

**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, కార్వేతినగరం



GOVERNMENT DEGREE COLLEGE KAR  
VETINAGARAM  
CHITTOOR DIST. AP. 517582



Certificate Course  
on  
DCA

Eligibility : B.Com

Registration Fee : Free

Registration Start : 05-09-23

Registration End : 12-09-23

Duration of Course : 30 Hrs

Course Start : 15-09-23

Organized  
by Department of Computer Applications

**GOVT.DEGREECOLLEGE,KARVETINAGARAM,CHITTOORDIST.**

**Karvetinagara**

**mDate:05-09-**

**2023**


**CIRCULAR**

**AlltheB.ComstudentsareherebyinformedthattheDepartment of Computer Applications is going to commence a certificate course on "DCA" from 15 SEPTEMBER 2023 in theafternoonsessions.**

**DurationoftheCourse:ThirtyHouronlyCourseF**

**ee:Freeofcost**

**Forfurtherdetailscontact:G.Bhargavi,DepartmentofComputerApplicati  
ons**


  
**PRINCIPAL**  
**Govt. Degree College**  
**KARVETINAGAR - 517582**  
**Chittoor Dt. A.P.**  
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# GOVERNMENT DEGREE COLLEGE: KARVETINAGARAM

2023-2024

## 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.Murugaiah	III B.Com (Gen)	B. Murugaiah
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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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 Window-Toolbar- Creating, Saving, Closing, Opening and Editing of a Document- Moving and Copying a Text- Formatting of Text and Paragraph- Bullets and Numbering- Find and Replace- Insertion of objects- Headers and Footers- Page Formatting- Auto Correct Spelling and Grammar- Mail Merge- Macros

**MS Excel:**

Features - Spread Sheet- Workbook - Cell- Parts of a window- Saving, Closing, Opening of a Workbook - Editing - Advantages - Formulas- Types of Function Templates - Macros - Sorting- Charts - Filtering.

**MS Powerpoint:**

Introduction - Starting - Parts- Creating of Tables- Create Presentation - Templates Auto Content Wizard- Slide Show- Editing of Presentation- Inserting Objects and charts.

  
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**DEPARTMENTOFCOMPUTERAPPLICATIONS**

**BriefReporton**

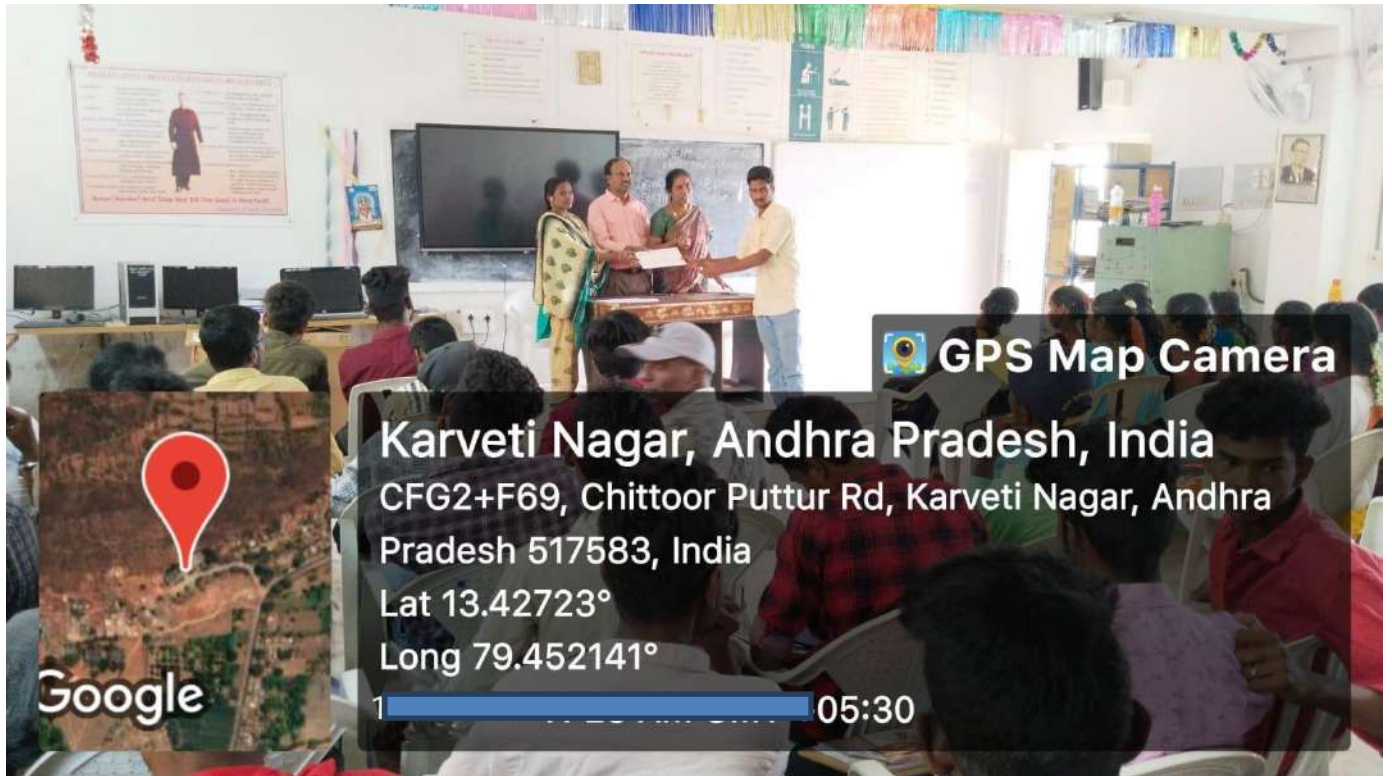
**“DCA”**


A certificate course on DCA was inaugurated on 15 September 2023 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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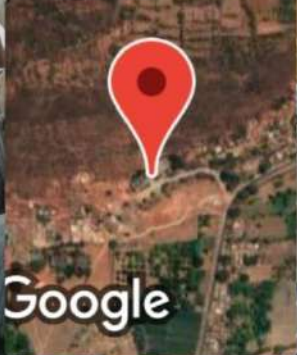



**Inauguration of Certificate Course: DCA**



 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°



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**ValedictoryofCertificateCourse:DCA**







# 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 15-09-2023 to 27-10-2023

Place : Karvetinagaram

Date 27-10-2023

*G. Bhargavi*  
Course Co-ordinator

*S. M. J.*  
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KARVETINAGAR - 517582  
Chittoor Dt. A.P.

