

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



CERTIFICATE COURSE
ON
COMPUTER SKILLS

Organized by

Department of Computer Science

GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST.

Karvetinagaram

Date: 17-06-2022

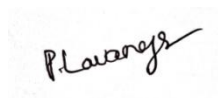
CIRCULAR

All the B.A B.Com & B.Sc students are hereby informed that the Department of Computer science is going to commence a certificate course on “**Computer Skills**” from 27th June 2022 in the afternoon sessions.

Duration of the Course: One month only

Course Fee: Free of cost

For further details contact P. Lavanya, Department of Computer Science



Lecturer- in charge



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



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GOVT. DEGREE COLLEGE, KARVETINAGARAM, CHITTOOR DIST

Certificate Course on "Computer Skills"

SYLLABUS

Total Hours:30

Unit I

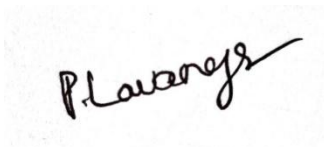
Introduction: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), input/output Devices, Computer Memory, Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

Unit II

Understanding Word Processing & Spread Sheets: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document, basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

Unit III

Making Small Presentation & Communication: Basics of power point presentation, Creating Presentation, Preparation and Presentation of Slides, Slide Show, Taking printouts of presentation / handouts, Basics of electronic mail, Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails.



P. Lavanya



S. M. J.
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GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM

DEPARTMENT OF COMPUTER SCIENCE

INAUGURATION PROGRAM FOR CERTIFICATE COURSE ON COMPUTER SKILLS



Chittoor, Andhra Pradesh, India
Chittoor Puttur Rd, Andhra Pradesh 517583, India
Lat 13.42739°
Long 79.452284°
27/06/22 11:15 AM GMT +05:30



Chittoor, Andhra Pradesh, India
Chittoor Puttur Rd, Andhra Pradesh 517583, India
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P. Lavanya

GOVERNMENT DEGREE COLLEGE, KARVETINAGARAM

DEPARTMENT OF COMPUTER SCIENCE 2021-22

CERTIFICATE COURSE ON "COMPUTER SKILLS"

List of Students Enrolled & Signatures:

GOVERNMENT DEGREE COLLEGE: KARVETINAGARAM

2021-22

Certificate Course on Computer Skills

S.No	Name of the Student	Class	Signature of the Student
1	M. Tharun	1 st BSC(MPC)	M. Tharun
2	K. Kiran Sai	1 st BSC(MPC)	K. Kiran Sai
3	K. Hari Krishna	1 st BSC(MPC)	K. Hari Krishna
4	M. Katakiah	1 st BSC(MPC)	M. Katakiah
5	J. Vijay	1 st BSC(MPC)	J. Vijay
6	K. Chandrika	1 st BSC(MPC)	K. Chandrika
7	M. Pavan Kalyan	1 st BSC(MPC)	M. Pavan Kalyan
8	V. Tharun	1 st BSC(MPC)	V. Tharun
9	V. Gautham	1 st BSC(MPC)	V. Gautham
10	T. Sandhya	1 st BSC(MPC)	T. Sandhya
11	K. Anitha	1 st BA(HFP)	K. Anitha
12	K. Munguru Prasad	1 st BA(HFP)	K. Munguru Prasad
13	N. Gopi	1 st BA(HFP)	N. Gopi
14	G. Ganesh	1 st BSC(MPC)	G. Ganesh
15	M. Raja Sekha	1 st BSC(MPC)	M. Rajasekhar
16	D. Sunil	1 st BSC(MPC)	D. Sunil
17	V. Neelaprakash	1 st BSC(MPC)	V. Neelaprakash
18	C. Ganesh	1 st BSC(MPC)	C. Ganesh
19	B. Sandhya	1 st BSC(MPC)	B. Sandhya
20	A. Lavan Kumar	1 st BSC(MPC)	A. Lavan Kumar
21	T. Bhavana	1 st BSC(MPC)	T. Bhavana
22	K. Deena	1 st BSC(MPC)	K. Deena
23	K. Meena	1 st BSC(MPC)	K. Meena
24	K. Kiran	1 st BSC(MPC)	K. Kiran
25	V. Tejkumar	1 st BSC(MPC)	V. Tejkumar


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DEPARTMENT OF COMPUTER SCIENCE

Brief Report on
Certificate course on “Computer Skills”

A certificate course on Computer Skills was inaugurated on 27th June 2022 in this college by the principal Dr. S. Vijuyulu Reddy. The course duration was one month. This course was run free of cost to the student by the Department of Computer Science. The course was run by Smt. P. Lavanya. The course was conducted one hour per day including Practical's. Twenty-five students are enrolled in this course.

After completion of the course, Certificate was given to the student on 12-08-2022.



Certificate Distribution for the certificate Course “Computer Skills”

