

## **CERTIFICATE COURSE IN MS WORD, EXCEL, POWER POINT AND INTERNET**

**Department of Economics, Kakatiya Government College, Hanamkonda TS**

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| <b>Name of the Programme</b>                                     | Certificate Course in MS Word, Excel, Power Point and Internet  |
| <b>Duration/Date</b>   | From 18-10-2021 to 17-11-2021   |
| <b>No. Of Participants</b>                                       | 30  |
| <b>Group</b>   | BA I  |
| <b>Topic</b>   | Basics computer skills  |
| <b>Objectives of the programme</b><br>(The students are enabled) | <ol style="list-style-type: none"><li>1. To learn the basic computer skills</li><li>2. To use their computer skills in their study</li></ol>  |
| <b>Resource Persons</b>  | <ol style="list-style-type: none"><li>1. Dr. D. Suresh Babu Assistant Professor of Computer Science</li><li>2. Dr. B. Indira Nainadevi, Assistant Professor of Economics</li><li>3. K. Ramesh, Lecturer in Computer Science</li></ol> |



Dr. Suresh Babu Assistant Professor of Computer Science explaining the need for basic computer skill for employability on the inaugural session of Certificate course in virtual room on 18-10-2021