# Certificate course on

# Fundamentals of Computers and MS Office

## Offered for the academic year 2018-2019

## By

## Department of Computers



# Government Degree College, Luxettipet

# Dist. Mancherial

Date: 13-08-2018

To,

The Principal,
Government Degree College, Luxettipet,
Dist. Mancherial.

Respected sir,

Sub: Request for permission to start a certificate course on "Fundamentals of Computers and MS Office" by Department of Computers – Regarding.

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With reference to the subject cited above, I wish to submit that Department of Computers, GDC, Luxettipet is planning to offer a certificate course on "Fundamentals of computers and MS Office" from 20-08-2018. Duration of this course will be 30 Hrs. Hence, I request your good self to kindly grant us the permission to start the certificate course.

Thanking you sir.

Department of Computers

GDC, Luxettipet

Permitted
J. K. 12/8/2018

# Government Degree College, Luxettipet

## Department of Computers

## Notice

**Date: 14-08-2018**

It is here by informed to all that, department of computers is starting a certificate course titled **"Fundamentals of Computers and MS Office"** from 20-08-2018 onwards. Duration of the course will be 30Hrs. The course will be very useful to the non computer students. All the staff members are requested to inform the same to the students. All the staff members are requested to cooperate for the smooth conduct of the course.

Convenor

Principal

**Principal**
Govt. Degree College,
Luxettipet-504 215

# About the course

Department of computers is offering a certificate course on "Fundamentals of Computers and MS Office" for the academic year 2018-19. Duration of this course will be 30 hrs starting from 20-08-2018 onwards.

The objective of this course is to provide computer basics and knowledge to the non computer students studying in this college. After successful completion of this course students will be able to search for subject notes online, create notes for future reference. As now days all the entrance and recruitment exams are being conducted online mode, this course also helps the students by making them familiar with computer concepts. This course helps the students, aspiring to crack exams conducted by public service commission, police department etc, as computer basics has a good weightage in all those exams.

At the end of the course all the enrolled students will be evaluated by an examination. Examination will be conducted in objective mode. The student needs to secure a minimum of 40% marks to pass the exam. All the students securing more than 40% marks will be awarded grades as according

> - 40% to 59% - C grade.
> - 60% to 74% - B grade.
> - 75% to 90% - A grade.
> - Above 90% - A+ grade.

All the students securing minimum passing marks will be awarded certificates.

J.K.
**Principal**
Govt. Degree College,
Luxettipet-504 215

# Syllabus for certificate course on Fundamentals of Computers and MS Office

**Unit- I:**                                                              **12 hours**

Introduction to computers. Block diagram of a computer. Input devices. Output devices. Types of computers. Generations of computers. Introduction to operating systems. Types of operating systems. Functions of an operating system. Introduction to computer memory. Types of memories. Introduction to windows. File explorer in Windows. Internet and Web browsers.

**Unit-II:**                                                              **6 hours**

Introduction to MS Office and word processor. Creating, Opening, Editing and Saving a word file. Layout of MS word window. Text formatting features in MS Word. Page formatting features in MS Word. Inserting images and shapes in a word document. Headers and footers. Working on tables in word. Mail merge and macros in Word.

**Unit-III:**                                                              **6 hours**

Introduction to MS Excel. Text formatting features in excel. Sorting and filters in excel. Workings with charts in excel. Types of charts in excel. Page formatting features. Headers and footers in excel. Formulas in excel.

**Unit- IV:**                                                              **6 hours**

Introduction to power point. Text formatting features in power point. Inserting, changing the layout and deleting a slide. Views in power point (normal, slide sorter and slide show). Inserting pictures, clip arts and shapes in a presentation. Animations in power point.

Principal
Govt. Degree College,
Luxettipet-504 215

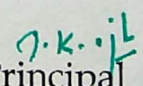# Government Degree College, Luxettipet

## Department of Computers

### Certificate Course on "Fundamentals of Computers and MS Office"

### for academic year 2018-19

### List of registered students

| S. No | Name of the student | Group/Year |
|---|---|---|
| 1 | B. Ajay Kumar | B.A - I year |
| 2 | Ch. Mallesh | B.A - I year |
| 3 | J. Shekar | B.A - I year |
| 4 | T. Rajesh | B.A - I year |
| 5 | A. Mahesh | B.A - I year |
| 6 | P. Nagaraju | B.A - I year |
| 7 | M. Mahesh | B.A - I year |
| 8 | P. Naveen | B.A - I year |
| 9 | K. Anjanna | B.A - I year |
| 10 | Y. Purnima | B.A - I year |
| 11 | M. Surya Teja | B.A - I year |
| 12 | G. Manoj Kumar | B.A - I year |
| 13 | T. Rakesh | B.A - I year |
| 14 | B. Vikram | B.Sc(BZC) - I year |
| 15 | M. Sandhya Rani | B.Sc(BZC) - I year |
| 16 | B. Susmitha | B.Sc(BZC) - I year |
| 17 | G. Anjali | B.Sc(BZC) - I year |
| 18 | E. Krishnaveni | B.Sc(BZC) - I year |
| 19 | R. Sneha | B.Sc(BZC) - I year |
| 20 | M. Shireesha | B.Sc(BZC) - I year |
| 21 | A. Rajeshwari | B.Sc(BZC) - I year |
| 22 | T. Yellavva | B.Sc(BZC) - I year |
| 23 | K. Mamatha | B.Sc(BZC) - I year |

Convenor

Principal

**Principal**
Govt. Degree College,
Luxettipet-504 215

# ATTENDANCE REGISTER FOR THE MONTH OF ☐☐ 20

CLASS ☐  SECTION ☐  WORKING DAYS ☐  Up to last month ☐  Present month ☐  TOTAL ☐  **Bajrang** *Everlady*

| SL. NO. | ADMISSION NUMBER | NAME OF THE STUDENT | AGE | CASTE | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | Up to last month | Present month | TOTAL | REMARKS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1. | | B. Ajay Kumar | | | 1 | 2 | 3 | 4 | 4 | 5 | 6 | 7 | 8 | 9 | 9 | 10 | 11 | 12 | 13 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 25 | 26 | | | | 26 | |
| 2. | | Ch. Mallesh | | | 1 | 2 | 2 | 2 | 3 | 4 | 5 | 5 | 6 | 7 | 8 | 9 | 10 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 17 | 18 | 19 | 20 | 21 | 21 | 22 | 23 | 24 | | | | 24 | |
| 3. | | J. Shekhar | | | 1 | 2 | 2 | 2 | 3 | 3 | 4 | 5 | 6 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 17 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 23 | | | | 23 | |
| 4. | | T. Rajesh | | | . | . | 1 | 2 | 3 | 3 | 3 | 4 | 5 | 6 | 6 | 6 | 7 | 7 | 8 | 9 | 10 | 11 | 12 | 12 | 13 | 14 | 15 | 16 | 16 | 17 | 18 | 19 | 20 | 21 | | | | 21 | |
| 5. | | A. Mahesh | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 27 | | | | 27 | |
| 6. | | P. Nagaraju | | | 1 | 2 | 2 | 3 | 4 | 5 | 6 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 14 | 15 | 16 | 17 | 18 | 19 | 19 | 20 | 21 | 21 | 22 | 23 | 24 | 25 | | | | 25 | |
| 7. | | M. Mahesh | | | 1 | 2 | 3 | 4 | 5 | 5 | 5 | 6 | 7 | 8 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 14 | 15 | 16 | 17 | 18 | 19 | 19 | 20 | 21 | 22 | 23 | 24 | | | | | 24 | |
| 8. | | P. Naveen | | | . | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 7 | 7 | 8 | 9 | 9 | 9 | 10 | 11 | 12 | 12 | 13 | 14 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 22 | | | | 22 | |
| 9. | | K. Anjamma | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 26 | 27 | | | | 27 | |
| 10. | | Y. Purnima | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 12 | 12 | 13 | 14 | 15 | 15 | 16 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | 26 | |
| 11. | | M. Surya Teja | | | . | . | 1 | 2 | 3 | 4 | 5 | 6 | 6 | 7 | 8 | 9 | 10 | 11 | 11 | 12 | 13 | 14 | 15 | 16 | 16 | 16 | 17 | 17 | 17 | 18 | 19 | 20 | 20 | | | | | 20 | |
| 12. | | G. Manoj Kumar | | | . | . | . | 1 | 2 | 2 | 2 | 3 | 4 | 4 | 4 | 5 | 6 | 7 | 7 | 7 | 7 | 8 | 9 | 9 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 17 | | | | 17 | |
| 13. | | T. Rakesh | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 17 | 17 | 18 | 19 | 20 | 20 | 20 | 21 | 22 | 23 | 23 | 24 | | | | 24 | |
| 14. | | B. Vikram | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 20 | 21 | 22 | 23 | 24 | 24 | 25 | 26 | 27 | 28 | | | | 28 | |
| 15. | | M. Sandhya Rani | | | 1 | 2 | 3 | 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 24 | 25 | | | | 25 | |
| 16 | | B. Susmitha | | | 1 | 2 | 3 | 4 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 13 | 13 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | 26 | |
| 17. | | G. Anjali | | | . | 1 | 2 | 3 | 4 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 24 | 25 | 26 | | | | 26 | |
| 18. | | E. Krishna Veni | | | 1 | 2 | 3 | 4 | 5 | 5 | 6 | 7 | 8 | 8 | 9 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 17 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 24 | 24 | | | 24 | |
| 19. | | R. Sneha | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 28 | | | | 28 | |
| 20 | | M. Shiresha | | | 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 24 | 24 | 25 | | | | | 25 | |
| 21. | | A. Rajeshwari | | | . | 1 | 2 | 3 | 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 14 | 15 | 16 | 17 | 17 | 17 | 18 | 19 | 19 | 20 | 21 | 22 | 23 | | | | 23 | |
| 22. | | T. Yellavva | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 10 | 10 | 11 | 12 | 13 | 14 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 23 | 24 | 25 | 26 | | | | 26 | |
| 23. | | K. Mamatha | | | 1 | 2 | 3 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 20 | 21 | 21 | 21 | 22 | 23 | 24 | 25 | | | | 25 | |

| | |
|---|---|
| | Total of the Morning Attendance |
| **Sig. of the Class Teacher** | Total of the afternoon Attendance |
| | Average Attendance of the day |
| **Head of the Institution** | Sign. of the Class Teacher |

*T. K. L*
**Principal**
Govt. Degree College,
Luxettipet-504 215

| PARTICULARS OF STRENGTH | BOYS | GIRLS | TOTAL |
|---|---|---|---|
| No. on Roll at the end of the Previous Month | | | |
| No. Admitted during the Month | | | |
| No. Withdrawals during the Month | | | |
| No. on Roll at the end of the Month | | | |
| Average Attendance during the Month | | | |

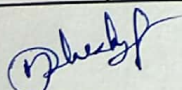# Government Degree College, Luxettipet
## Department of Computers
### Certificate Course on "Fundamentals of Computers and MS Office"
### for the academic year 2018-19
### Grades secured by students

| S. No | Name of the student | Grade |
|-------|---------------------|-------|
| 1 | B. Ajay Kumar | B |
| 2 | Ch. Mallesh | B |
| 3 | J. Shekar | B |
| 4 | T. Rajesh | B |
| 5 | A. Mahesh | B |
| 6 | P. Nagaraju | A+ |
| 7 | M. Mahesh | C |
| 8 | P. Naveen | A |
| 9 | K. Anjanna | A |
| 10 | Y. Purnima | B |
| 11 | M. Surya Teja | AB |
| 12 | G. Manoj Kumar | B |
| 13 | T. Rakesh | C |
| 14 | B. Vikram | A |
| 15 | M. Sandhya Rani | A+ |
| 16 | B. Susmitha | B |
| 17 | G. Anjali | A |
| 18 | E. Krishnaveni | B |
| 19 | R. Sneha | C |
| 20 | M. Shireesha | B |
| 21 | A. Rajeshwari | B |
| 22 | T. Yellavva | B |
| 23 | K. Mamatha | A |
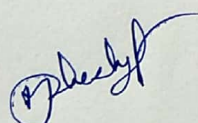
Convenor
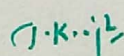
Principal
**Principal**
Govt. Degree College,
Luxettipet-504 215

# Government Degree College, Luxettipet
## Department of Computers
## Certificate Course on "Fundamentals of Computers and MS Office"
## for the academic year 2018-19
## Certificates issued list

| S. No | Name of the student | Grade | Signature of the student |
|-------|--------------------|-------|--------------------------|
| 1 | B. Ajay Kumar | B | B. Ajay Kumar |
| 2 | Ch. Mallesh | B | Ch. Mallesh. |
| 3 | J. Shekar | B | Shekar |
| 4 | T. Rajesh | B | Rajesh |
| 5 | A. Mahesh | B | A. MAHESH |
| 6 | P. Nagaraju | A+ | Nagaraju |
| 7 | M. Mahesh | C | Mahesh |
| 8 | P. Naveen | A | P. Naveen |
| 9 | K. Anjanna | A | K. Anjana |
| 10 | Y. Purnima | B | Purnima. |
| 11 | M. Surya Teja | AB | ABSENT |
| 12 | G. Manoj Kumar | B | G. Manoj Kumar |
| 13 | T. Rakesh | C | Rakesh |
| 14 | B. Vikram | A | Vikram |
| 15 | M. Sandhya Rani | A+ | M. Sandhya Rani |
| 16 | B. Susmitha | B | Susmitha |
| 17 | G. Anjali | A | Anjali |
| 18 | E. Krishnaveni | B | Krishnaveni |
| 19 | R. Sneha | C | Sneha |
| 20 | M. Shireesha | B | Shreesha. |
| 21 | A. Rajeshwari | B | Rajeshwari |
| 22 | T. Yellavva | B | T. Yellavva . |
| 23 | K. Mamatha | A | Mamatha. K. |

Convenor

Principal

# Government Degree College, Luxettipet
## Certificate Course on Fundamentals of Computers and MS Office

Duration: 40Mins.                                    Maximum marks: 25

Name of the student: K. Anjanna.                     Group/Year: B.A I year).

21/25

**Choose the correct option**

1. Which of the following is the storage media used in 2nd generation of computers  ( C )
a. Video disks          b. Floppy disk          c. Magnetic disk          d. Punched card

2. Which of the following is the processing device used in 4th generation          ( D )
a. Integrated circuits   b. Vacuum tubes     c. IC with VLSI       d. IC with parallel processing

3. Which of the following is not a type of computer          ( C )
a. Super computer       b. Micro computer   c. Macro computer   d. Mainframe computer

4. Which of the following is not an input device          ( A )
a. Projector       b. Track ball          c. Light pen          d. Scanner

5. Which of the following is not an output device          ( B )
a. Monitor       b. Joy stick          c. Laser jet printer   d. Speaker

6. Which of the following is a web browser that is installed automatically with Windows operating system          ( C )
a. Google chrome       b. Mozilla firefox   c. Internet explorer          d. Opera

7. Which of the following is not a command driven operating system          ( D )
a. Unix          b. Linux          c. DOS          d. Windows

8. Feature to display the data according to a criteria is called          ( D )
a. Sorting       b. Indexing          c. Addressing          d. Filtering

9. Which of the following is not a text editor          ( B )
a. Wordpad    b. Excel          c. Notepad          d. MS Word

10. In MS Word the menu in which header and footer are available is called          ( A )
a. Insert          b. Page layout       c. Review          d. Home

## Fill in the blanks

1. The part of the CPU where all arithmetic and logical operations performed is called
   .....ALU.....................................

2. Two page orientation options in MS Word are.........................................

3. Short cut to open print window is ......Ctrl + P:.......

4. Short cut used to make alphabets bold is ..Ctrl + B........

5. Three different kind of views available in MS Power Point are
   .....Normal, SlideSorter, SlideShow

6. Intersection of a row and column in excel is called ....Cell..........

7. Four text alignment options available in MS Word are ...............................................

8. By using ......Mail Merge........ we can combine body of the letter with list of
   recipients to generate individual letters.

9. Name three types of charts available in excel ...........................................

10. ......validations..... Is used to prevent from invalid data being entered into an
    excel sheet.

## Match the following

1. Super script       ( c )       a. RAM
2. Sub script         ( e )       b. Cache memory
3. Volatile memory    ( a )       c. $x^2$
4. 1 byte             ( d )       d. 8 bits
5. Fastest memory     ( f )       e. $x_2$
                                  f. ROM
                                  g. 16 bits

## Government Degree College, Luxettipet
## Certificate Course on Fundamentals of Computers and MS Office

Duration: 40Mins.  Maximum marks: 25

Name of the student: P. Nagaraja  Group/Year: B.A I-year

24/25

**Choose the correct option**

1. Which of the following is the storage media used in 2nd generation of computers ( C )

a. Video disks          b. Floppy disk          c. Magnetic disk          d. Punched card

2. Which of the following is the processing device used in 4th generation          ( d )

a. Integrated circuits   b. Vacuum tubes     c. IC with VLSI       d. IC with parallel processing

3. Which of the following is not a type of computer          ( c )

a. Super computer     b. Micro computer  c. Macro computer  d. Mainframe computer

4. Which of the following is not an input device          ( a )

a. Projector       b. Track ball          c. Light pen          d. Scanner

5. Which of the following is not an output device          ( b )

a. Monitor       b. Joy stick          c. Laser jet printer    d. Speaker

6. Which of the following is a web browser that is installed automatically with Windows

operating system          ( c )

a. Google chrome       b. Mozilla firefox    c. Internet explorer          d. Opera

7. Which of the following is not a command driven operating system          ( d )

a. Unix          b. Linux          c. DOS          d. Windows

8. Feature to display the data according to a criteria is called          ( d )

a. Sorting       b. Indexing          c. Addressing          d. Filtering

9. Which of the following is not a text editor          ( b )

a. Wordpad     b. Excel          c. Notepad          d. MS Word

10. In MS Word the menu in which header and footer are available is called          ( d )

a. Insert       b. Page layout          c. Review          d. Home

## Fill in the blanks

1. The part of the CPU where all arithmetic and logical operations performed is called *Arithmetic and logical unit*

2. Two page orientation options in MS Word are *land scape and portrait*

3. Short cut to open print window is *Ctrl+P*

4. Short cut used to make alphabets bold is *Ctrl +B*

5. Three different kind of views available in MS Power Point are *Normal view, slide sorter and slide show*

6. Intersection of a row and column in excel is called *cell*

7. Four text alignment options available in MS Word are *right, left, centre and justify*

8. By using *mail merge* we can combine body of the letter with list of recipients to generate individual letters.

9. Name three types of charts available in excel *line chart, bar chart and pie chart*

10. *Validations* Is used to prevent from invalid data being entered into an excel sheet.

## Match the following

1. Super script      ( C )      a. RAM
2. Sub script        ( e )      b. Cache memory
3. Volatile memory   ( a )      c. $x^2$
4. 1 byte            ( d )      d. 8 bits
5. Fastest memory    ( b )      e. $x_2$
                                f. ROM
                                g. 16 bits

# Certification Programme

# Summary

Department of Computers offered a certificate course on "Fundamentals of Computers and MS Office" for the academic year 2018-19. Duration of the course was 30Hrs. Certificate course was inaugurated on 20-08-2018.

During the early part of the course students learnt about evolution of computers, basic organization of computer, various input & output devices, computer memories, classification of computers.

At later stages of the course, students learned about text formatting features in MS Word and MS Excel, learnt to create attractive presentations using MS Power Point also learnt to use various web browsers for searching the subject material on World Wide Web. Practical sessions were conducted for the students to apply the theoretical knowledge gained during oral classes.

After completion of the syllabus, students enrolled for the course were evaluated by an objective type exam consisting of 30 questions. Exam was conducted on 01-10-2018. Certification programme was organized on 03-10-2018. All the students securing the minimum pass marks were issued certificates. Dr. Jai Kishan Ojha, Prinicpal, GDC Luxettipet presented the certificates to the students.

Number of students securing the grades:

1. Two students secured A+ grade.
2. Five students secured A grade.
3. Twelve students secured B grade.
4. Three students secured C grade.
5. One student did not attend the exam.

T.K..
**Principal**
Govt. Degree College,
Luxettipet-504 215

# Government Degree College, Luxettipet

## Certificate Course on Fundamentals of Computers and MS Office

### Feedback form

1. Are you satisfied with the programme?

   Yes ☑          No ☐

2. What did you learnt from the course?

   Computer skills

3. Is it useful to improve your skills?

   Yes ☑          No ☐

4. Can you apply this in generating self employment?

   Yes ☑          No ☐

5. Any suggestions by you regarding the programme?

   Mde Duration of the programme should be increased.

Principal
Govt. Degree College,
Luxettipet-504 215

# Government Degree College, Luxettipet

## Certificate Course on Fundamentals of Computers and MS Office

## Feedback form

1. Are you satisfied with the programme?

   Yes ☑    No ☐

2. What did you learnt from the course?

   Basic Computer Skills

3. Is it useful to improve your skills?

   Yes ☑    No ☐

4. Can you apply this in generating self employment?

   Yes ☑    No ☐

5. Any suggestions by you regarding the programme?

   More practical sessions still should be conducted

**Principal**
Govt. Degree College,
Luxettipet-504 215

# Analysis of feedback given by the students

After completion of the course feedback forms were issued to 5 randomly selected students. Feedback form consisted of 5 questions.

Question wise analysis of feedback given by students:

1.      Are you satisfied by the programme?
Feedback of the students: 100% of the students given feedback as they are satisfied by the programme.

2.      What did you learn from the programme?
Feedback of the students: Learnt basic computer skills.

3.      Is it useful to improve your skills?
Feedback of the students: 100% students given answer as "yes".

4.      Can you apply this in generating self employment?
Feedback of the students: 80% of the students felt that they can apply the knowledge gained during this certificate course to generate self employment.

5.      Any suggestions by you regarding the programme?
Feedback of the students: students felt that more practical sessions should have been conducted.

Principal
Govt. Degree College,
Luxettipet-504 215