

# GOVERNMENT DEGREE COLLEGE, MANTHANI

## DEPARTMENT OF COMPUTERS- ADD ON COURSE(2019-20)

### ADD ON COURSE

Course Name: MS-OFFICE

Course Objectives: To acquire the basic knowledge in word processing software, spread sheet, presentation and data base access.

- Course Syllabus:
1. Introduction to computers
  2. Operating system
  3. MS - word
  4. MS - Excel
  5. MS - power point
  6. MS - Access
  7. Internet Basics

## Syllabus planning

Title Name	No. of classes/Hours Required	
	Theory	Practical
1. Introduction to Computers	2	4
2. Operating System	2	4
3. MS-Word	2	4
4. MS-Excel	2	4
5. MS-Powerpoint	2	4
6. MS-Access	2	4
7. Internet Basics	2	4

Teaching Aids Used : Black board

chalk

projector

charts

pendrive

printer

10/03/2020

The following students from B.A group successfully completed the Ms-office Add on course for the academic year 2019-20.

- |                           |      |
|---------------------------|------|
| 1. Boddipati Vinay        | B. A |
| 2. Sk. Imrah              | B. A |
| 3. SK. Munna              | B. A |
| 4. Elavena Kumar          | B. A |
| 5. Manthani Bhaktasriyalu | B. A |
| 6. Thatha RaviTeja        | B. A |



*Laker*  
Principal

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