

**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	:	27-01-2021
Registration End	:	28-01-2021
Duration of Course	:	30 Hrs
Course Start	:	01-02-2021

Organized by
Department of Computer Applications

GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST.

Karvetinagaram

Date: 27-01-2021

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 1ST February 2021 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.

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GOVERNMENT DEGREE COLLEGE: KARVETINAGARAM

2020-21

Certificate Course on DCA

S.No	Name of the Student	Class	Signature of the Student
1	Y. Vinod Kumar	III.B.Com (Gen)	Y. Vinod Kumar
2	T. Vinayaka	III.B.Com (Gen)	T. Vinayaka
3	TS Rabinson	III.B.Com (Gen)	TS Rabinson
4	M. Nagaraju	III.B.Com (Gen)	M. Nagaraju
5	C. Muni Babu	III.B.Com (Gen)	C. Muni Babu
6	P. Mohan Babu	III.B.Com (Gen)	P. Mohan Babu
7	K. Lokesh Reddy	III.B.Com (Gen)	K. Lokesh Reddy
8	N. Koteswar	III.B.Com (Gen)	N. Koteswar
9	P. Kiran	III.B.Com (Gen)	P. Kiran
10	M. Dinakara Babu	III.B.Com (Gen)	P. Bhadrath
11	P. Bharath	III.B.Com (Gen)	P. Bharath
12	N. Viswanadham	III.B.Com (CA)	N. Viswanadham
13	P. Vinod Kumar	III.B.Com (CA)	P. Vinod Kumar
14	T. Venkatesulu	III.B.Com (CA)	Vinod Kumar
15	K. Tharun	III.B.Com (CA)	K. Tharun
16	P. Srividya	III.B.Com (CA)	P. Srividya
17	K. Shanmugam	III.B.Com (CA)	P. Sri Vidya
18	V. Satheesh	III.B.Com (CA)	V. Satheesh
19	K. Rakesh	III.B.Com (CA)	K. Rakesh
20	K. Rajesh	III.B.Com (CA)	K. Rajesh
21	V. Pratheep	III.B.Com (CA)	V. Pratheep
22	C. Pavithra	III.B.Com (CA)	C. Pavithra
23	K. Pavithra	III.B.Com (CA)	K. Pavithra
24	P. Pavan	III.B.Com (CA)	P. Pavan
25	K. Martin	III.B.Com (CA)	K. Martin


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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

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DEPARTMENT OF COMPUTER APPLICATIONS

Brief Report on

"DCA"

A certificate course on DCA was inaugurated on 1ST February 2021 in this college by the principal Dr. S. Vijayulu Reddy. 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

(Affiliated to S.V. University, Tirupathi)

KARVETINAGARAM-517582, CHITTOOR DIST., ANDHRA PRADESH

CERTIFICATE

This certificate is awarded to Mr. / Miss. P. SRIVIDYA in our
institution for having completed in six Months **DCA/PGDCA** organized by the Department of
Commerce in Computer Application from 01-02-2021 to 27-02-2021

Place : Karvetinagaram

Date : 27-02-2021

G. Bhargavi
Course Co-ordinator


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