

Govt. Degree College Gambhirapet.

Department of Computer Science.

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Free certificate course on MS-office (2019-2020)
(2019-2020) date: 01/11/2019

To

The Principal
Govt Degree College,
Gambhirapet.

Sr.

Sub: Permission requested for the
Conduction of free certificate course
in MS-office. for 2019-2020
Academic Year-regarding.

~~Permit~~

PRINCIPAL
GOVT. DEGREE COLLEGE
GAMBHIRAOPET-505304
RAJANNA SIRICILLA (DIST) T.S.

It is Submitted to your kind notice
that the Department of Computer faculty
have come forward. to conduct free certifi-
cate course in MS-office for all the
non computer students of UG courses in order
to improve their computer skills.

Joint signature
(M. S. R. S. R.)

Chairman of Dept



Free Certificate Course in Ms-office

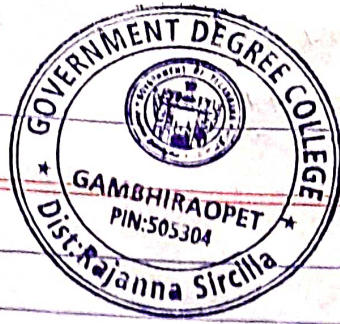
Syllabus.

1. History of Computer
2. Introduction and Basic Concepts of a computer
3. Types of a computer
4. Generations of a computer.
5. Block Diagram of a Computer
6. Various Devices of a computer
7. memory and - different types of memory
8. Secondary Storage devices.
9. Types of monitors and Printers.
10. Various Input and output devices

Ms-office

- 1) MS-Word.
- 2)
- 2) MS-Excel
- 3) MS-PowerPoint
- 4) MS-Access

M. K. S. S. S.
 Incharge of Dept



Objectives

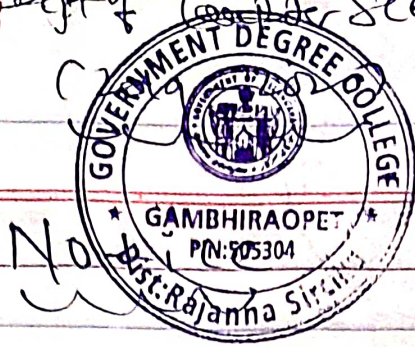
1. To know how to use the most common Microsoft Office Programs, to enable users to create and edit documents.
2. To be able to create documents for printing and sharing.
3. To be able to manage store data in spreadsheets.
4. To be able to create and share presentations.
5. To edit presentations in normal normal view and animated slide show.
6. To create and modify tables.
7. To create charts.
8. To be able to create charts in MS-Excel.
9. To be able to create and insert shapes.
10. To be able to make formatting in MS-Excel.

N. Sree Prasad

Principal

Govt Degree College Gambhiraopet.

38 Dept of Computer Science



Date: 4/11/2019

It is here by informed that the Department of Computers is going to conduct free Certificate Course in MS Office with a holier information of improving the Computer skills in the Students of this College of this college to

Hence Interested Students informed and instructed to enroll their names with Department of Computers and attend the Computer classes & labs during the Serv. hour. In order to improve the Computer skills.

M. K. Srinivas

Course Coordinator

Incharge of the Dept.

[Signature]
PRINCIPAL
GOVT. DEGREE COLLEGE
GAMBHIRAOPET-505304
RAJANNA SIRICILLA (DIST.) T.S.

Govt. Degree College Gambhirapet
Department of Computer Science

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(2019-2020)



Date 05/11/2019

Inaugural
of

Certificate Course in MS-office.

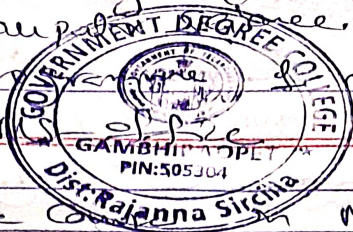
In order to enhance the Computer Skills of the non-computer students, the Computer Course (MS-office) Certificate is to be provided. It is on the inaugural function is organized with cooperation and conduction of certificate course in MS-office. is scheduled from 6/11/2019 to 20/12/2019. It is hoped that this course would develop the computer skills.

M. Priscilla
Incharge of Dept

PRINCIPAL
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GAMBHIRA PET-505304
RAJANNA SIRCILLA (DIST) T.S.

Govt. Degree College (Gambhiraopet)
Dept. of Computer Science (2019-2020)

Value Dictionary Program Free Certificate Course



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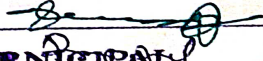
Free Certificate Course in MS-Office for the non-graduate students from 06/11/2019 to 21/12/2019 for a 3-hour course and has practice for the benefit of students to improve computer skills.

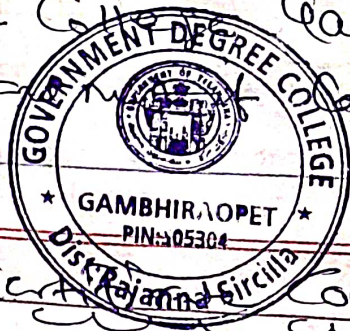
As the condition of the course has been completed the principal of the college has handed over the file of the Dept. Computer Science to the principal of the college. The course condition has been met. How the course has been as per the condition of the course.

The studies also have explained, enforced. Then satisfaction and said that it was better user free for them. The principal declared the approval. He was of the Dept of Computer and encouraged other faculty to conduct some number of Certificate Course in their subject. Certificates distributed to participants.

Incharge of the Dept

Course Coordinator


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RAJANNA SIRICILLA (DIST).S.



Outcomes of the Certificate Course.

1. It is observed that the computer skills are developed.
2. It is noticed that the majority of the students are found in depth understanding why computer skills and knowledge is essential in education, business and society.
3. Provide hands on use of micro soft office (MS-office) applications. Ms-word, Ms-excel, Ms-power power Ms-Access
4. Students identifies the categories of program system software and applications of home office
5. Students enable to create documents, Enter in, Editing data in Excell. Sheets, Powerpoint Slides show, presentations, creating notes, chats, graphs, sending and receiving e-mails
6. Students aware, Copy, Save, adding Arithmetic and functions, Statistical functions, to do calculation.

Inchune the
Course Controller

PRINCIPAL
GOVT. DEGREE COLLEGE
GAMBHIRAPET 505304
RAICHUR DISTRICT, KARNATAKA

Govt. Degree College Gambhiraopet

(2019-2020)

Department of



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Summary of Certificate Course in MS-office

1. Academic year. : 2019-2020
2. No. of Students Enrolled : 50.
3. No. of Students attended. : 50.
4. No. of hours conducted. : 30 hrs
5. Date of Conduction of Certificate Course in MS-office : From 6/11/2019 to 20/12/2019
6. Topic (Course) : Free Certificate Course in MS-office

Incharge of the Dept

Course Coordinator

Principal

PRINCIPAL
GOVT. DEGREE COLLEGE
GAMBHIRAOPET-505304
RAJANNA SIRCISSA (DIST) T.S.

GOVERNMENT DEGREE COLLEGE, GAMBHIRAOPET,

RAJANNA SIRCILLA DIST.

DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE COURSE ON MS-OFFICE

ACADEMIC YEAR 2019-2020




STUDENT ATTENDANCE LIST

Sl. No	Student name	Dates																												Signature of the Student												
		November														December																										
		6/11/2019	7/11	8/11	11/11	12/11	14/11	15/11	16/11	18/11	19/11	20/11	21/11	22/11	23/11	24/11	25/11	27/11	28/11	29/11	1/12	2/12	3/12	4/12	5/12	6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12		
1	Ajmeera Swapana	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A. Swapana	
2	Bhukya Praveen	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	B. Praveen	
3	Bitla Bikshapathi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	B. Bikshapathi	
4	Chiluka Rekha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ch. Rekha	
5	Chintala Srujan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ch. Srujan	
6	Karnala Rekha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	K. Rekha
7	Mohammad Hamza	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	M. Hamza	
8	Mood Dasu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	M. Dasu	
9	Bhukya Raju	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	B. Raju
10	Guguloth Haridas	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	G. Haridas
11	Guguloth Meena	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	K. Meena
12	Kamuni Raviteja	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	K. Raviteja
13	Panduga Saritha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. Saritha
14	Perimelli Savitha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. Savitha
15	Rangu Venkataprasad	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	R. Venkataprasad
16	Agadandi Anil	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A. Anil
17	Dandaboina Kiran	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	G. Navitha
18	Gariganti Navitha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	G. Navitha
19	Koora Pooja	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	K. Pooja
20	Medipelly Shyamkumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	M. Shyamkumar
21	Agadandi Neelima	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A. Neelima
22	Bende Bhargavi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	B. Bhargavi
23	Kamuni Navitha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	K. Navitha
24	Lingam Swetha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	L. Swetha
25	Maloth Prameela	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	M. Prameela

PRINCIPAL
 GOVT. DEGREE COLLEGE
 GAMBHIRAOPET-505304
 RAJANNA SIRCILLA (DIST) T.S.

Sl. No	Student name	Dates																				Signature of the Student																		
		6/11/2019	7/11	8/11	11/11	12/11	14/11	15/11	16/11	18/11	19/11	20/11	21/11	22/11	23/11	25/11	26/11	27/11	28/11	29/11	9/12		10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	18/12	19/12	20/12							
26	Medipally Rakesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	M. Rakesh			
27	Pampukadi Akhila	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. Akhila		
28	Pusa Bhavani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. Bhavani		
29	Suddala Poojitha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	S. Poojitha		
30	Anantha Mnisha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A. Mnisha		
31	Chinthakindi Sravani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ch. Sravani		
32	Medipalli Mounika	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	M. Mounika		
33	Polishetti Soumya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. Soumya	
34	Battu Priya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	B. Priya	
35	Gudepu Kalpana	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	G. Kalpana	
36	Kadire Ishwarya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	K. Ishwarya		
37	Sangam Renuka	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	S. Renuka	
38	Ushannagari .Nikhitha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	U. Nikhitha	
39	Kanakala .Sankeerthana	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	B. Kalyani	
40	Bandameedi. Kalyani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	B. Kalyani	
41	Gotte..Kalpana	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	G. Kalpana	
42	Kurra .Radha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	K. Radha	
43	Ragabosu. Varalaxmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	R. varalaxmi	
44	Ponnala Naveen	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. Naveen
45	Virabathini .Bhanuprakash	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	V. Bhanuprakash	
46	Chandana Akhila	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ch. Akhila	
47	Linga Naveen	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	L. Naveen	
48	Chintala Vidya Rani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	C. Vidhya Rani	
49	Chinttaboina Santhoshi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	C. Santhoshi	
50	Medipally Rakesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	M. Rakesh	


DEPARTMENT OF INCHARGE/COURSE CO-ORDINATOR


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