Digital Computing

What is a Computer?

A Computer is an electronic device with information to store a "data". The word computer has come from a French word "to Compute", which means to calculate. It has the ability to store, retrieve, and process data. You can use a computer for executing basic office work like typing documents, send email, and surf the internet. You can also use it to handle spreadsheets, accounting, database management, presentations, games, and many more.



Every computer consists of two basic parts – hardware and software:

- (1) <u>Hardware</u>: Is physical entity of your computer which means anything that has a physical structure and which can be touched for e.g. monitor, keyboard etc. It is also known as heart of the computer.
- (2) <u>Software:</u> Is any set of instructions that tells the hardware what to do and also how to accomplish each task. For e.g. Microsoft Office, Tally, DTP software's, etc. It can be called as the brain of the computer.



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Akbar Peerbhoy College of Commerce and Economics NAAC ACCREDITED COLLEGE

Maulana Shaukatali Road, Do Taki, Mumbai - 400 008. Tel. No. 23074122 / 2308 3405, Web Site: www.apcollege.org



DIGITAL LITERACY COURSE

BATCH OCT/NOV-2022



At the desire of my parent/guardian, I seek admission in **DIGITAL LITERACY COURSE** in your college.

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ADMISSION FORM FOR

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ADMISSION FORM FOR

DIGITAL LITERACY COURSE

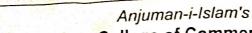
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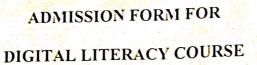
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FULL NAME OF THE STUDENT: (Use one square for each alphabet (IN CAPITAL LETTERS)
Surname: CHATRH
Name: AAFREEN NAAZ
Father's Name: MOHD ASIF
Mother's Name: SULTANA PARVEEN
RESIDENTIAL ADDRESS: PLOT NO. 4 NEW TANK BUNDER DARUKHAWA
HUTMENT MAZGAO MUMBAI
Pin 400010 Tel 9702648744C/o Tel
DOB: 2 5 0 8 2 0 0 0 Age: 2 2 2 Place of Birth: Mear Date Month Year Year Place of Birth: M 1 -
Nationality: INDIAN Religion: ISLAM Caste: MUSLIM Class:
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Type of Computer:-

Two types of Computer: Personal computer/Desktop and Laptop.

(1) Personal computer: - The personal computers are used in Offices, Home, Go downs,

Work shop etc.

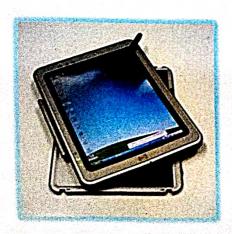
The popular types of personal computer are the IBM compatible and Macintosh computers. The first personal computer was produced by IBM in 1981 and was called the IBM PC (International Business Machines).



- (2) Laptop computer sometimes called a notebook computer:-
- (a) Laptop or notebook PC



(b) Tablets PC



(c) Pocket PC



(d) Personal Digital Assistant (PDA)



(e) Gaming device

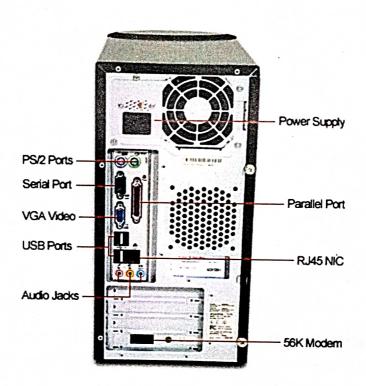


(f) Cell phone device



Back case of computer

- 1. PS/2 Port
- 2. Ethernet Port
- 3. Audio In/Audio Out
- 4. VGA Port
- 5. USB Port
- 6. Serial Port
- 7. Power Supply
- 8. Parallel Port
- 9. Modem



Bits And Bytes

- 1 Keyword Letter in Keyboard = Character
- 4 Character = 1 Bit
- 8 Bits = 1 Byte
- 1024 Bytes = 1 Kilobyte
- 1024 Kilobytes = 1 Megabyte
- 1024 Megabytes = 1 Gigabyte
- 1024 Gigabytes = 1 Terabyte
- 1024 Terabytes = 1 Petabyte
- 1024 Petabyte = 1 Exabytes
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Electronic Numerical Integrator and Computer (ENIAC)

ENIAC's design and construction was financed by the United States Army, Ordnance Corps, Research and Development Command, led by Major General Gladeon M. Barnes.

The work on the computer began in secret at the University of Pennsylvania's Moore School of Electrical Engineering under the code name "Project PX", with John Grist Brainerd as principal investigator.

The total cost was about \$ 4,87,000, which equates to \$ 68,16,000 (approx. 44 Crores) in 2017.

The construction contract was signed on June 5, 1943.

It was completed and introduced on 14TH Feb. 1946.

It was given a code name as 'Project PX'.

Chief investigator was John Grist Brainerd.

It was called as a "Giant Brain" by the press.

It took a human 20 hours in 30 seconds.

It measured 8 feet x 3 feet x 80 feet and weighed 27 tons.

It contained nearly 50 lakhs hand-soldered joints.

It consumed 150 KW of electricity. (Where 1000 watts = 1 Kilo Watts = 1 unit) It occupied 1800 $\rm ft^2$

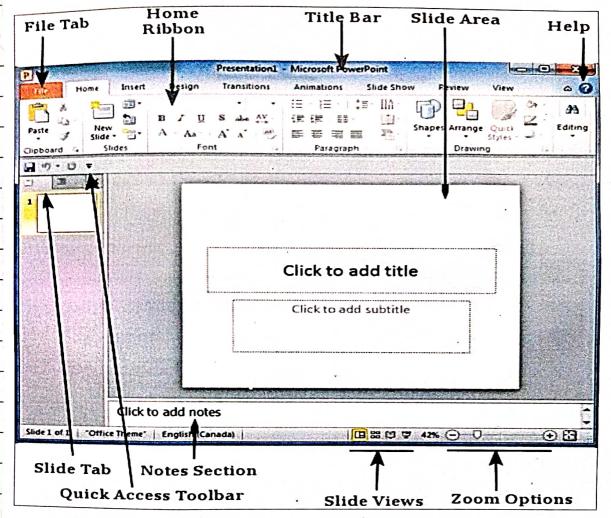
ENIAC contained 17,468 vacuum tubes, 7200 crystal diodes, 1500 relays, 70,000 resistors, 10,000 capacitors and approximately 5,000,000 hand-soldered joints.



Introduction of MS Powerpoint

It is a presentation-based program that uses graphics, videos, etc. to make a presentation more interactive and interesting. The file extension of a saved Powerpoint presentation is ". ppt". A PowerPoint presentation comprising slides and other features is also known as PPT.

PowerPoint allows presenters to translate complex ideas, facts, or figures into easily digestible visuals. Visual representations of information activate the right hemisphere of the brain, which allows viewers to interpret, expound, and engage with what they're seeing.



Compare PowerPoint features on different platforms

Audio features.

- Bi-directional text features.
- Collaboration features.
- Design and layout features.

Keyboard features.

- Object insertion features.
- Picture features.
- Print features.

Online modes of communication

Online communication is important because it allows people to communicate and Collaborate remotely. You can stay in touch with family, friends, and colleagues via personal communication or social media. You can also use it in business to stay on the same page with your work or build a customer base. Online communication is very similar: People may with your was use instant messaging, video chat, or social networking depending on the situation. You can choose whichever methods best fit your needs.







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The 10 Best Communication Tools for Remote Teams:

Zoom

Microsoft Teams

Google Hangouts.

Dialpad Meetings.

TrueConf Online.

Skype.

FreeConference.

Lifesize Go.

Slack Video Calls.

Fee Due List of Digital Literacy Course Oct/Nov-2022 Batch

Sr No.	Name of the Students	Class	Div	Roll No
1	SHAIKH AAYAN SABIR	FYBCom	E	410
2	KHAN WAQAS IMRAN	FYBCom	E	465
3 .	SHAIKH AFZAL ASLAM	FYBCom	E	436
4	SHAIKH MOHD IMTIYAZ MOHD ASHFAQUE	SYBCom	А	93
5	SIDDIQUE MOHAMMED ASIF SHAKEEL AHMED	FYBCom	D	351
6	SHIAKH SUMAIYA ZAFFAR HUSAIN	SYBCom	А	70
7	SHAIKH UMEZA TARIQUE .	TYBCom	· C.	303
8	SHAIKH SANIYA AKIL	TYBCom	С	288
9	ANSARI MO KARIM MO KAMRUL	TYBCom	А	21
10	SHAIKH GULNAZ JAHAN ABDUL HAMEED	SYBCom	А	61
11	SHAIKH MD GUFRAN ND SHAMSHAD	SYBCom	В	205
12	HUSSAIN MD DILWAR ABDUR RAKIB	SYBCom	Α	88
13	SAYYED MOHD ALTAF ANSAR HUSSAIN	SYBCom	D	342
14	SHAIKH ILMA PARVEEN	SYBCom	С	327
15	ISRAILI AFTAB HASAN MUSHARRAF HASAN	TYBCom	В	179
16 7	SHAIKH YASMIN MOHD DABIR ALAM	SYBCom	, C	245
17	SHAIKH KAIKASHA MOHD TAUQEER	SYBCom	Α	87
18	QURESHI RUSHI MOHD ASLAM	SYBCom	Α	8
19	SHAIKH SADIK SHAMIM	SYBCom	Α.	57
20	FARIDI HABIBA RIZWAN	SYBCom	Α	99
21	KHAN TABASSUM MOBIN	SYBCom	D	379
22	SHAIKH NABILA IBRAHIM	TYBCom	С	344
23	KHAN SUMAIYA AMIRULLAH	FYBCom	В	130
24	SHAIKH AFREEN NAAZ MD ASIF	SYBCom	C	255
25	CHOUDHARY SAYEMA KHATOON MOHAMMED RAFIQUE	SYBCom	D	406
26	KHAN MUNAF AKIL	SYBCom	В	171
27	KHAN ANAS SHAHNAWAZ	SYBCom	D	343
20	SHAIKH HUSNARA NOOR MOHD	SYBCom	С	270
20	KHAN AAFREEN MEHBOOB	SYBCom	A	104



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Digital Literacy

IME: 1 HOUT	Marks: 50
practical	Marks: 30
$_{(1)}$ Create a table in excel showing Data of 10 students scoring son $_{(1)}$ Create a table with the sums and percentages.	
(1,2) Create a presentation of 6 pages of your choice and show the a	nimation.
1.3) Write 15 lines composition on a tourist site visited by you in the proper punctuations. (Use Microsoft Word)	ree paragraph with
Theory (MCQ)	Marks: 08
(A) Apple (B) Android (C) Google (D) Microsoft	
2) Which is the word processing software? (A) Avast (B) MS word 2007 (C) Google Chrome (D) Mozilla	Firefox
3) What program is used in MS-Word to check the spelling? (A) Research (B) Word Count (C) Set language (D) Spelling	& Grammar
4) What is the intersection of a column and a row on a worksheet called ? (A) Column (B) Value (C) Address (D) Cell	
5) Statistical calculations and preparation of tables and graphs can be done us (A) Adobe Photoshop (B) Excel (C) Notepad (D) Power Point	ing
6) is a presentation program. (A) U-torrent (B) Mozilla Firefox (C) MS PowerPoint (D) Slide Pa	nel
7) The slide that is used to introduce a topic and set the tone for the called the	e presentation is
(A) little slide (B) Bullet slide (C) Table slide (D) C	iraph slide
S) Press to end a presentation. (A) Tab (B) Esc (C) P (D) E	
Theory (Descriptive)	Marks: 12
1) What is a Computer? 2) Full Forms of: i) LCD ii) LED iii) USB iv) CPU v) IC 3) What is networking? 4) What is an operating system? 5) What is an online safety? 6) Imagine a full form of the word 'COMPUTER'.	

and the same of th	Name of the Students	Practical	Theory (MCQ)	Theory (Descriptive)	Total	Percentage
No.		Out of 30	Out of 08	Out of 12	Out of 50	%
_	SHAIKH AAYAN SABIR	29	7	12	48	96.00
1	KHAN WAQAS IMRAN	28	6	12	46	92.00
2	SHAIKH AFZAL ASLAM	27	6	11	44	NA .00
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11	QURISHI RUSHI MOHD ASLAM	30)	8	t3	50	100.00
15	Dharin Sadik Shamim	29	3	100	47	94.60
20	TAROI HABIBA RITWAN	29		10	47	94.80
21	MAOM MUZZABAT NAM	30	2	12	49	98.50
22	SHAIGH NABILA IBRAHIM	29	7	12	43	96.00
23	CHAN SUMAIYA AMERULLAH	27	6	10	43	84.00
24	SHAIKH AFREEN NAAZ MID ASIF	29	7	12	43	96.00
25	CHOUDHARY SAYEMA KHATOON MOHAMMED	3/0	7	12	49	98.00
	KHAN MUNAF AKIL	29	6	10	45	90.00
	KHAN ANAS SHAHNAWAZ	25	6	10	41	82.00
. 1	SHAIKH HUSNARA	30	7	12	49	98.00
. 1	KHAN AAFREEN	30	7	12	49	98.00

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Program Incharge



Principal











Anjuman-1-Islam's

peerbhoy College of Commerce & Economics

(NAAC Accredited College)

CERTIFICATE

OF COMPLETION

This Certificate is awarded to
:/Ms. Ansan Aftab Mohamma
of Roll No Div:
For successfully completing
1-on-Course in " Hardwall of Networking
m, 22 rd Nov 2022 to 03 dan 2023.
Though March March
Program Incharge Principal

Report On

Certificate Distribution ceremony of Add-On -Certificate Course

With an objective to provide opportunity to learn IT skills along with regular degree course to with an objective to provide opportunity to learn IT skills along with regular degree course to students of Bcom and unaided section, the IQAC in association with IT department took an initiative to start add-on courses in Hardware Networking and Digital literacy in college campus. In the students registered and completed the course successfully under the guidance of course-in-39 students registered and completed the students certificate distribution ceremony was charge Prof Altaf Chougle. To felicitate the students certificate distribution ceremony was charge Prof Altaf Chougle. To felicitate the students certificate distribution ceremony was charge Prof Altaf Chougle.

Program started with recitation of Quran. IQAC co-coordinator welcomed the dignitaries and the audience. Vice principal degree section Associate Prof.Hemanth Kumar Jonnala, spoke the relevance of such courses in present time. Principal Professor Dr. Shaukat Ali highlighted the need of additional skills along with regular degree in today's competitive job market. He gave the message that its responsibility of each one to work for the well being of society by discharging our professional duties ethically and sincerely. He encouraged the students to participate more in such number of courses to enhance their skills as well as confidence.

Few students shared their experience. They expressed gratitude for the college and course coordinator for conducting such course. The girl students were happy as they got an opportunity to learn PPT, Excel, MS word through digital literacy course. The practical sessions helped them a lot in understanding the theoretical concepts and information.

Students were rewarded with certificate. At the end vote of thanks was presented by IQAC coordinator Associate Prof.Kirti Menghani. She expressed sincere thanks to authorities, non teaching staff, office staff, course coordinator and staff as well as students attended the program and made it successful.

AND TO LEAVE MAN THE LEAST PAY LEGISLAND LAND

Prepared By

Associate Prof.Kirti Menghani

(IQAC-Co-ordinator)

Approved By

Prof.Dr Shaukat Ali

(Principal)