

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 ICT/Computer Skills

Report on ICT/Computing Skills FOR THE YEAR 2017-18

3 months training programme in technical skills was organized by Jawahar Knowledge Centre of this College. It was intended for B.A. and B.Com final year students. It was conducted in 3 batches during the academic year 2017-2018.

The details of Batch-1 is as follows:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	25.04.2017 to 31.07.2017	72

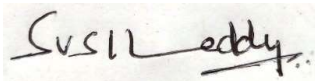
The following topics were covered in the training programme.

- Computer Fundamentals
- MS-Word
- MS-Excel
- MS-Power point
- Internet Skills
- Using Printer and scanner.


1. The following resource person Sri S.V.SubbaReddy – JKC mentor Conducted the training programme.

Certificates were issued to all the participants after the completion of each batch programme.

The candidates found the training very useful for studies and future career.



Signature of the Resource Person



Principal
Y. A. Govt. Degree College for Women
CHIRALA - 523 155, Prakasam Dt., (A.P.)

Principal

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 ICT/Computer Skills



Y.A. GOVT. DEGREE COLLEGE FOR WOMEN, CHIRALA, PRAKASAM (DIST.)

Dr. CH. RAMANAMMA

M.Sc., M.Phil., Ph.D.

Principal

Sri K.ChandraSekhara Rao

JKC Coordinator

Office & Fax : 08594 - 234372

Principal : 08594 - 232204

E-Mail Id : gdwchirala@gmail.com, chirala.jkc@gmail.com

CHIRALA,

Dt: 01-03-2017.

CIRCULAR

All the students of final year Arts, Science and Commerce courses are hereby informed that they have to attend JKC Training classes everyday from 9 a.m. – 12.00 p.m. as summer batch from 25.4.2017. This training includes Communication & Soft skills, Analytical & Computer Skills for three months. Hence all the lecturers of the departments History, Economics, Political Science, Mathematics, Physics, Chemistry, Computers, Botany, Zoology and Microbiology and Commerce are hereby instructed to encourage the students for attending JKC classes. This training is very useful to them for competitive examinations.


PRINCIPAL
Jawahar Knowledge Center
PRINCIPAL
Govt. Degree College for
CHIRALA-520 156

III B.SC MPCS - 
III B.SC MSCS- 
III B.SC MCCS- 
III B.SC MPC- 
III B.SC BZC- 
III B.SC MZC- 
III B.Com CA 
III B.Com Gen- 
III B.A. HEP- 

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JKC Curriculum

S.No	Topic	No. of Hours allotted
1	Communication Skill	60 hrs
2	Soft Skill	30 hrs - Soft Skills 10 hrs - Ethical Values
3	Analytical Skill	60 hrs
4	Computer Skill	60 hrs
5	General Awareness	30 hrs
Total		250 hrs
(The duration of the training is 3 months/90 Days)		

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Computer Skills:

Unit I - Computer Fundamentals

What is computer
Features of computer
Computer Generations
Types of Computers
Applications of Computers
Input/output Devices
Computer's Memory
Computer Software
Windows
a. Windows desktop
b. Start Menu
d. Using Paint
e. Using word Pad

Unit II- MS-Office

About MS-Office

MS-Word

Word Basics
Features of Word
Starting with MS-Word
Components of MS-Word
File Menu
a. New
b. Save
c. Page Setup
d. Print preview
e. Selecting Text and Graphics
Edit Menu
a. Undo/ Redo
b. Copy and Paste
c. Find/ Replace
Headers and Footers
Insert Menu
Format Menu
Mail Merge
Table Menu

MS-Excel

Excel Basics
Excel Components
Entering Data
Data Types
Working with Cells
File Menu
Edit Menu
Creating a Chart
Functions and Formulae
Data Menu

Ms-Power Point

Power point Basics
Ready- Made slide layout scheme
File Menu
Creating a presentation
a. using auto content wizard
b. using a design template
c. using blank presentation
Insert Menu
Format Menu
Slide Show

MS-Access

Access Basics
Components
Data Types in MS-Access
Database Creation
Table Creation
Forms
Query
Reports

Unit III -Internet Skills

Introduction
Internet
How can I get connected at Home
Web Site
Web Browser
Search Engine
On-line Forms Rail Journey
On-line Shopping using FlipKart
Using Electronic Mail(Email)
Social Media
What is Skype?
Google Drives
What are Google Docs, Sheets and Slides

Unit IV - Using Printer and Scanner

Scanners
Printers
Use Picture Manager

Unit V – Assignments

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Teaching Computer Skills to the Batch-1 students 2017-18

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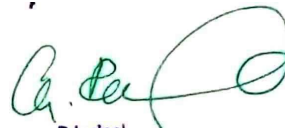
2017-18 ICT/Computer Skills

Y.A.GOV.T.DEGREE COLLEGE(W),CHIRALA, REGISTERED STUDENTS SUMMER BATCH - LIST - 2017-18			
SL. NO.	NAME	GROUP	PH.NO.
1	P MADHAVI, BC	MPCS	8125601139
2	S KAVITHA, BC	MPCS	7032848026
3	P BHARATHI, BC	MPCS	8886458074
4	V SAISUNITHA, BC	MPCS	7799194482
5	B GUNAVADHINI, BC	MPCS	9290821814
6	P PRIYANKA, ST	MPCS	7032385366
7	S ROJA, BC	MPCS	9951226608
8	K ANJALI, BC	MPCS	9491347225
9	P NAGAMALLESWARI, ST	MPCS	9989548852
10	CH SRIJA, SC	MPCS	9885269935
11	S PAVANI, BC	MZC	9618872156
12	SK SONIYA,BC	MZC	9542030205
13	T NIMCYPAVANI, SC	MZC	9032957102
14	D VENGAMAMBA, BC	MZC	9866481746
15	Y SOWJANYA, SC	MZC	7675929144
16	V SUSHMA PRIYA,BC	MZC	8897805587
17	T SREEJA,SC	MZC	9133752425
18	T ANUSHA,SC	MZC	9963053626
19	M DIVYA,BC	MZC	7661022290
20	M PADMAJA,OC	MZC	7386233045
21	D HAVYA,SC	MZC	8857186926
22	L PRIYANKA,SC	BZC	7893193760
23	M MARIYAMMA,ST	BZC	9666534871
24	I MANISHA,SC	BZC	7036167141
25	A PALLAVIPRIYA,OC	BZC	9440235660
26	V NEELIMA,ST	BZC	9000052025
27	Y JEEVANAJYOTHI,SC	BZC	9618343239
28	Y NEERAJA,SC	BZC	9701400438
29	V SANDHYARAMANI,BC	MPCS	7207284987
30	K SAILAJA,BC	MPC	9676224050
31	P BALAVANI,BC	MPC	7842860085
32	G CHAITHANYALAKSHMI,BC	MPCS	9948708763
33	G SUSMITHA,OC	MPC	8096892648
34	M UMA MAHESWARI,SELECT	MECS	8886811732
35	D GAYATHRI,BC	MECS	7995525319
36	M VANI PRIYA	MPCS	9676033274

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37	K MADHAVILATHA	MPCS	8341096460
38	N UMASAILAXMI	MPCS	7675071380
39	S NAGAMANJULA	MPCS	7382696780
40	R DIVYAJYOTHI	MZC	7032848498
41	K LAKSHMIPRASANNA	MZC	9949468485
42	CH SRILAKSHMI	MZC	7207615569
43	P HIMAJA	MZC	9032626893
44	K BABYSHINY	MZC	8019374910
45	B BHARGAVI	MZC	9642832097
46	CH SRAVANTHI	MZC	7659910547
47	CH ANUSHA	MPCS	7842613788
48	B SAIKUMAR	MPCS	8341096460
49	D RATHAIAH	MPCS	9542825101
50	T TEJASWINI	MPCS	7675071380
51	A UMACHAND	MZC	7382696780
52	L SOWJANYHA	MZC	7032848498
53	L APARNA	MZC	9949468485
54	CH GLORY	MZC	7207615569
55	K MOUNICA	MZC	9032626893
56	A JYOSTNA	MPCS	8019374910
57	KV RESHMA	MPCS	9642832097
58	B BUELA	MPCS	9949468485
59	CH KEERTHI	MPCS	7207615569
60	K PAVANI	MZC	9032626893
61	J SAMKUMAR	MZC	8019374910
62	P YUGANDHAR	MZC	9642832097
63	V PRATHYUSHA	MZC	7659910547
64	K LAHARI	MZC	7842613788
65	L DEEPIKA	MZC	8341096460
66	K PRIYA	MZC	9542825101
67	B GOPI	MZC	9959185192
68	M KALYANI	MZC	9849935845
69	B SUJATHA	MZC	9912193813
70	B CHIRANJEEVI	MZC	9959185192
71	K YAGNAVALLIKA	BZC	9849935845
72	P TEJASWINI	BZC	9676033274


Principal
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Certificate



This is to certify that

Mr. / Miss **P. Madhavi**

D/o, S/o, **Mallaswara Rao** *With JKC ID No* **21564JKC batch I 31764**

has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in

Communication & Soft Skills, Analytical Skills and Technical Skills

at **Y.A. Govt. Degree College of Women, CHIRALA.**

from **27.4.2017** *to* **31.7.2017.**

P. Rao.
JKC Coordinator



G. Rao
Principal & Chairman JKC
Govt. Degree College