

**GOVERNMENT DEGREE COLLEGE  
KARVETINAGARAM, CHITTOOR (DT), A.P.**



Certificate Course

On

**DCA**

Organized by

**Department of Computer Applications**

GOVT DEGREE COLLEGE, KARVETINAGARAM

ప్రభుత్వ డిగ్రీ కళాశాల, కార్వేటినగరం



**GOVERNMENT DEGREE COLLEGE  
KARVETINAGARAM  
CHITTOOR DIST. AP. 517582**



Certificate Course  
on  
**DCA**

Eligibility	:	B.Com
Registration Fee	:	Free
Registration Start	:	27-06-2019
Registration End	:	29-06-2019
Duration of Course	:	30 Hrs
Course Start	:	01-07-2019

Organized by  
Department of Computer Applications

**GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST.**

**Karvetinagaram**

**Date: 27-06-2019**


**CIRCULAR**

**All the B.Com students are hereby informed that the Department of Computer Applications is going to commence a certificate course on "DCA" from 1<sup>ST</sup> July 2019 in the afternoon sessions.**

**Duration of the Course: Thirty Hours**

**only Course Fee: Free of cost**

**For further details contact: G. Bhargavi, Department of Computer Applications**

  
PRINCIPAL  
Govt. Degree College  
KARVETINAGAR - 517582  
Chittoor Dt. A.P.

**GOVERNMENT DEGREE COLLEGE: KARVETINAGARAM**

**2019-20**

**Certificate Course on DCA**

S.No	Name of the Student	Class	Signature of the Student
1	N. Vinod Kumar	III B.Com (Gen)	N. Vinod Kumar
2	P. Bhanu Prakash	III B.Com (Gen)	P. Bhanu Prakash
3	P. Babu	III B.Com (Gen)	P. Babu
4	S. Aadam Basha	III B.Com (Gen)	P. Aadam Basha
5	S. Bangaraiah	III B.Com (CA)	S. Bangaraiah
6	N. Chenchu Lakshmi	III B.Com (CA)	N. Chenchu Lakshmi
7	S. Chiran Jeevi	III B.Com (CA)	S. Chiran Jeevi
8	G. Dhana Sekhar	III B.Com (CA)	G. Dhana Sekhar
9	B. Ganesh	III B.Com (CA)	Ganesh
10	N. Dinesh Kumar	III B.Com (CA)	N. D. Dinesh Kumar
11	P. Ganapathi	III B.Com (CA)	P. Ganapathi
12	K. Krishna	III B.Com (CA)	K. Krishna
13	N. Hari Krishna	III B.Com (CA)	N. Hari Krishna
14	U. Jalaja	III B.Com (CA)	U. Jalaja
15	V. Hemadri	III B.Com (CA)	V. Hemadri
16	G. Janaki Ram	III B.Com (CA)	G. Janaki Ram
17	G. Kumar	III B.Com (CA)	G. Kumar
18	T. Madhu	III B.Com (CA)	T. Madhu
19	N. Mahendra	III B.Com (CA)	N. Mahendra
20	K. Muttu	III B.Com (CA)	K. Muttu
21	P. Nagarjuna	III B.Com (CA)	P. Nagarjuna
22	E. Nanda Kumar	III B.Com (CA)	E. Nanda Kumar
23	A. Pavan Kumar	III B.Com (CA)	A. Pavan Kumar
24	B. Pavan Kumar	III B.Com (CA)	B. Pavan Kumar
25	D. Purusotham	III B.Com (CA)	D. Purusotham

*N.V.C.*  
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Chittoor Dt. A.P.

**GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST**

**Certificate Course on "DCA"**

**SYLLABUS**

**TOTAL:30hrs**

**Introduction:**

Computer Definition - Characteristics and Limitations of Computer— Generations of Computer, Classification of Computers, Applications of Computer, Basic Components of PC, Computer Architecture - Primary and Secondary Memories- Input and Output Devices- Operating System- Function of Operating System- Types of Operating System- Languages and its Types

**MS word:**

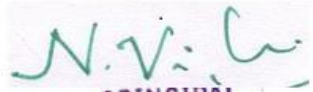
Word Processing – Features-Advantages and Applications- Parts of Word WindowToolbar-Creating, Saving, Closing, Opening and Editing of a Document-Moving and Coping a Text-Formatting of Text and Paragraph- Bullets and Numbering-Find and Replace - Insertion of objects-Headers and Footers- Page Formatting- Auto CorrectSpelling and Grammar- Mail Merge- Macros

**MS Excel:**

Features – Spread Sheet-Workbook – Cell-Parts of a window-Saving, Closing, Opening of a Work Book – Editing – Advantages – Formulas- Types of FunctionTemplates – Macros – Sorting- Charts – Filtering.

**MS Power point:**

Introduction – Starting – Parts-Creating of Tables- Create Presentation – TemplatesAuto Content Wizard-Slide Show-Editing of Presentation-Inserting Objects and charts

  
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**Inauguration of Certificate Course: DCA**



**Valedictory of Certificate Course: DCA**


**GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST.**

**DEPARTMENT OF COMPUTER APPLICATIONS**

**Brief Report on**

**"DCA"**

A certificate course on DCA was inaugurated on 1<sup>ST</sup> July 2019 in this college by the principal Dr. N. Vijayasree. The course duration was Thirty hours. This course was run free of cost to the students by the Department of Computer Applications. The course was run by G. Bhargavi. The course was conducted one hour per day. Twenty five students are enrolled in this course.

  
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GOVERNMENT DEGREE COLLEGE  
KARVETINAGARAM

# GOVERNMENT DEGREE COLLEGE

(Affiliated to S.V. University, Tirupathi)

**KARVETINAGARAM-517582, CHITTOOR DIST., ANDHRA PRADESH**

## CERTIFICATE

This certificate is awarded to Mr. / Miss. B. GANESH in our  
institution for having completed in six Months **DCA/PGDCA** organized by the Department of  
Commerce in Computer Application from 01-07-2019 to 31-07-2019

Place : Karvetinagaram

Date : 31/07/2019

*G. Bhargavi*  
Course Co-ordinator

*N.V.L.*  
PRINCIPAL  
Govt. Degree College  
KARVETINAGAR - 517582  
Chittoor Dt. A.P.