## **GOVERNMENT DEGREE COLLEGE, MANTHANI**

**DEPARTMENT OF COMPUTERS- ADD ON COURSE(2020-21)** 





## ADD ON COURSE course Name 1 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 8. Ms - word 4. Ms - Excel 5. Ms - power point 6. MS- Access Internet Basics

Syllabus planning  Title Name No'r ob classes/Hours Required Theory practical  1. Subroduction to computers & 4  2. Operating system & 4  3. Ms. word & 4  4. Ms. Excel & 4  5. Ms. powerpoint & 4  6. Ms. Access & 2  7. Internet Batics & 2  Teaching Aids Used : Black board  Chalk		1 1/40.	COA		
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## 12/08/2021

The following students from B.A and B.Z. c group are successfully completed Ms. office Add on course for the academic year 2020-21 at GDC Manthan.

1.	A. Rajkumar	BA	H.E.P	7/m
0	01			-

2. Ch. Malavilla 7/M B.A H.E.P

3. Kamani Manisha BA H.E.P T/M

4. Sidda Mohan B.A Moos Elm 5. Peeka Veena BA H.E.P Tlm

6. Mitta Raju B.A H.F.P TIM

7. Md. Khaleel B.Z.c ElM



Government Degree Colleg Manthani Dist. Peddana