

# Governmen degree college(A&C Noki



### GOVERNMENT DEGREECOLLEGE (ARTS&COMMERCE)-3014 NAGAKURNOOL



### CERTIFICATE COURSE ON **PGDCA**

(2020-2021)



Government Degree College (A&C), Nagarkurnool-509209

(Affiniated to Petarburtt Opiversity)

Date: 14-02-2021.

#### DEPARTMENT OF COMPUTERS

TO,

The Principal,

Govt.DegreeCollege(A&C), Nagarkurnool,

Telangana.

Sub: Seeking the permission to conduct Interdisciplinary/Certificate course.

SIR,

We the Department Of Computers would like to conduct an Interdisciplinary/Certificate course on "PGDCA" to enrich the placement skills for the students of the college which will be commence Tentatively in the month Of Feb 2021 at 4:00 PM to 5:00 PM.

Kindly give the permission to conduct the course. Certificates will be given to students after the Successful completion of the course.





#### **CIRCULAR**

Date: 15-02-2021

Sub: Conducting Certificate course on "Post graduate diploma in computer applications" in Govt

degree college, Ngkl.

Duration: 16-02-2021 to 14-03-2021

From the subject cited Above Department of computers, inform to all the students

and faculty was decided to conduct Certificate on "PGDCA" for the Students don't have basic

computer knowledge, it is a very good Opportunity to develop your skills.

Kindly The interested candidates register their names in Department of computers.

The In charge of this Add on course S.Deepika Lecturer in Computers.

Note: Course Classes will be in after completion of college hours.

PRINCIPAL

PRINCIPAL

Govt. Degree & R.G. College

(Arts & Commerce)

Dist. NAGARKURNOOL, (T.S.

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# GOVERNMENT DEGREE COLLEGE (ARTS&COMMERCE) NAGARKURNOOL-3014

#### Certificate course on PGDCA

Program name : PGDCA

Resource person : S.DEEPIKA

Duration of Program : 30 days

Academic year : 2020-2021

#### **Objectives**

1. Certificate Course in PGDCA will help students to broaden their employment opportunities by proving skills in Microsoft Office and knowledge of working with Internet.

2. This course can result in higher earning potential and career advancement.

3. This course not only aims to provide them ability to use Microsoft Office applications for on-the-job needs but also provides a valuable distinction in entering higher education or the workforce by promoting academic preparedness and an opportunity to develop skills which businesses need for workforce readiness.

(Lectures in computer)

# GOVERNMENT DEGREE COLLEGE (ARTS&COMMERCE)-3014 Nagarkurnool,(Affliated To Palamuru university) SYLLUBUS FOR CERTIFICATE COURSE PGDCA(2020-2021)

lodule	Content	Duration in Hours
Module I	Basic Computer Concepts: Introduction to Computer, Computer Terminology, Computer Tools & Utilities, Working with the Windows Environment	3 hours Theory and Practical
Module II	MS Word:Introduction to MSWord,Formatting page and Setting Margins, Converting files to different formats, Editing text documents, Inserting Clip arts, pictures, and other files ,Creating tables, Sorting, Formatting & Editing pictures, Grouping and Rotating	5 hours Theory and Practical
Module III	MS Excel: Introduction, Spreadsheet,Spreadsheet addressing ,Entering and Editing Data , Mathematical operations, Formatting – Cell, row, column & Sheet, Alignment, Font, Border & shading, Functions	8 hours Theory and Practical
Module IV	MS Power Point: Introduction, Opening new Presentation, Different presentation templates, Setting backgrounds, Selecting presentation layouts Creating a presentation, Slide Background, Slide layout, Adding Graphics to the presentation, Adding effects to the presentation, Effective Presentation	
Module V	Internet:Internet and its history, Internet Resources, World Wide Web, Online services, Internet service providers, Hypertext and hyperlinks, Web browser.	3 hours Theory

## GOVERNMENT DEGREE COLLEGE(ARTS&COMMERCE) NAGARKURNOOL-3014

#### REPORT FOR CERTIFICATE COURSE ON PGDCA

- Students are very interest and felt very happy to learn this computer related course.
- Duration of the course 30 days.
- 36 students certified out of 45 Enrolled students.
- Students are very happy to learn this course because this course very useful for tier future.
- The course has been completed in 16-02-2021 to 14-03-2021.
- > Students done this course under the guidance of professionals.
- The final exam conducted both theory and practical.

(hectures in competess)

#### GOVERNMENT DEGREE COLLEGE (arts&commerce)

NAGARKURNOOL-3014

#### COURSE OUTCOMES

Name of the course: PGDCA Certificate course

Certificate Course PGDCA helps students to build a brighter future by empowering them with:

- 1. Basic Essential Computing skills companies are looking for.
- 2. Hands-on Practical Knowledge.
- 3. Boosting their resume.
- 4. Providing an edge over other applicants in the competitive job market.
- 5. Providing valuable experience and confidence.
- 6. Heightening their earning potential.
- 7. Gaining recognition among peers and employers.
- 8. Helping them in pursuit of higher education or a successful career.

(Lecturation conjuter)









