

**GOVERNMENT DEGREE COLLEGE, MANCHERIAL
DISTRICT: MANCHERIAL – 504 208. (T.S.)**

Capacity Building Courses

Basic Computer Skills



**Government Degree College, Mancherial
Dist. Mancherial**

(email: gdcmancherial.jkc@gmail.com)

**One month training program
on**

BASIC COMPUTER SKILLS

(For the Teaching and Non-teaching staff members)

(16.03.2021 to 15.04.2021)

**Offered by
Department of Computers**

About the course

Department of computers is offering one month in-house training program in "Basic Computer Skills" for the teaching and Non-teaching staff members from 16.03.2021 to 15.04.2021.

The objective of this course is to provide basic computer knowledge to the teaching and non-teaching staff members in this college. After successful completion of this course staff members will be able to use completion in their profession. As now days the use of computer has been a necessary in any field, this course helps the staff members by making them familiar with computer skills.

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

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

All the staff members securing minimum passing marks will be awarded certificates.

Date: 16.03.2021

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

Respected sir,

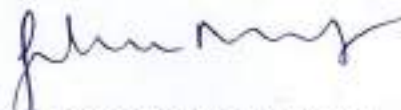
Sub: Request for permission to start a one month training program
in "Basic Computer Skills" for the teaching and Non-teaching
staff members by Department of Computers - Reg.

Ref: File No. CCE-AC/GEN/82/2021-ACADEMIC CELL,
dated 16.03.2021.

~ @ ~

With reference to the subject cited above, I wish to submit that
Department of Computers, GDC, Mancherial is planning to offer a one
month training program in "Basic Computer Skills" for the teaching and
Non-teaching staff members from 16.03.2021 to 15.04.2021. Hence, I
request your good self to kindly grant us the permission to start the
training program.

Thanking you sir.



Department of Computers

Government Degree College Mancherial

GOVERNMENT DEGREE COLLEGE, MANCHERIAL

Department of Computers

Notice

Date: 16.03.2021

It is here by informed to all that, department of computers is starting a one month training program in "Basic Computer Skills" for the teaching and non-teaching faculty members from 16.03.2021 to 15.04.2021. The course will be very useful to the teaching and non-teaching faculty members. All the staff members are requested to cooperate for the smooth conduct of the course.

[Handwritten signatures and names in blue ink]
Ch. Vineth
J. Gattarich
Ch. Kulkarni
M. B. S.
S. S. S.
S. S. S.
S. S. S.
S. S. S.

[Handwritten signature in green ink]
Principal
Principal
Govt. Degree College
Mancherial - 504208

Syllabus for training program
on
Basic Computer Skills

Unit- I:

8 hours

Introduction to computers: An overview of computer system Word Processing: Application of word processing – Menu and Tool bars – Word processor – creating – Entering – Saving and printing the Document – Editing and Formatting text

Unit-II:

8 hours

Spread Sheet: Application of work sheet / spread sheet – Menus and Tool bars – creating a worksheet – entering and editing of numbers – Cell referencing – worksheet to analyze data with graphs and charts.

Unit-III:

8 hours

Power Point: Applications of 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.

Unit- IV:

6 hours

Internet browsing and email usage:
usage of e-office:

The above syllabus is designed and circulated by Commissioner of Collegiate Education, Government of Telangana.

GOVERNMENT DEGREE COLLEGE, MANCHERIAL
One month training program on Basic Computer Skills

Duration: 40 minutes

Max. Marks: 25

Name of the staff member: _____

- I). Multiple choice question and answers 10 X 1 = 10
1. Input device []
a). Monitor b). CPU c). Keyboard d). Printer
 2. ... holds only those data and instructions on which computer is currently working []
a). Primary memory b). Secondary memory c). None of the above
 3. An operating system is []
a). Interface between user and computer b). Interface between memory and computer
c). Interface between keyboard and mouse d). None of the above
 4. Which of the following is not an input device []
a). Projector b). Track ball c). Light pen d). Scanner
 5. Set of instructions is called []
a). Hardware b). Software c). Computer d). None of the above
 6. Which of the following is not a text editor []
a). Wordpad b). Excel c). Notepad d). MS Word
 7. In MS Word the menu in which header and footer are available is called []
a). Insert b). Page layout c). Review d). Home
 8. Which of the following is not a type of computer []
a). Super computer b). Micro computer c). Macro computer
d). Mainframe computer
 9. To delete the selected text press []
a). Ctrl b). Alt c). Home d). Delete
 10. To see the document before the printout is taken, use []
a). Print preview b). Format printer c). Cut d). Paste

II). Fill in the blanks

10 X 1 = 10

11. Ais an electronic device which accepts the input data processing according to their instruction and it gives output result.
12. DOS
13. Intersection of a row and column in excel is called
14. Four text alignment options available in MS Word are
15. Three different kind of views available in MS Power Point are
16. Two page orientation options in MS Word are.....
17. Short cut used to make alphabets bold is
18. Name three types of charts available in excel
19. To print document press
20. Arial, Cambria, Verdana, Times New Roman are the name of

III). Match the following

5 X 1 = 5

- | | | |
|--------------------------------------|--------|----------------------|
| 21. 1MB | [] | a). RAM |
| 22. Fastest memory | [] | b). 1024KB |
| 23. Power point | [] | c). Secondary memory |
| 24. Intersection of rows and columns | [] | d). Slides |
| 25. Non volatile memory | [] | e). Cell |



GOVERNMENT DEGREE COLLEGE MANCHERIAL

Dist. Mancherial

(email: gdcmancherial.jkc@gmail.com)

Date: 24.04.2021

Certificate

This is to certify that Sri. K. Vinesh, Record Asst. Government Degree College, Mancherial completed the one month training program on "Basic Computer Skills" offered by Department of Computer Science from 16.03.2021 to 15.04.2021 with B grade.

H.O.D
Department of Computer Science

Principal
GDC, Mancherial

Govt. Degree College
Mancherial - 504208

Government Degree College, Mancherial
One month training program on
Basic Computer Skills

Feedback form

1. Are you satisfied with the training programme?

Yes No

2. What did you learnt from the course?

.....
.....
.....
.....

3. Is it useful to improve your skills?

Yes No

4. Can you apply this in discharging your professional duties?

Yes No

5. Any suggestions by you regarding the programme?

.....
.....
.....
.....
.....
.....

Summary

Department of Computers offered a one month training program in "Basic Computer Skills" for the teaching and Non-teaching faculty members from 16.03.2021 to 15.04.2021. The training program was inaugurated on 16.03.2021.

During the early part of the course teaching and non-teaching faculty members learnt about evolution of computers, 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. Practical sessions were conducted for the staff members to apply the theoretical knowledge gained during oral classes.

After completion of the syllabus, faculty members enrolled for the course were evaluated by an objective type exam consisting of 30 questions. Exam was conducted on 20.04.2021. Certification programme was organized on 24.04.2021. All the faculty members securing the minimum pass marks were issued certificates. Dr. V. Chakrapani, Prinicipal, GDC Mancherial presented the certificates to the staff members.

Analysis of feedback given by the staff members

After completion of the one month training program feedback forms were issued to staff members. Feedback form consisted of 5 questions.

Question wise analysis of feedback given by staff members:

1. Are you satisfied by the training programme?

Feedback of the staff members: 100% of the staff members have given feedback as they are satisfied by the programme.

2. What did you learn from the programme?

Feedback of the staff members: Learnt basic computer skills.

3. Is it useful to improve your skills?

Feedback of the staff members: 100% staff members given answer as "yes".

4. Can you apply this in discharging your professional duties?

Feedback of the staff members: 80% of the staff members felt that they can apply the knowledge gained during this certificate course in computerising their professional works.

5. Any suggestions by you regarding the programme?

Feedback of the staff members: staff members felt that more practical sessions are needed to master the skills taught in this course.

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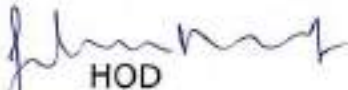
Department of Computers

**One month training program on "Basic Computer Skills"
for teaching and non-teaching staff members**

From 16.03.2021 to 15.04.2021

List of registered staff members

S. No	Name of the staff member	Department	Remarks
1	K. Vinesh	Record Asst.	
2	T. Gattaiah	Herbarium Keeper	
3	D. Krishna Gopal Rao	Lecturer in Zoology	


HOD
Department of Computers


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Govt. Degree College
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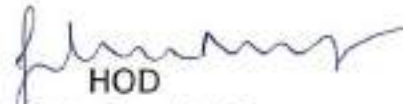
Department of Computers

**One month training program on "Basic Computer Skills"
for teaching and non-teaching staff members**

From 16.03.2021 to 15.04.2021

Grades secured by staff members

S. No	Name of the staff member	Department	Grade
1	K. Vinesh	Record Asst.	B
2	T. Gattaiah	Herbarium Keeper	B
3	D. Krishna Gopal Rao	Lecturer in Zoology	A


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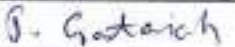

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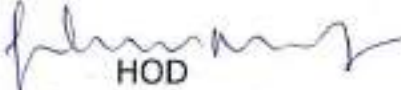
Department of Computers

**One month training program on "Basic Computer Skills"
for teaching and non-teaching staff members**

From 16.03.2021 to 15.04.2021

Certificates issued list

S. No	Name of the staff men	Department	Grade	Signature
1	K. Vinesh	Record Asst.	B	
2	T. Gattaiah	Herbarium Keeper	B	
3	D. Krishna Gopal Rao	Lecturer in Zoology	A	


HOD
Department of


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