

GOVERNMENT DEGREE COLLEGE, MANTHANI

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



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

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 Manthani.

1. A. Rajkumar B.A H.E.P T/M
2. Ch. Malavika B.A H.E.P T/M
3. Kamani Manisha B.A H.E.P T/M
4. Sidde Mohan B.A MOOCS E/M
5. Peeka Veena B.A H.E.P T/M
6. Mitta Raju B.A H.E.P T/M
7. Md. Khaleel B.Z.C E/M



[Signature]
Principal

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