KRR GOVERNMENT ARTS & SCIENCE COLLEGE, KODAD

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE
2021-22

KRR GOVERNMENT ARTS & SCIENCE COLLEGE
Balaji Nagar, Kodad, Suryapet Telangana – 508206.
(Affiliated to M G University, Nalgonda & NAAC Accredited with B Grade)

CETRIFICATE COURSE ON BASIC COMPUTER SKILLS

PERMISSION LETTER

Date: 30-01-2022

To

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
:een 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
1eduled will be intimated soon interested candidate may enroll their names with the
ipt. 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
ll be short listed.

PR.Princip
(.R.R. Govt. Aris & Scier
Kedada-508 206. Suryar

BASIC COMPUTER SKILLS

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

jectives of the computers:

This courseis helps students to work with well-known Computer knowledge software
.e. MS-Office

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
ɔ market

utcome from this course:

After successfully qualifying practical examination, students will be awarded
rtificate 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
MS.Office software.

Students do possess required skill and can also be employed as data entry

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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
nputers.

Principal
PRINCIPAL
K.R.R.Govt. Arts & Science College
Kodada-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

15 Hours Certificate Course on computer skill was held by Computer Department, K.R.R. Go
Science College from 01/02/2022 to 18/02/2022, 15 Students from different BA Batches w
d. Computer skills are abilities and knowledge which allow you to use computer and rela
ogy. They let you use word processing software, accessinternet, managefiles, or cre
ations. It was intended to equip the students to acquire both theoretical and practical trainir
ce Practical Examination was conducted at the end of the training and all the fifteen stud
d the exam. All students cleared the exam with good grades and certificates showing
ve grades were issued to the students which would serve as an additional qualification for
eking job as a data entry operator.

CERTIFICATE COURSE ONBASIC COMPUTER SKILLS

LIST OF STUDENATS

Ht.No.	Name of the Students	Signature
20044019129 001	A. Vinay Baby	AVB
20044019129 002	B. hopi	B.hopi
20044019129 003	B. Naga Devi	B.nagadevi
20044019129 004	B. Naga Raju	B. Nagaraju
20044019129 005	B. Prashanthi	B. Prashanthi
20044019129 006	B. Hima Sri	B. Hsai
20044019129 007	B. Sri Krishna	Sri
20044019129 008	B. Shiva	B. Shiva
20044019129 009	B. Madhav Kumar	B.Madhav kum
20044019129 010	B. Vinay Kumar	Vinay
20044019129 024	J. Ramba	Ramba
20044019129 025	K. huna shekar	k. hunashekar
20044019129 026	K. Mahesh	Mahesh
20044019129 027	K. hanesh	Hensh
20044019129 028	K. Vinay	Vinay