DEPARTMENT OF COMMERCE
AND
COMPUTER APPLICATIONS

COMMERCE CLUB

A REPORT ON THE

"CERTIFICATE COURSE IN BASIC COMPUTER SKILLS"

For B.Com. III Year Students

From 10th December 2016 to 10th January 2017

Time:4:00 to 5:00

Venue: Computer Applications Lab

GOVERNMENT DEGREE COLLEGE FOR WOMEN
ADILABAD (T.S.) - 504001

Under Kakatiya University
Accredited by NAAC with "B" Grade

2016 – 2017

GOVERNMENT DEGREE COLLEGE FOR WOMEN :: ADILABAD

DEPARTMENT OF COMMERCE & COMPUTER APPLICATIONS

COMMERCE CLUB

NOTICE

Date : 01-12-2016

All the B.Com students of this college here by informed that "30 DAY certificate course in Basic Computer Skills" is conducting by the department of commerce and computer application. The course commences from10th December 2016 the duration of course in 30 days. The classes are held 4:00pm to 5:00pm. The course is open for all the students certificate will be awarded to the participants on successful completion of course for further details contact course coordinator Govind.

Coordinator

Principal

List of Participants:

S.NO	HT. NO	Name of the Student	Fathers Name	Course
1	049152001	A ARTHI	PANDARI	B.Com.Gen . III Year
2	049152002	CH CHAITHANYA BHARATHI	CH GUNWANTHRAO	B.Com.Gen . III Year
3	049152003	GUGGILA AKHILA	GUGGILA RAJENDAR	B.Com.Gen . III Year
4	049152004	J SMITAHA	J DIWAKARAO	B.Com.Gen . III Year
5	049152005	K ASHA	SWAMY	B.Com.Gen . III Year
6	049152006	KONDRA PRAVALIKA	KONDRA DATTU	B.Com.Gen . III Year
7	049152007	KOVA LAXMI BAI	KOVA MAHADHU	B.Com.Gen . III Year
8	049152008	MORALLE DURGA	MORALLE MARUTHI	B.Com.Gen . III Year
9	049152009	MORALLE ROOPA	MORALLE GOPAL	B.Com.Gen . III Year
10	049152010	ORAGANTI VEENA	ORAGANTI ASHANNA	B.Com.Gen . III Year
11	049152011	PANDRE SAICHITRA	PANDRE GANGARAM	B.Com.Gen . III Year
12	049152013	SONULE SWAPANA	SONULE KISHAN	B.Com.Gen . III Year
13	049152026	SYED NAZIA SULTHANA	SYED MUFASSIL SHAH	B.Com.Gen . III Year
14	049152014	TAMBOLE ARTHI	TAMBOLE AJAY KUMAR	B.Com.Gen . III Year
15	049152201	ADE ASWINI	ADE BHEEM RAO	B.Com.C.A . III Year
16	049152202	ADE PRIYANKA	ADE MUKUND RAO	B.Com.C.A . III Year
17	049152203	DARSHNWAR VIJAYA LAXMI	SHIVANNA	B.Com.C.A . III Year
18	049152204	DOORSHETTY ANNAPURNA	DOORSHETTY RAJANNA	B.Com.C.A . III Year
19	049152205	G SRIVANI	GANGADHAR	B.Com.C.A . III Year
20	049152206	GUNDU SAHITHI	GUNDU NARENDAR	B.Com.C.A . III Year
21	049152207	KOLKWA JAYASREE	PARAMESHWAR	B.Com.C.A . III Year
22	049152208	KUMARA YASHODA	KUMARA DEV RAO	B.Com.C.A . III Year
23	049152209	MEKALA PRANAVI	POCCHANNA	B.Com.C.A . III Year
24	049152210	PANAKANTI SWAPNA	PANAKANTI PRAKASH	B.Com.C.A . III Year

25	049152211	PURKA KARISHMA	PURKA BHEEM RAO	B.Com.C.A . III Year
26	049152212	RUHEENA	SHAIK GAFOOR UDDIN	B.Com.C.A . III Year
27	049152213	SUSTARWAR HARIPRIYA	SUSTARWAR DEVI DAS	B.Com.C.A . III Year

Name of the Course: Certificate Course in Basic Computer Skills

Objectives of the Course: To make the students to acquire the knowledge of computer basics.

Outcomes of the course:

- The students found it use full for higher courses
- It enabled the students to take good career
- The students felt interested in the content
- The course inculcated analytical approach to the subject

NO. OF PARTICIPANTS: 27

LIST OF FACULTY MEMBERS:

S.No.	Name of the Faculty	Designation
1	K SANTOSH KUMAR	Head, Dept. of Commerce
2	P KAVITHA	Co-ordinator
3	M SAVITHRI	Member
4	K.GOVIND	Member

TARGET LEARNERS: College Students

NAME AND DESIGNATION OF THETRAINER: Govind , Lecturer in Computer Applications

A BRIEF REPORT:

The Certificate Course Programme commenced with a welcome address by Smt. M.Savithri,Lectu Computer Applications. She welcomed the Trainer P Govind, Lecturer in Computer Applicatior around 10 years of experience. The session was very informative and practical oriented. Head, De Commerce and Computer Applications, Sri K Santosh Kumar expressed his gratitude towards the for an enlightening session. A formal vote of thanks was proposed by Ms. K.Arpitha of B.com. C Year

Course curriculum:

1. KNOWING COMPUTER

1.0 Introduction

1.1 Objectives

1.2 What is Computer?

1.2.1 Basic Applications of Computer

1.3 Components of Computer System

1.3.1 Central Processing Unit

1.3.2 Keyboard, mouse and VDU

1.3.3 Other Input devices

1.3.4 Other Output devices

1.3.5 Computer Memory

1.4 Concept of Hardware and Software

1.4.1 Hardware

1.4.2 Software

1.4.2.1 Application Software

1.4.2.2 Systems software

1.5 Concept of computing, data and information

1.6 Applications of IECT

1.6.1 e-governance

1.6.2 Entertainment

1.7 Bringing computer to life

1.7.1 Connecting keyboard, mouse, monitor and printer to CPU

1.7.2 Checking power supply

1.8 Summary

2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

2.0 Introduction

2.1 Objectives

2.2 Basics of Operating System

2.2.1 Operating system

2.2.2 Basics of popular operating system (LINUX, WINDOWS)

2.3 The User Interface

2.3.1 Task Bar

2.3.2 Icons

2.3.3 Menu

2.3.4 Running an Application

2.4 Operating System Simple Setting

2.4.1 Changing System Date And Time

2.4.2 Changing Display Properties

2.4.3 To Add Or Remove A Windows Component

2.4.4 Changing Mouse Properties

2.4.5 Adding and removing Printers

2.5 File and Directory Management

2.5.1 Creating and renaming of files and directories BCC

2.6 Common utilities

2.7 Summary

2.8 Model Answers

3. UNDERSTANDING WORD PROCESSING

3.0 Introduction

3.1 Objectives

3.2 Word Processing Basics

3.2.1 Opening Word Processing Package

3.2.2 Menu Bar

3.2.3 Using The Help

3.2.4 Using The Icons Below Menu Bar

3.3 Opening and closing Documents

3.3.1 Opening Documents

3.3.2 Save and Save as

3.3.3 Page Setup

3.3.4 Print Preview

3.3.5 Printing of Documents

3.4 Text Creation and manipulation

3.4.1 Document Creation

3.4.2 Editing Text

3.4.3 Text Selection

3.4.4 Cut, Copy and Paste

3.4.5 Spell check

3.4.6 Thesaurus

3.5 Formatting the Text

3.5.1 Font and Size selection

3.5.2 Alignment of Text

3.5.3 Paragraph Indenting

3.5.4 Bullets and Numbering

3.5.5 Changing case

3.6 Table Manipulation

3.6.1 Draw Table

3.6.2 Changing cell width and height

3.6.3 Alignment of Text in cell

3.6.4 Delete / Insertion of row and column

3.6.5 Border and shading

3.7 Summary

4. USING SPREAD SHEET

4.0 Introduction

4.1 Objectives

4.2 Elements of Electronic Spread Sheet

4.2.1 Opening of Spread Sheet

4.2.2 Addressing of Cell

4.2.3 Printing of Spread Sheet

4.2.4 Saving Workbooks

4.3 Manipulation of Cells

4.3.1 Entering Text, Numbers and Dates

4.3.2 Creating Text, Number and Date Series

4.3.3 Editing Worksheet Data

4.3.4 Inserting and Deleting Rows, Column

4.3.5 Changing Cell Height and Width

4.4 Formulas and Function

4.4.1 Using Formulas

4.4.2 Function

4.5 Summary

5. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

5.0 Introduction

5.1 Objectives

5.2 Basic of Computer Networks

5.2.1 Local Area Network (LAN)

5.2.2 Wide Area Network (WAN)

5.3 Internet

5.3.1 Concept of Internet

5.3.2 Applications of Internet

5.3.3 Connecting to the Internet

5.3.4 Troubleshooting

5.4 World Wide Web (WWW)

5.5 Web Browsing Softwares

5.5.1 Popular Web Browsing Softwares

5.6 Search Engines - Popular Search Engines / Search for content

5.6.2 Accessing Web Browser

5.6.3 Using Favorites Folder

5.6.4 Downloading Web Pages - Printing Web Pages

5.7 Understanding URL

5.8 Surfing the web - Using e-governance website

5.9 Summary

Photographs:

CERTIFICATE SAMPLE:

GOVERNMENT DEGREE COLLEGE FOR WOMEN
ADILABAD_504001

Affliated to Katiya University-Warangal
Acredited by NAAC with ' B ' Grade

DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS
CERTIFICATE OF COMPLETION
This Certificate is presented to

S SARITHA

For completing the 35 Day Certificate Course in "Basic Computer SKills"
held from 10th December 2016 to 20th January 2017

Coordinator

Principal

Teaching Diary:

	Course	Date	Name of the Topic	No.of Student
1	BCS	10/12/2016	Introduction, Objectives , What is Computer? Basic Applications of Computer	18
2	BCS	11/12/2016	Components of Computer System, Central Processing unit Keyboard, mouse and VDU,Other	22
3	BCS	12/12/2016	Concept of Hardware and Software, Application Software	24
4	BCS	13/12/2016	Concept of computing, data and information, Applications of IECT, e-governance ,Entertainment , Bringing computer to life, Connecting keyboard, mouse, monitor and printer to CPU	26
5	BCS	14/12/2016	OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM, Introduction, Basics of popular operating system (LINUX, WINDOWS) , The User Interface , Task Bar ,Icons, Menu, Running an Application ,	24
6	BCS	15/12/2016	Operating System Simple Setting,	25
7	BCS	16/12/2016	File and Directory Management	27
8	BCS	17/12/2016	UNDERSTANDING WORD PROCESSING	27
9	BCS	18/12/2016	Word Processing Basics	30
10	BCS	19/12/2016	Menu Bar	30
11	BCS	20/12/2016	Menu Bar	29
12	BCS	21/12/2016	Menu Bar	28
13	BCS	22/12/2016	Opening and closing Documents	26
14	BCS	23/12/2016	Text Creation and manipulation	28
15	BCS	24/12/2016	Formatting the Text	29
16	BCS	26/12/2016	Table Manipulation	28
17	BCS	27/12/2016	SPREAD SHEET ,Introduction	28
18	BCS	28/12/2016	Elements of Electronic Spread Sheet	29

19	BCS	29/12/2016	Manipulation of Cells	27
20	BCS	30/12/2016	Formulas and Function	29
21	BCS	31/12/2017	Formulas and Function	28
22	BCS	1/01/2017	Formulas and Function	29
23	BCS	02/01/2017	Formulas and Function	28
24	BCS	03/01/2017	Assignment	29
25	BCS	04/01/2017	INTRODUCTION TO INTERNET	29
26	BCS	05/01/2017	Basic of Computer Networks ,LAN,WAN	28
27	BCS	06/01/2017	Internet	27
28	BCS	07/01/2017	WWW AND WEB	26
29	BCS	08/01/2017	,BROWSERS	29
30	BCS	09/01/2017	World Wide Web (WWW)	29
31	BCS	10/01/2017	Search Engines,URL,	28

Signature of the trainer

Signature of the Principal

Note: 1)Daily schedule should be approved by principal.
2) Holidays should also be noted.
3) No. of students should be noted after the class only.
4) Diary should be handover to the principal on leaving the college.

LEARNER FEEDBACK FORM

Learner Name:	Title of Course / Module / Training Activity

Q.1 Did the training meet your learning objectives? Yes ☐ No ☐

Comment:

Q.2 How do you intend to apply what you learned?

Comment:

Q.3 Was the programme / module delivered clearly? Yes ☐ No ☐

Comment:

Q.4 Was the aim of the programme / module explained? Yes ☐ No ☐

Comment:

Q.5 Was the training room suitable to the training programme / module? Yes ☐ No ☐

Comment:

Q.6 How would you rate the following? (Please tick)

	Excellent	Good	Fair	Poor
Resources & equipment				
Approachability of tutor (s)				
Handouts				
Exercises/assessments				
Overall Tutor Support				

Q.7 Have you any suggested improvements regarding this course / module? Yes ☐ No ☐

Comment:

Q.8 Course / Module Outcomes **(please tick as appropriate)**

Certification	Further Training	Work Experience	Employment	Other (please specify)

Comment:

GOVERNMENT DEGREE COLLEGE FOR WOMEN

ADILABAD – 504001

(Under Kakatiya University)
(Re-accredited by NAAC with "B" Grade)

DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS

COMMERCE CLUB

A REPORT ON THE

"30 DAY CERTIFICATE COURSE IN TALLY"

2016 – 2017

For B.Com. Final Year Students

From 20th December 2016 to 20th January 2017

Time: 4:00 PM to 5:00 PM

Venue: Computer Applications Lab

GOVERNMENT DEGREE COLLEGE FOR WOMEN :: ADILABAD

DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS

COMMERCE CLUB

Date : 10-12-2016

NOTICE

All the B.Com students of this college here by informed that **"30 Day Certificate Course in Tally"** is conducting by the department of commerce. The course commence from 20th December 2016 the duration of course in 30 days. The classes are held 4:00 pm to 5:00 pm. The course is open for B.Com III year students. Certificate will be awarded to the participants on successful completion of course for further details contact course Coordinator Smt. P Kavitha, Lecturer in Commerce

Coordinator

Principal

Certificate Course 2016-17

Guidelines for the Certificate Programs

Indigenous Certificate Courses were introduced by the college with the following objectives:

- To add values to existing degree programs by providing an opportunity to learners to supplement their degree courses with additional qualifications.
- To promote inter-disciplinary learning.
- To focus on skill development and to make students more employable through emphasis on training and application of theory.

Certificate Courses have been identified and designed on the basis of expert inputs and need analysis, help cater to the varied aptitudes and needs of the students.

All Certificate Programs will have 30 hours of input sessions. On an average 40% of these sessions will be conducted by outside experts in the respective fields, whereas the in house faculty will take care of the remaining 60%. In the case of technical courses, inputs from outside experts will be increased in accordance with the demands of the course.

These courses are available for all B.Com. students.

Certificate Course In-charges

- Tally - Open To All - Rs.100/-

The following rules and guidelines must be strictly adhered to:

- Students are advised to register for the Certificate courses and pay their fees at the time of the admission.
- Those students who do not attend the classes / training sessions for the courses regularly - registering a minimum of 75% attendance will not be awarded a certificate.
- If the number of Takers in any of these courses is less than 15, we may absorb them to any other courses on the list.
- Assessment will be based on different credits, presentation, reports, minor projects, tests, performance and participation etc. There will be exams at the end of the course.
- There will be no refund of fees if you fail to attend any of the classes you have registered for or you have paid the fees but failed to register for a course.

Name of Course :	Certificate Course in Tally ERP 9		
Duration :	30 Hrs	**Modules :**	3

Course Objectives :

1. To impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts.

2. This course helps students to work with well-known accounting software i.e. Tally ERP.9.

3. To make students capable to create company, enter accounting voucher entries including advance voucher entries, reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.

4. Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

Course Outcomes :

1. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9

2. Student by their own will create company, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.

3. Students will possess required skill and can also be employed as Tally data entry operator.

Course Pre-requisites :

- To get full benefit of this course, the student needs to have basic knowledge of accounting and computer.

Career Prospects:

- Even if you are currently employed, learning Tally and obtaining a certificate will improve your chances for a promotion or you may even land a better job. Tally will give a much-needed boost to your career by enhancing your knowledge in Accounting, Inventory Management, and Taxation.

This program opens up various avenues for students. After the completion of the program, as a fresher you can begin your career as:

- Accounts Executive
- Junior Accountant
- Data Entry Operator
- Accounts Assistant
- Tally Operator
- Accountant Trainee

Course Contents

Module – 1 :	**Duration :**	**10 Hrs**

Chapter I.: Fundamentals of Accounting.
Chapter II: Maintaining Chart of Accounts in Tally ERP
Chapter III :Maintaining Stock Keeping Units (SKU)
Chapter IV : Recording Day-to-Day Transactions in Tally ERP 9

Module – 2 :	**Duration :**	**10 Hrs**

Chapter V : Accounts Receivable and Payable Management.
Chapter VI : MIS Reports.
Chapter VII :Recording Vouchers with TDS

Module – 3 :	**Duration :**	**10 Hrs**

Chapter VIII: Recording Vouchers with TDS (Tax Deducted at Source)
Shortcut Keys Practice

- All the classes will be conducted in the computer lab by the Trainer.
- Certificate will be awarded by college after assessment test.

List of Participants:

S.NO	HT. NO	Name of the Student	Fathers Name	Course
1	049152001	A ARTHI	PANDARI	B.Com.Gen. III Year
2	049152002	CH CHAITHANYA BHARATHI	CH GUNWANTHRAO	B.Com.Gen. III Year
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27	049152213	SUSTARWAR HARIPRIYA	SUSTARWAR DEVI DAS	B.Com.C.A. III Year

NO. OF PARTICIPANTS: 27

LIST OF FACULTY MEMBERS:

S. No.	Name of the Faculty	Designation
1	SRI K SANTOSH KUMAR	Head, Dept. of Commerce
2	SMT P KAVITHA	Coordinator
3	SMT M SAVITHRI	Member
4	SRI K GOVIND	Member

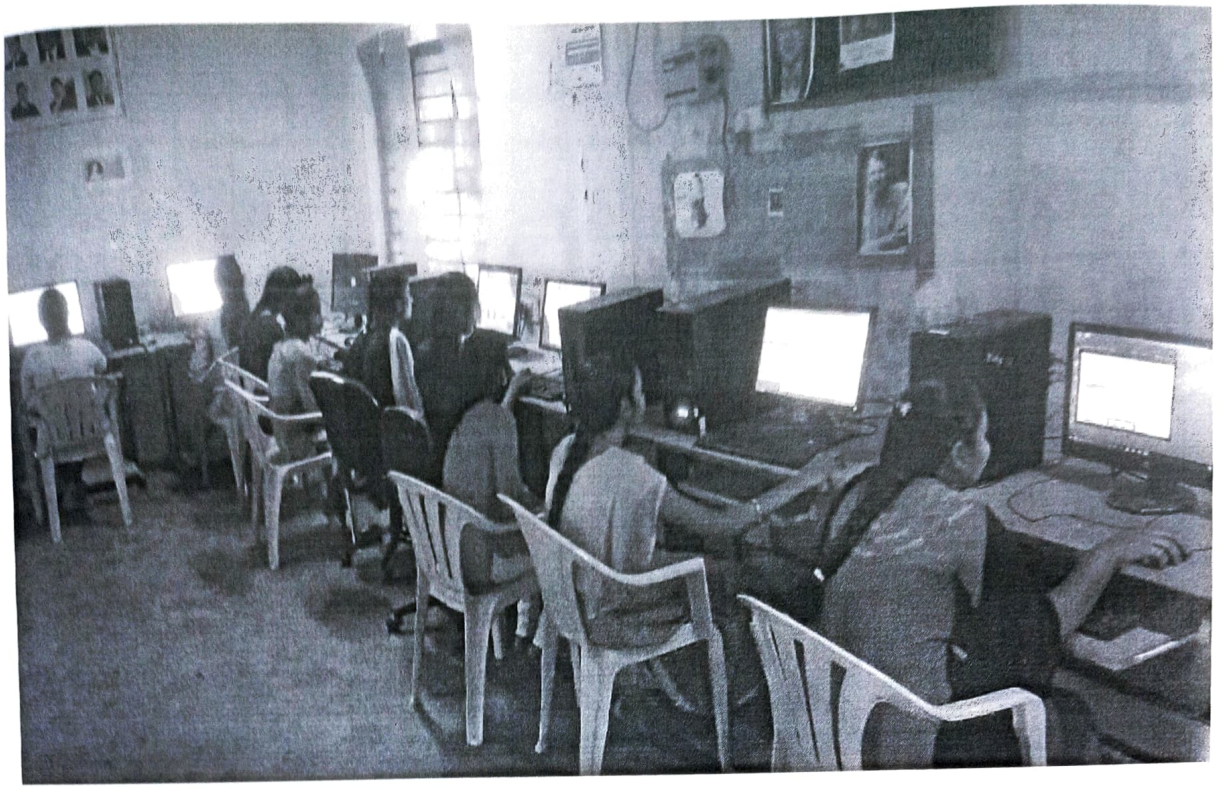
TARGET LEARNERS: College Students

NAME AND DESIGNATION OF THE TRAINER: Md Imroz Khan, Tally Trainer, Limra Infosys, Adilabad

A BRIEF REPORT:

The Certificate Course Programme commenced with a welcome address by Smt. M Savithri, Lecturer in Commerce. She welcomed the Imroz Khan, Tally Trainer, Limra Infosys, Adilabad, with around 5 years of experience. The session was very informative and practical oriented. Head, Dept. of Commerce, Sri K Santosh Kumar expressed his gratitude towards the trainer for an enlightening session. A formal vote of thanks was proposed by Ms. Ch Bharathi of B.com. C.A. III Year

Photographs:



CERTIFICATE SAMPLE:

GOVERNMENT DEGREE COLLEGE FOR WOMEN
ADILABAD 504001

DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS

CERTIFICATE OF COMPLETION

This Certificate is Presented to

Ch Bharathi

for completing the 30 Day Certificate Course in " TALLY "
held from 20th December 2016 to 20th January 2017

Coordinator

Principal

COURSE CONTENT COVERAGE

Module 1	1 Week
Module 2	2 Week
Module 3	3 Week
Practicals	4 Week

TRAINER

CO-ORDINATOR

PRINCIPAL

LEARNER FEEDBACK FORM

Learner Name:	Title of Course / Module / Training Activity

Q.1 Did the training meet your learning objectives?	Yes ☐	No ☐
Comment:		

Q.2 How do you intend to apply what you learned?
Comment:

Q.3 Was the programme / module delivered clearly?	Yes ☐	No ☐
Comment:		

Q.4 Was the aim of the programme / module explained?	Yes ☐	No ☐
Comment:		

Q.5 Was the training room suitable to the training programme / module?	Yes ☐	No ☐
Comment:		

Q.6 How would you rate the following? (Please tick)

	Excellent	Good	Fair	Poor
Resources & equipment				
Approachability of tutor (s)				
Handouts				
Exercises/assessments				
Overall Tutor Support				

Q.7 Have you any suggested improvements regarding this course / module?	Yes ☐	No ☐
Comment:		

Q.8 Course / Module Outcomes **(please tick as appropriate)**

Certification	Further Training	Work Experience	Employment	Other (please specify)

Comment: