

Govt. Degree College, Gambhirapet
Department of Easmi Pates.
(2018-2019)

Free Certificate Course in MS-office.

Date: 27/10/2018



To
The Principal,
Govt Degree College,
Gambhirapet

Sir,

Sub: Permission requested for the
Conduction Free Certificate Course
in MS-office For 2018-19
year-regarding.

Permitted

Principal
G.D.C. Gambhirapet
Dist. Rajanna Sircilla 505304

It is submitted to your kind notice
the Department of Easmi Pates Computer
Faculty have come forward to conduct Free
Certificate Course in MS-office
for all the non computer students of
UG Courses in order to improve their
Computer Skills.

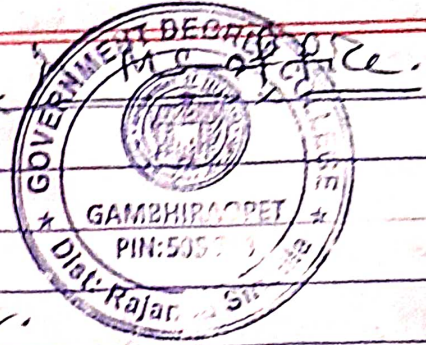
Yours faithfully

Incharge of Dept

Govt Degree College: Gambhirapet.

10 Department of Computer.
(2018-2019)

Free Certificate Course



Syllabus.

1. History of a Computer.
2. Introduction and BASIC Concepts of a Computer
3. History of,
4. Types and Generations of a Computers
5. Block Diagram of a Computer. and various parts of a computer, Explanation of RAM, ROM, and memory devices.

M.S-Word.

MS- Excel

MS- Power Point

MS. Access.

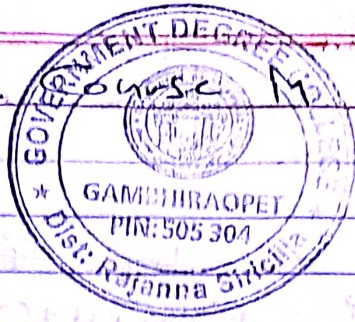
M. Krishna Prasad

In charge of the Dept.

Principal
Govt Degree College
Gambhirapet
Dist: Rajanna Sircilla-505304

Govt Degree College Gambhirapet
Department of Computer 11
(2018-2019).

Free Certificate Course in MS-Office.



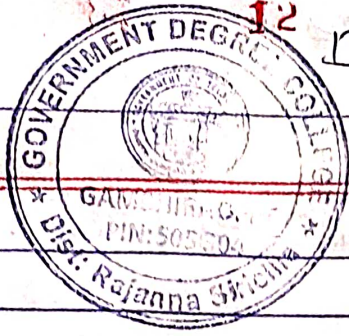
Objectives:

- ① To create documents and Insert the Text
Insert and Format the graphics.
- ② To Edit the Documents
To save, modify the Documents
- ③ To Enable to create documents for printing
- ④ To Enable to create documents
for sharing
- ⑤ To able to create and share presentations
- ⑥ To able to storage and manage data
in Spread sheet.
- ⑦ To Edit Presentations in normal
view, Animated a slide show.
- ⑧ To create and modify tables,
- ⑨ To create and modify charts.
- ⑩ To Enter a data into worksheets
Format the work sheet
- ⑪ To cut the value, and adding
the charts.
- ⑫ To make count, Average, MEDIAN
of values,

Incharge of the
Dept. Course Coordinator

Principal
G.D.C. Gambhirapet
Dist: Rajanna Sircilla-505304

Govt Degree College: Gambhirapet
Department of Computers.
(2018-2019)



Notice:

Date: 29/10/2018

It is hereby informed that the Department of Computers, is going to conduct free certificate course in MS-office, with a holier intention of improving the computer skills in the students of this college from 31.10.18 to 14.12.2018.

Hence interested students are informed and instructed to enrol their name in the Department of Computers and attend the computer class and lab during the zero hour, in order to improve the computer skills.

M. K. G. G.
Course Co-ordinator. Cum
Incharge, of the Dept.

[Signature]
Principal
G.D.C. Gambhirapet
Dist: Rajanna Sircilla-505304

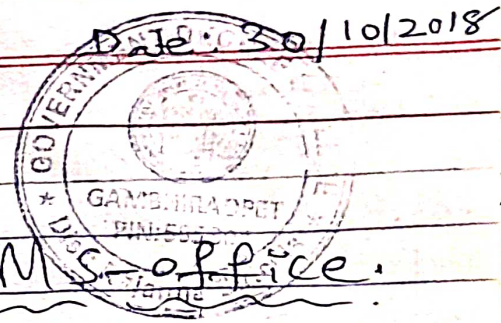
Govt Degree College: Gambhiraopet
Department of Computers.

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(2018-2019)

Inaugural Function
of

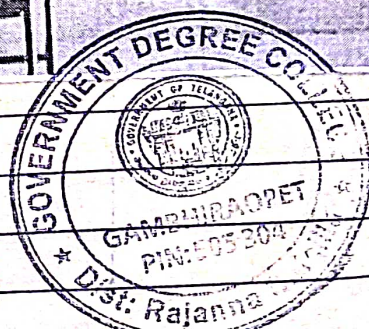
Certificate Course in MS-office.



In order to enhance the computer skills of the non-computer students, the computer course (MS-office) certificate course is to be provided. It is on the inaugural function is organised with cooperation and conduction of certificate course in MS-office is scheduled from 31/10/2018 to 14/12/2018. It is hoped that this course would develop the computer skills.



M. S. S. Reddy
Secretary

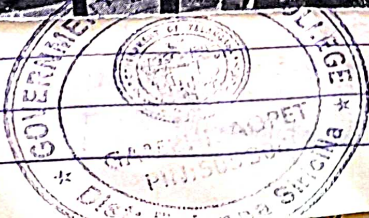
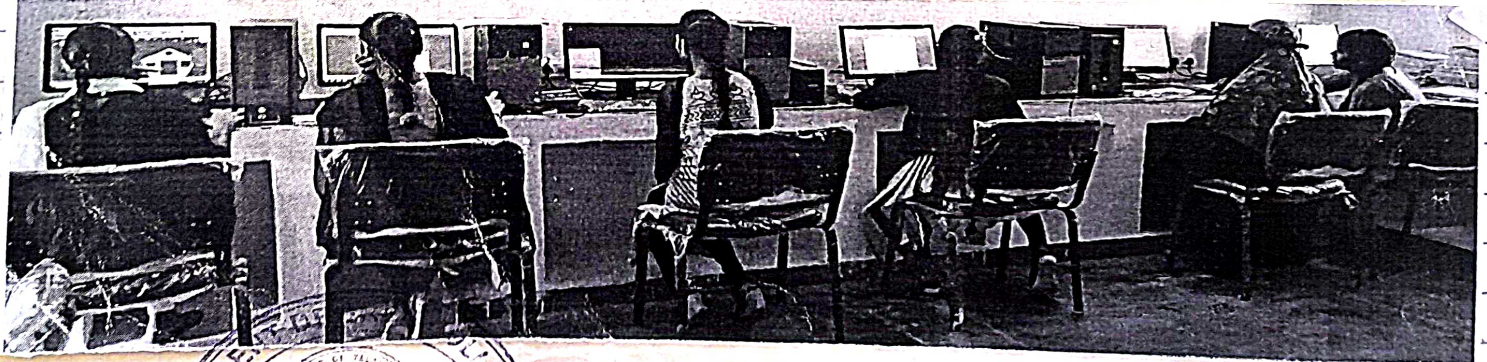
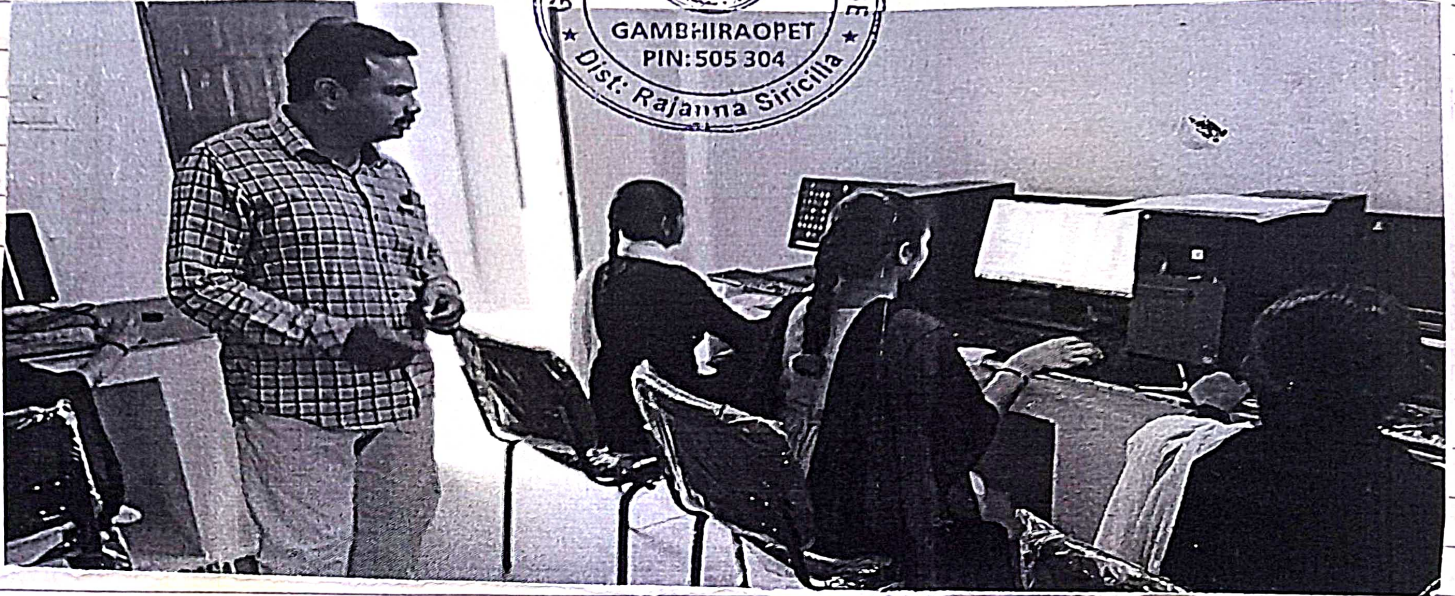


Principal
G.D.C. Gambhiraopet
Dist: Rajanna Siratta-595304

Govt. Degree College : Gambhiraopet (2018-2019)

16 Department of computers.

Certificate in MS-office.



[Signature]
Principal
G.D.C. Gambhiraopet
Dist: Rajanna Sircilla-505304

29/9)

Waledictionary Programme of free certificate course
in MS-office.

Free certificate course in MS-office
for non-computer Degree Students from 31/10/2018
to 14/12/2018. for about 30 hours classes
and Lab Practice. For the benefits of the students
to improve computer skills.

On the waledictionary function
of free certificate has been completed.
The principal is the chief guest of the pro-
gramme. The HOD of the Dept of Computer
has presided over the function. The course co-
ordinator has explained how the course has
went on and explain the benefits of the course.

The students also have expressed
their satisfaction and said that it was better
use full for them. The principal declared and appre-
ciated the work of the Dept of Computer
and encouraged other faculty to conduct same
number of certificate courses in their subject
Certificates distributed to the participants.

M. Faira Poud
In charge of the Dept

M. Faira Poud
Course Coordinator.

Principal
Principal,
G.D.C. Gambhirapeta,
Dist: Rajanna Sircilla-505304



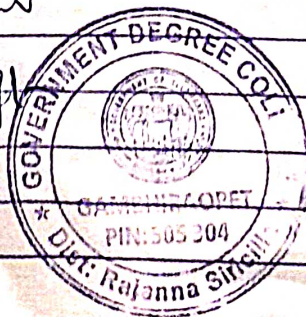
Govt Degree College: Gambhirapet.

20 Dept ment of Computers.

Out Comes of Certificate Course:

1. It is noticed that the computer skills are developed.
2. It is noticed that the majority of the students are found in depth understanding why computer skill and knowledge is essential in education, business and society.
3. Provide hands on use of microsoft office (MS-office) applications, MS-Word, MS-Excel, MS-Power Point, MS-Word.
4. Students identify the categories of Programs, System Software and Applications of MS-office.
5. Students enable to create documents, Excel sheets, slides, slide show, Power Point, Presentation, Access, charts, graphs, Tables, ...
6. Students are made, Count the value, Average, the value, Functions, statistical functions, and mathematical functions.

Incharge of the Dept
Course Coordinator



Principal
G.D.C. Gambhirapet
Dist. Rajanna Sircilla-505304

Govt. Degree College - Gambhirapet.
(2018 - 2019)
Department of English Studies.

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Summary of Certificate Course in MS-office.



1. Academic year : 2018-2019
2. NO of Students Enrolled : 25 Students
3. No. of Students attended : 25 Students
4. No. of hours Conducted : 30 hours
5. Dates of Conduction of Certificate Course in MS-office : From 31/10/2018 TO 14/12/2018
6. Topic (Course) : Free Certificate Course in MS-office

M. K. S. Rao
Incharge of Dept

N. S. Rao
Course Coordinator


Principal
G.D.C. Gambhirapet
Dist: Rajanna Sircilla-505304

