

**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	:	08-11-2021
Registration End	:	11-11-2021
Duration of Course	:	30 Hrs
Course Start	:	12-11-2021

Organized by
Department of Computer Applications

GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST.

Karvetinagaram

Date: 08-11-2021

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 12th November 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

2021-22

Certificate Course on DCA

S.No	Name of the Student	Class	Signature of the Student
1	A. Vinod Kumkar	III B.Com (Gen)	A. Vinod Kumkar
2	A.Dhanavelu	III B.Com (Gen)	A. Dhanavelu
3	A.Karthik	III B.Com (Gen)	A. Karthik
4	B.Muragaiah	III B.Com (Gen)	B. Muragaiah
5	C.Mahesh	III B.Com (Gen)	C. Mahesh
6	D.Nagarani	III B.Com (Gen)	D. Nagarani
7	D.Yuvaraju	III B.Com (Gen)	D. Yuvaraju
8	G.Sravanthi	III B.Com (Gen)	G. Sravanthi
9	G.Suneetha	III B.Com (Gen)	G. Suneetha
10	G.Hemalatha	III B.Com (Gen)	G. Hemalatha
11	G.Suresh Krishna	III B.Com (Gen)	G. Suresh Krishna
12	G.Sai Venkatesh	III B.Com (Gen)	G. Saivenkatesh
13	K. Parthiban	III B.Com (Gen)	K. Parthiban
14	K. Hareesh	III B.Com (Gen)	K. Hareesh
15	M.Ajith	III B.Com (Gen)	M. Ajith
16	M.Bhupathi	III B.Com (Gen)	M. Bhupathi
17	P. Karthik	III B.Com (Gen)	P. Karthik
18	P. Sarath Kumar	III B.Com (Gen)	P. Sarath Kumar
19	P. Anil Kumar	III B.Com (Gen)	P. Anil Kumar
20	K. Pavithra	III B.Com (Gen)	K. Pavithra
21	V. Pavithra	III B.Com (Gen)	V. Pavithra
22	R. Delli Prasad	III B.Com (Gen)	R. Delli Prasad
23	S. Kanchana	III B.Com (Gen)	S. Kanchana
24	M.Siva	III B.Com (Gen)	M. Siva
25	V. Chiranjeevi	III B.Com (Gen)	V. Chiranjeevi


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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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DEPARTMENT OF COMPUTER APPLICATIONS

Brief Report on

"DCA"

A certificate course on DCA was inaugurated on 12th November 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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Inauguration of Certificate Course: DCA



 **GPS Map Camera**

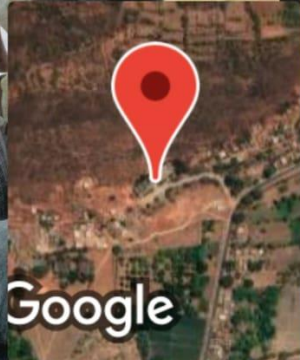
Karveti Nagar, Andhra Pradesh, India

CFG2+F69, Chittoor Puttur Rd, Karveti Nagar, Andhra Pradesh 517583, India

Lat 13.42723°

Long 79.452141°

10-12-2021 11:23 AM GMT +05:30



Valedictory of Certificate Course: DCA



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. G. HEMALATHA in our
institution for having completed in six Months **DCA/PGDCA** organized by the Department of
Commerce in Computer Application from 13-11-2021 to 10-12-2021

Place : Karvetinagaram

Date : 10-12-21

G. Bhargavi
Course Co-ordinator

S. V. M. S.
PRINCIPAL
Govt. Degree College
KARVETINAGAR - 517582
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