

Dt:18/4/2022

To  
The Principal  
Govt. Degree College  
Koratla

Respected madam,

Sub:- Grant of permission to conduct certificate course "MS Office Certification Course" by Dept. of Zoology in collaboration with Dept. of Computer Science & Applns-Req-Reg.

It was decided in the Zoology departmental meeting that a certificate course "MS Office Certification Course" has to be conducted for only life science students of our college. The aim of the course is to make our life science students employable. It is of 30hrs duration. I want to conduct it 1 Hr before and 1 Hr after class hours and 3 hrs (2-5 PM on Sundays) in TSKC lab.

The programme will be conducted with the collaboration of Department of Computer Science and applications. Students need to put 75% attendance and score at least 75% in the test conducted at the end of the course to get a certificate. Course is free of cost.

Kindly permit us to conduct the course.

Thanking You

Yours Sincerely,

  
(G.NEERAJA)

Asst.Prof. of Zoology

  
(K.SRIKANTH)

Lecturer in Comp.Sc & Applns

  
PRINCIPAL  
GOVT. DEGREE & P.G. COLLEGE  
KORATLA - 505 326,

18/4/2022

**NOTICE**

This is to inform all the students that the Department of Zoology is organising "MS Office Certification Course" a Certificate Course in collaboration with Department of Computer Science & Applications from 21/04/2022. Those who are interested can enrol their names with Ms.G.Neeraja, Asst.Prof. of Zoology on or before 20/4/2022. Classes will be conducted in TSKC Lab in our college.

---

**Rules and Regulations :**

**Eligibility:** Student from Life Sciences studying I/II/III Yr in Govt, Degree College, Koratla are eligible.

**Duration:**30 Hrs

**Timing:** 1 Hr before and 1 Hr after class hour and 3 hrs (2-5 PM in the afternoon on Sundays)

**Course fee:** Free of cost.

**Course completion Certificate distribution:** At the end of the course certificates will be distributed to student those who attend 75 % of classes conducted and score atleast 75% marks in test conducted.

  
Course In-Charge

  
Principal  
GOVT. DEGREE COLLEGE  
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA DIST: JAGTIAL  
Certificate Course in "MS Office Certification Course"  
STUDENTS ATTENDANCE

HLNo	Name of the Student	Date																													
		21	21	22	22	23	23	24	24	25	25	26	26	27	27	28	28	29	29	30	30	1	2	2	5	5	7	7			
2107704644 - 51002	A. Ruchika	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
- 51009	S. Pranitha	1	1	2	3	4	5	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	24			
- 51011	T. Pavani	1	1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	22	23				
- 61008	M. Samyuktha	1	2	2	3	4	5	6	7	8	9	10	11	12	12	13	14	15	16	17	18	19	20	21	22	23					
2007704644 - 6003	B. Jhansi Rani	1	2	3	4	5	6	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
- 6014	G. Shivani	1	2	3	4	5	6	6	7	8	9	10	11	12	13	13	14	15	16	17	18	19	20	21	22	23	24				
1907704644 - 5001	Arjuna Begum	1	2	3	4	5	6	6	7	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
- 5005	G. Sangeetha	1	2	3	4	5	6	7	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24					
- 5006	G. Ruchika	1	2	3	4	5	6	7	8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
- 5014	M. Bhavani	1	2	3	4	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
- 5014	P. Ruchika	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16	17	18	19	20	21	22	23	24					

195  
Sign of In-Charge

19  
Sign of Principal  
GOVT. DEGREE COLLEGE  
KORATLA, DIST: JAGTIAL

**GOVERNMENT DEGREE COLLEGE, KORATLA**  
**MS OFFICE CERTIFICATION COURSE**

**SYLLABUS**

- 1) INTRODUCTION TO COMPUTER -4 Hrs  
  
Computer Basic, Creating Folder, Paint ,Directories, input units, Output unit , Central Processing Units , Hardware
  
- 2) MS WORD -7 Hrs  
  
Text Basics, Text Formatting and saving file, Working with Objects, Header & Footers, Working with bullets and numbered lists, Tables, Styles and Content, Merging Documents, Sharing and Maintaining Document, Proofing the document, Printing.
  
- 3) MS EXCEL -7 Hrs  
  
Introduction to Excel, Formatting excel work book, Perform Calculations with Functions, Sort and Filter Data with Excel, Create Effective Charts to Present Data Visually, Analyze Data Using PivotTables and Pivot Charts, Protecting and Sharing the work book, Use Macros to Automate Tasks, Proofing and Printing.
  
- 4) MS POWERPOINT -7 Hrs  
  
Setting Up PowerPoint Environment, Creating slides and applying themes, Working with bullets and numbering, Working with Objects, Hyperlinks and Action Buttons, Working With Movies and Sounds, Using SmartArt and Tables, Animation and Slide Transition, Using slide Master, Slide show option, Proofing and Printing.
  
- 5) INTERNET -5 Hrs  
  
Understanding how to search/Google, bookmarking and Going to a specific website, Copy and paste Internet content into your word file, PPT and emails, Setting up E-Mail Account ,Receiving Incoming Messages ,Sending Outgoing Messages, Email addressing ,Email attachments

  
(G. NEERAJA)



# GOVT. DEGREE COLLEGE, KORATLA

Dist. Jagtial, Telangana  
(Affiliated to Satavahana University, Karimnagar)

## Certificate of Completion

*is proudly presented to*

*On successful completion of "MS Office Certification Course" organised by  
Department of Zoology in collaboration with Department of Computer Science  
and Applications from 21-04-2022 to 07-05-2022.*

Course  
Co-Convenor

Course  
Convenor

Principal



# GOVT. DEGREE COLLEGE, KORATLA

Dist. Jagtial, Telangana  
(Affiliated to Satavahana University, Karimnagar)

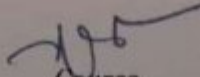
## Certificate of Completion

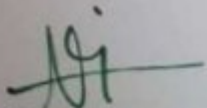
*is proudly presented to*

**ASARI RUCHITHA** B.Sc. Life Sciences I year

*On successful completion of "MS Office Certification Course" organised by  
Department of Zoology in collaboration with Department of Computer Science  
and Applications from 24-04-2022 to 07-05-2022.*

  
Course  
Co-Convenor

  
Course  
Convenor

  
PRINCIPAL  
GOVT. DEGREE COLLEGE  
KORATLA, DIST. JAGTIAL



**GOVERNMENT DEGREE COLLEGE, KORUTLA**

**INAUGURAL CEREMONY OF  
MS Office  
CERTIFICATION COURSE**



**21.04.2022**

ORGANISED BY  
**DEPARTMENT OF ZOOLOGY**

IN COLLABORATION WITH  
**DEPARTMENT OF COMPUTER SCIENCES & APPLICATIONS**



**Inauguration of course by Principal Dr.N.Vasavi**



**Course Convenor Kum.G.Neeraja explaining about the course details**

## Classes organised





 **GOVERNMENT DEGREE COLLEGE, KORUTLA**

**Valedictory Session**

**MS Office**  
**CERTIFICATION COURSE**

**21/4/22 – 7/5/22**

ORGANISED BY  
**DEPT. OF ZOOLOGY**

In  
Collaboration with  
**DEPT. OF COMP. SCIENCE & APPLICATIONS**



**CERTIFICATE DISTRIBUTION**

