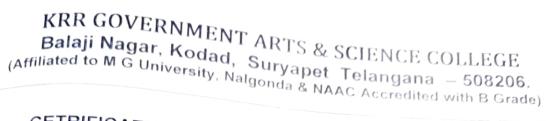
KRR GOVERNMENT ARTS & SCIENCE COLLEGE, KODAD

DEPARTMENT OF COMPUTER SCIENCE



CERTIFICATE COURSE 2021-22



CETRIFICATE COURSE ON BASIC COMPUTER SKILLS PERMISSION LETTER

Date: 30-01-2022

The Principal,

KRR Government Arts & Science College,

Kodad.

Sir,

Subject: Seeking Permission to start Certificate Course in Computers In our college Request-Reg.

We the Department of Computers would like on start Certificate Course in Computers in our college for the academic year 2021-22 for the betterment of all students.

Hence, you are to request to permit us to start the Certificate Course for the entioned academic year.

Thanking you sir,

permitted

Yoursfaithf

V.SREELA

CIRCULAR

Date: 30-01-2022

All the students are here by informed that we, the Department of MPUTERS start 'CERTIFICATE COURSE ON COMPUTER SKILL"for a period of seen days for this Academic Year 2021-22. The classes will be conducted during ro hours that is from 4:30 P.M to 5:30 P.M(1 hour) on all working days. The detailed neduled will be intimated soon interested candidate may enroll their names with the spt. of Computer Science. If the enrolled candidates are more than fifteen, a formal trance test will be conducted and based on the performance the selected students as short listed.

C.R.R. Govt. Arts & Scient Kodada-508 206, Survey

BASIC COMPUTER SKILLS

BASIC COMPUTER SKILLS	Durations
Contents to be Covered	2Hrs.
	2Hrs.
Knowing computer Knowing CIII Based Operating System	3Hrs.
Knowing computer Operating Computer using GUI Based Operating System Understanding Word Processing	3Hrs.
	1Hrs.
Using Spread Sheet Using Spread Sheet Introduction to Internet, WWW and web browsers Introduction and Collaboration	1Hrs.
Introduction to Internet, VVVV	2Hrs.
communications and	1Hrs.
Making small presentation Making small presentation Financial Literacy for banking Scheme and Applications	

jectives of the computers: This courseis helps students to work with well-known Computer knowledge software

Student will learn to create word document, using spread sheet, slide presentation

Computer Skill certificate course is not just theoretical program, but it also include ntinuous practice, to make students ready with required skill for employability in t o market

utcome from this course: After successfully qualifying practical examination, students will be awarded ertificate to work with well-known software i.e. MS-Office.

Student will do by their own create documents, mail merge, table handling, pri of word documents. Enter data in spread sheets, using formulas and functions Creating presentation, slide shows and taken print out of presentation, etc. in

Students do possess required skill and can also be employed as data entry MS.Office software.



Department of Computer Science

CERTIFICATE OF PARTICIPATION

This is to certifythatMr./Mrs.	S/o,D/o
Class	has participated in a
cate course on "Computer Skill	"Conducted by the Department
puters.	

PrincipalaL PRINCIPAL PRINCIPAL Science College Kodeda-508 206, Suryapet Dt.(T.S.)

K.R.R. Govt Arts & Science College Kodad, Suryapet (Dist.) Department of Computer Science

Summary of Certificate Course on Basic Computer Skills

Godenice College from 01/02/2022 to 18/02/2022, 15 Students from different BA Batches will computer skills are abilities and knowledge which allow you to use computer and related to the students to acquire both theoretical and practical training practical Examination was conducted at the end of the training and all the fifteen students are exam. All students cleared the exam with good grades and certificates showing the grades were issued to the students which would serve as an additional qualification for eximple to the students of the students which would serve as an additional qualification for eximple to the students which would serve as an additional qualification for eximple to the students which would serve as an additional qualification for eximple to the students which would serve as an additional qualification for eximple to the students which would serve as an additional qualification for eximple to the students which would serve as an additional qualification for eximple to the students which would serve as an additional qualification for eximple the students which would serve as an additional qualification for eximple the students which would serve as an additional qualification for the students.

CERTIFICATE COURSE O	NBASIC	
CERTIFICATE COURSE ONBASIC COMPUTER SKILLS LIST OF STUDENATS		
Ht.No.		
30044019 129 001	Name of the Students	Signature
2004 4019 129 002	A. Viny Baby	AMIS
2044019129 003	B N D O	B. hop) Bonegerani
2004 40 19/129 004	B. And Day	Binogen
20014019129 005	B. Prashenti	B. Algorague
20044019129 006	B. Hima Sri	B. Hazi
20044019129 007	B. Sof Crishna	By
2014 4019 29 008	Bishiva	B. Shiva
20044019/29069	B. Madhar Kur	B. Madha tu
20044019129 010	B. Virlay kur	
20044019129024.	J. lanba	Rank
20044019129 05	k. hung shek	er thrashera
20044019129 026	K. Mahah	pacheels
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Deay 4019 129 028	K-Viney	