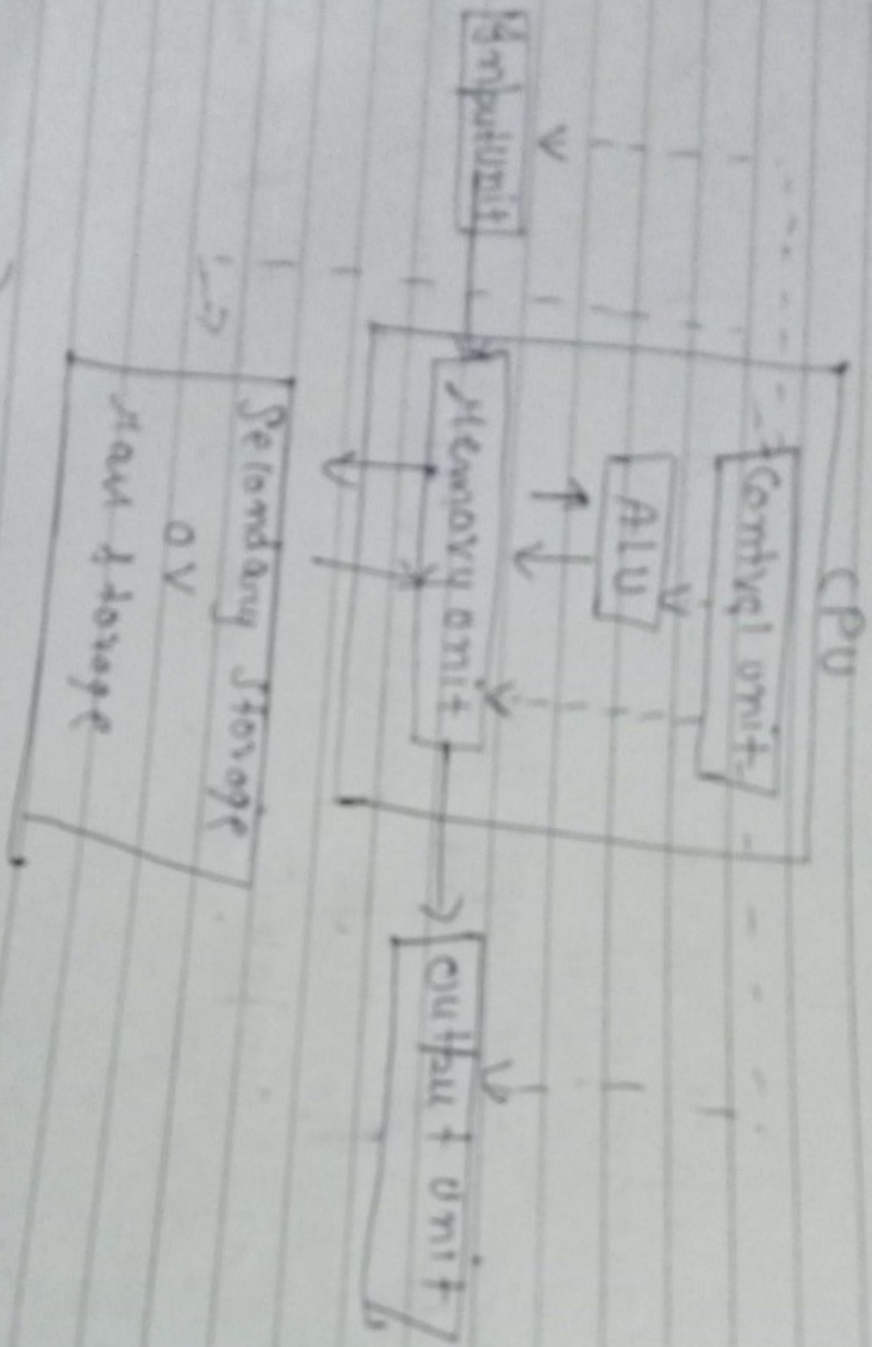
- (i) Accept and store input data
- (ii) Process the same and
- (iii) output the processing results in the form of reports.

\* Components of Computer :->

There are three components

- 1) input unit
- 2) central Processing unit
  - (a) Memory
  - (b) ALU (Arithmetic & Logic Unit)
  - (c) Control unit
- 3) output unit

# Block Diagram



- Flow of data
- Control signal



Input unit's

This unit contains device with the help of which we enter data into computer. This unit linked between user and computer being input devices the translate the understandable information into the form understandable of computer.

Example:- Keyboard

Output unit's

Output unit consists of devices with the help of which we get the information from computer's output. These devices translate the computer's output into the form understandable by user.

Example:- VDU

\* Central Processing Unit (CPU):-

CPUs considered as the brain of the computer. It stores data,

intermediate results and instructions.

Q ALU (Arithmetic Logic Unit)

- (1) Arithmetic Section
- (2) Logic Section

Arithmetic  $\rightarrow$

Subtraction, Multiplication, division.

\* Logic  $\rightarrow$

perform logic operations such as comparing, selecting, refreshing and merging of data.

\* Control Unit  $\rightarrow$

Control unit controls the operation of all parts of computer. It does not perform operations.

intermediate results and instructions.

Q ALU (Arithmetic Logic Unit)

- (1) Arithmetic Section
- (2) Logic Section

Arithmetic  $\rightarrow$

Subtraction, Multiplication, division.

\* Logic  $\rightarrow$

Function of logic section is to perform logic operations such as comparing, selecting, shifting and merging of data.

\* Control unit  $\rightarrow$

Control unit controls the operations of all parts of computer. It does not carry out any actual data processing operations.

Applications of the Internet:

(0) Communication:

provide many ways to communicate with others

- (i) E-mail
- (ii) Chatting

AA (iii) Internet Telephony  
 (iv) video-conferencing

Entertainment ->

- (i) Playing online games
- (ii) Listening music
- (iii) watching cartoon films
- (iv) watching latest movie clips

Shopping ->

online you can buy almost

Example: cloth, shoes, etc. all items

Searching information's  
the net for getting  
the information can be  
the internet

- (i) job
- (ii) job partners
- (iii) Astrology
- (iv) Arts and Culture etc
- (v) Railway Schedule

Net Banking is also known as  
online banking, e-banking and virtual  
banking

- (i) Viewing account balance
- (ii) Viewing statement transaction
- (iii) Bill payments
- (iv) ordering cheque book
- (v) loan application and transfer

\* Bill Payment's you can pay various bills online like

\* Electricity Bill

\* Water Bill

\* Telephone bill

\* Dish TV Bill

\* House Tax

\* Filing of Tax Return's

Now - a days, you can fill tax return online like,

\* Income tax Return  
\* GST Return

\* Government Services

you can apply for various Government Services online

\* Application for PAN Number

\* Application for Passport

\* Application for Adhaar Card

# S.D. MAHILA MAHAVIDYALAYA, NARWANNA

Roll No. .... Class ..... Sec. .... Subject .....

Date ..... Signature .....

Q. Why Computer :

Computer is a electronic data processing device that automatically

- (i) Accept and store input data
- (ii) Process the same and
- (iii) Output the process results in the form of reports.

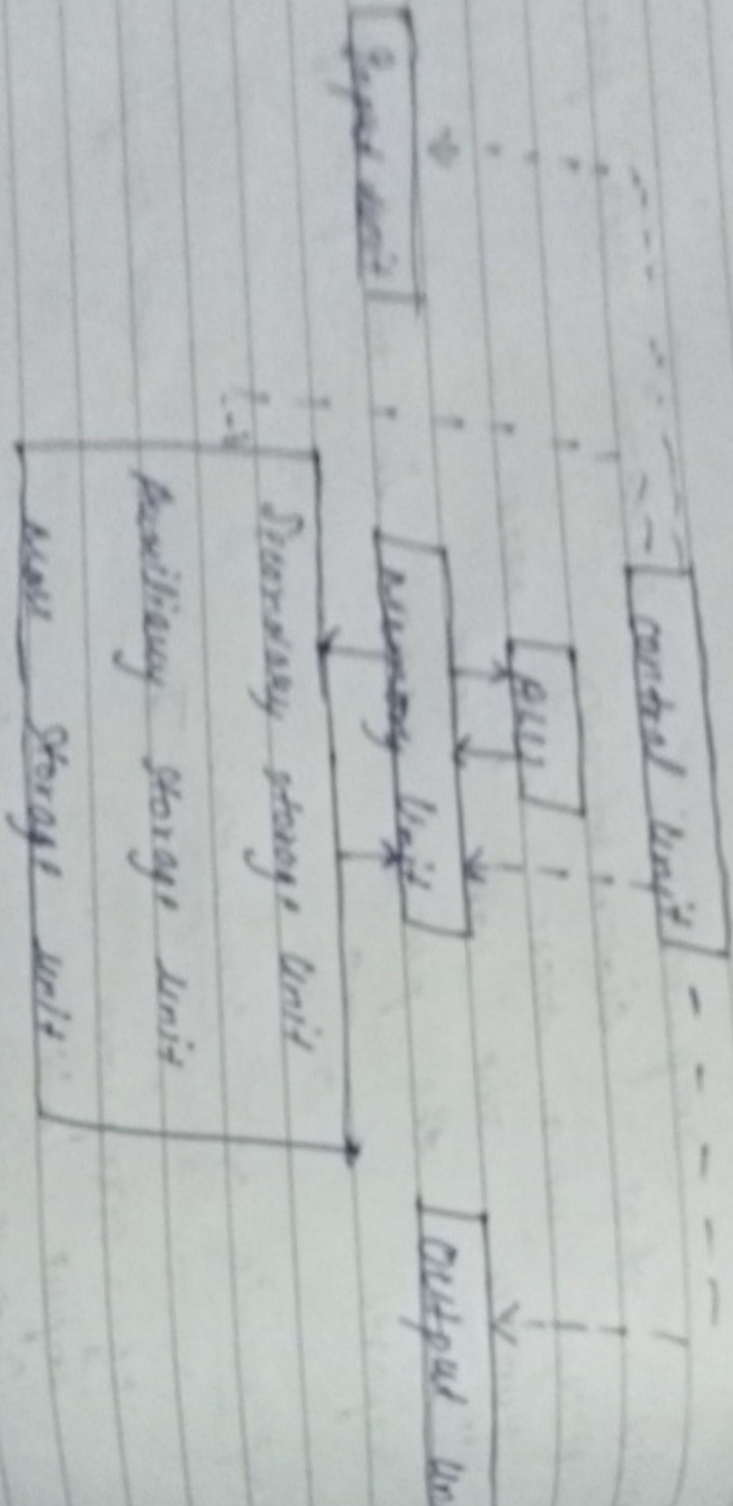
Components of computer : There are three components

of computer :

- (i) Input unit
- (ii) Central processing unit
  - (a) Memory
  - (b) ALU (Arithmetic & Logic unit)
- (iii) Control unit
- (iv) Output unit

# Block Diagram

CPU



→ flow of data & instruction

→ Control signal



## Input Unit

The unit contains devices with the help of which we enter data into computers. The unit is linked between the user and computer. The input is given in the form understandable by computer. Ex: keyboard, mouse etc.

## Output Unit

Output unit consists of devices with the help of which we get the information from computer. Ex: dot matrix printer, dot matrix printer etc.

Central process unit: CPU is considered as the brain of the computer. It stores data, intermediates, kernel and instructions.

- (i) ALU: The unit consists of two subsection namely
- (ii) Arithmetic (a) logic section
- (iii) function of arithmetic section is to perform arithmetic

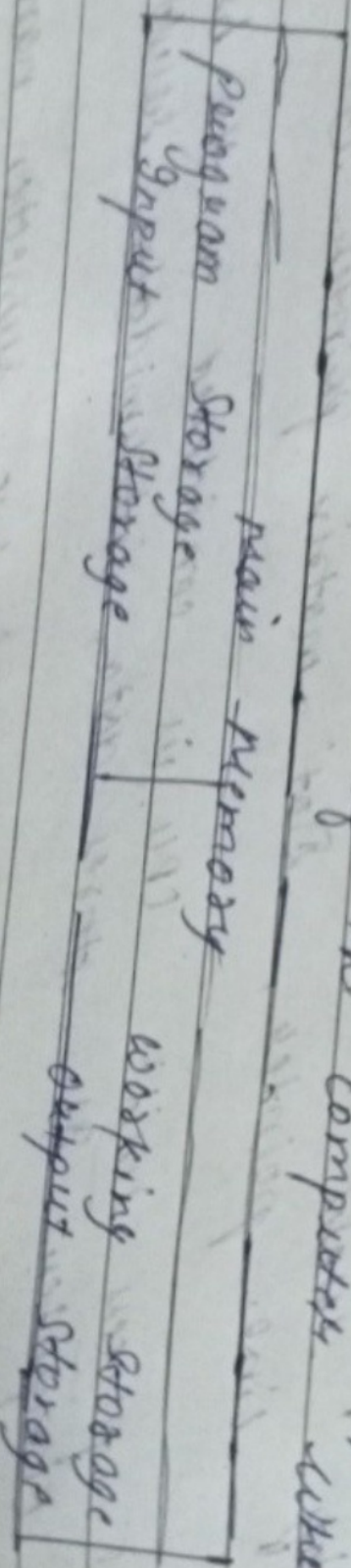
division

Function of logic section is to perform logic such as comparing, adding, matching, merging of data.

5) Control unit

Control unit controls the operation of all parts of computer. It does not carry out actual data processing operations.

Memory unit: This unit can store instructions and intermediate results. This unit supplies instructions to the other unit of the computer when he



Internet, Internet is a global network of computers networks, which always the participants to share information on those linked computers.

Application of the Internet  
Main uses of Internet are:

(1) Communication: The internet provides many ways to communication with others. Some major ways are

- (i) e-mail
- (ii) video conferencing
- (iii) Chatting
- (iv) Internet Telephony

(b) Entertainment: various ways of entertainment are

- (i) playing online games
- (ii) watching cartoon films

(3) Listening music  
(1) Reading online newspapers and books

(2) Research and educational websites  
present in this category are paperless  
(1) Student can join online class  
(2) Student can do online exams

(3) Students can see online results.  
(4) Students can apply online for a particular course.

(d) Shopping:-

You can buy almost all things online

(e) Searching - Information:-

Every person can surf the net

(1) Job  
(2) Life partner

(3) Astrology

(4) Railways  
Schedules

(5) Arts and culture etc.

Advertisement etc!

All big companies and institutions use internet to advertise their products, package or courses.

(6) Net banking!

Net banking is also known as online banking, e-banking and virtual banking.

(i) viewing account balances

(ii) viewing recent transactions

(iii) downloading bank statements

(iv) ordering cheques books

(v) downloading applications for M-banking e-banking etc

(vi) Bill payments

(vii) loan applications and transactions.

(viii) Bill payment!

we can pay various bills online like

(1) Listening music  
(2) Reading online newspapers and books.

(2) Receipts and educational results paper uses of internet in this category are

- (1) Student can join online class
- (2) Student can sit for online exams
- (3) Student can see online results.
- (4) Students can apply online for a particular course.

(d) Shopping: You can buy almost all things online.

(e) Searching information:

Every person can use the net

- (1) Job
- (2) Life partner
- (3) Astrology
- (4) Railways
- Airlines

(5) Arts and culture etc.

Advertisement etc.

All big companies and institutions use internet to advertise their products, package or courses.

(6) Net banking.

Net banking is also known as online banking, e-banking and virtual banking.

(i) viewing account balances

(ii) viewing recent transactions

(iii) downloading bank statements

(iv) ordering cheques books

(v) Downloading applications for M-banking banking etc

(vi) Bill payments

(vii) Loan applications and transactions.

(7) Bill payment.

you can pay various bills online like

- (1) Electricity bill
- (2) water bill
- (3) Telephone bill
- (4) Dish TV bill
- (5) House Tax
- (6) Insurance premium etc

(1) Filing of Tax Return: Now-a-days you

- a) fill tax return online like
- (2) as income tax return
- (3) GST return

- (4) Government services, we can apply for the online forms.
- (5) Application for passport
- (6) Application for Aadhar card,
- (7) Application for voter card etc



**Result of certificate course  
Basic of Computer  
Session 2022-23 M.M 40**

Sr.no	Roll Number	Name	Marks
1	1221913002066	JYOTI	30
2	1221913002067	KAJAL	32
3	1221913002068	PRIYA	36
4	1221913002069	MANISHA	34
5	1221913002070	GARIMA	33
6	1221913002072	JYOTI	32
7	1221913002073	JYOTI	30
8	1221913002074	AASTHA RANI	28
9	1221913002075	SHWETA RANI	26
10	1221913002077	KAJAL	22
11	1221913002078	KOMAL	28
12	1221913002079	AMNI	30
13	1221913002080	ANJANA	31
14	1221913002081	NAGEETA	32
15	1221913002083	DIMPLE KAUR	36
16	1221913002085	RASHI SHARMA	35
17	1221913002086	JYOTI	39
18	1221913002087	SHEENA	38
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33	1221913002107	BOHTI	36
34	1221913002109	RIYA	37
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157	1221913003006	TAMANNA BANSAL	35
158	1221913003007	JYOTI SAINI	36
159	1221913003008	HARSHDEEP	37
160	1221913003009	RITU DEVI	32
161	1221913003010	NEHA RANI	33
162	1221913003011	KHUSHABU	33
163	1221913003012	PREETI	33
164	1221913003013	NISHTHA	35
165	1221913003014	PRAGATI	36
166	1221913003015	PREETI	31
167	1221913003016	KALPANA	30
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187	1221913003036	DOLLY	28
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197	1221913015003	ANSHIKA	37
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199	1221913015005	MANSI	26
200	1221913015006	MONIKA RAVISH	22
201	1221913015007	KAJAL	28
202	1221913015008	SIMARJEET KAUR	30
203	1221913015010	MEENU DEVI	31
204	1221913015011	KAJAL	32
205	1221913015012	KOMAL	36
206	1221913015013	SHEETAL	35
207	1221913015014	SNEHA	39
208	1221913015015	MANPREET	38
209	1221913015016	SEJAL RAHEJA	33
210	1221913015017	RINKI	32
	1221913015018	MONIKA	34
	<b>Present</b>		<b>210</b>
	<b>Absent</b>		<b>0</b>
	<b>Total</b>		<b>210</b>



**S.D. MAHILA MAHAVIDYALYA**

**NARWANNA (JIND)**

*(Affiliated to Ch. Ranbir Singh University, Jind)*



# Certificate of Participation

This is to certify that Ms. **JYOTI of Class/Sem. B.A. 1st year** Roll No. **1221913002066** has satisfactorily completed her project work in **1221913002066** for the session **2022-23**. She performed excellent in her project work in the subject of **Basic Of Computer**.

*Aparna*

Convener

*[Signature]*

Principal



S.D. MAHILA MAHVIDYALYA

NARWANA (JIND)

(Affiliated to Ch. Ranbir Singh University, Jind)

# Certificate of Participation



This is to certify that Ms. **Kajalof Class/Sem. B.A. 1st year** Roll No. **1221913002067** has satisfactorily completed her project work in **1221913002067** for the session **2022-23**. She performed excellent in her project work in the subject of **Basic Of Computer**.

Aparna

Convener

Principal





**S.D. MAHILA MAHAVIDYALYA**

**NARWANA (JIND)**

(Affiliated to Ch. Ranbir Singh University, Jind)



# Certificate of Participation

This is to certify that Ms. **Priya of Class/Sem. B.A. 1st year** Roll No. **1221913002068** has satisfactorily completed her project work in **1221913002068** for the session **2022-23**. She performed excellent in her project work in the subject of **Basic Of Computer**.

*A. B. Singh*

Convener

*[Signature]*

Principal



**S.D. MAHILA MAHVIDYALYA**

**NARWANA (JIND)**

*(Affiliated to Ch. Ranbir Singh University, Jind)*



# Certificate of Participation

This is to certify that **Ms. Manisha** of **Class/Sem. B.A. 1st year** Roll No. **1221913002069** has satisfactorily completed her project work in **1221913002069** for the session **2022-23**. She performed excellent in her project work in the subject of **Basic Of Computer**.

*Manisha*

Convener

*[Signature]*

Principal

: