

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

2018-19 ICT/Computer Skills

Report on ICT/Computing Skills FOR THE YEAR 2018-19

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 2018-2019.

Batch-1 details :

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	1.5.208 to 31.7.2018	43

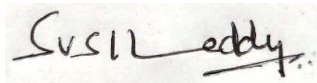
The following topics were covered in the training programme.

- 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

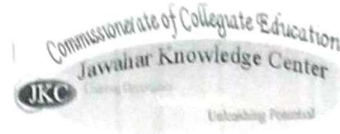


Principal
Y A. Govt. Degree College for Women
CHIRALA - 523 155, Prakasam Dt., (A.P.)

Principal

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

2018-19 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 : gdcwchirala@gmail.com, chirala.jkc@gmail.com

CHIRALA,

Dt: 15-03-2018.

CIRCULAR

All the students of final year B.A, B.Com and B.Sc 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 01.05.2018. This training includes Communication & Soft skills, Analytical & Computer Skills for 3 months. Hence all the final year students register their names at JKC center. This training is very useful for competitive examinations. JKC training is mandatory for all final years.

C. S. Rao
15/3/18

PRINCIPAL

Jawahar Knowledge Center

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

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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)		

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

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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

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

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Sri K.ChandrasekharaRao,JKC Coordinator,Teaching Computer Fundamentals class to batch-1 on 10.5.2018

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

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YA GOVT. DEGREE COLLEGE (W), CHIRALA, PRAKASAM (DIST)
JKC REGISTERED STUDENTS FOR BATCH-I 2018-19

SL#	Student Name	DOB (dd/mm/yyyy)	Caste (ST / SC / BC-A / BC-B / BC-C / BC-D / BC-E / OC)	Stream Name BA / Bcom / B.Sc / BBA / Any Other	Course/Group Name Example: BZC, MPC, CEC, HEP
1	A. Baby	13-03-1999	BC-B-Devanga	BSc	MPCs
2	A. Naga Raja	25-04-1999	OC-Reddy	BSc	MPCs
3	B. Triveni	4/8/1999	BC-D-Yadava	BSc	MPCs
4	B. Bhavani	1/4/1998	BC-A-Vaddera	BSc	MPCs
5	B. Divya	4/10/1999	BC-A-Medari	BSc	MPCs
6	Ch. Sravani	21-08-1998	BC-B- Padmasali	BSc	MPCs
7	E. Sri Teja	9/7/1998	SC-Hindu-Mala	BSc	MPCs
8	G. Manipapa	7/8/1999	SC-Mala	BSc	MPCs
9	G. Rama Tulasi	25-10-1998	BC-B-Devanga	BSc	MPCs
10	K. Srivalli	3/7/1998	BC-B- Padmasali	BSc	MPCs
11	K. Leelanjali	11/4/1999	OC-Vysya	BSc	MPCs
12	K V Prasanna	10/1/1999	ST-Erukula	BSc	MPCs
13	N. Padmaja	11/6/1998	BC-B- Padmasali	BSc	MPCs
14	PKDV Lahari	4/4/1999	OC-Vysya	BSc	MPCs
15	S. Ramya Sri	9/7/1997	OC-Reddy	BSc	MPCs
16	R. Keerthana	15-06-1999	SC-Hindu-Mala	BSc	MPCs
17	S. Divya Lakshmi	4/7/1999	BC-B-Pattusali	BSc	MPCs
18	Sk. Shabana	1/6/1998	BC-E-Shaik	BSc	MPCs
19	S. Sukanya	16-06-1998	BC-D-Thurpu Kapu	BSc	MPCs
20	V. Lavanya	6/6/1999	BC-B- Padmasali	BSc	MPCs
21	V. Revathi	24-11-1997	BC-B- Padmasali	BSc	MPCs
22	Y. Sai Lakshmi	19-04-1999	BC-D-Thurpu Kapu	BSc	MPCs
23	Y. Pooja Harshini	27-04-1999	OC-Telaga	BSc	MPCs
24	B. Triveni	19-06-1999	SC-Hindu-Mala	BSc	MSCs
25	B. Ramya	25-06-1999	SC-Hindu-Mala	BSc	MSCs
26	D. Mounika	15-07-1998	SC-Mala	BSc	MSCs
27	G. Lakshmi Lavanya	10/6/1999	OC-Telaga	BSc	MSCs
28	G. Pallavi	28-05-1996	BC-B- Padmasali	BSc	MSCs
29	G. Venkata Sujatha	23-04-1998	BC-B-Devanga	BSc	MSCs

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

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30	P. Gayathri	26-02-1998	ST-Erukula	BSc	MSCs
31	Sk. Shakeela	25-09-1999	BC-E-Muslim	BSc	MSCs
32	T. Lakshmi Devi	13-03-1998	OC-Telaga	BSc	MSCs
33	M. Perinidevi	18-11-1998	OC-Reddy	BSc	MSCs
34	P LAKSHMI VENKATESWARAMMA	02/02/1998	ST	BSc	MSCs
35	U TRIVENI	24/6/1999	ST	Bcom	CA
36	B KAVERI	16/10/1999	SC	BSc	MPCs
37	T PRIYADARSINI	18/9/1999	SC	BSc	MPCs
38	S SIRISHA	18/3/1998	SC	BSc	MPCs
39	N NANDINI	27/10/1996	SC	BSc	Bt BC
40	S RATNA KUMARI	16/5/1997	SC	BSc	CA
41	DASARI MOUNIKA	28/7/1997	SC	BSc	MSCs
42	V PUSHMITHA	17/5/1999	SC	BSc	MCCs
43	M PRIYANKA	06/10/1997	SC	BSc	MBBt



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

2018-19 ICT/Computer Skills

Analysed & Computer Skills Training starts from

1-7-2018.

Batch-I

Name Of The Officer		Attendance										Register												Month	Year	Remarks								
S. No.	NAME	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1.	G. lakshmalavanya		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2.	G. Paulani		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3.	G.v. Sathya		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
4.	P. Gauthami		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5.	S.K. Shakeela		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6.	T. lakshmi devi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7.	N. parni devi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8.	D. mounika		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9.	B. Rangya		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
10.	B. Thirveni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
11.	A. Babu		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12.	A. Anagardha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
13.	E. sriveni		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
14.	E. Bharani		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
15.	E. divya		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
16.	C.h. sravan		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
17.	C. sritha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
18.	G. manjapa		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
19.	K.v. pasanna		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
20.	K. saivani		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
21.	K. leelani devi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
22.	N. padma		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
23.	P.K. Div. Lakshmi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
24.	S. renga Sri		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
25.	P. reetha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
26.	S. divya lakshmi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
27.	S. k. shabana		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
28.	S. sukanya		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
29.	V. laranya		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
30.	V. devathi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
31.	Y. sai lakshmi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
32.	Y. pooja harshini		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
33.	P. Anshani Venkateswari		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
34.	V. Thirani		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

Month: July
Year: 2018

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

2018-19 ICT/Computer Skills

Name Of The Office

Attendance Register

Month **July '19**
Year

S. No.	NAME	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks
35.	G. Ramakrishna		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
36.	B. Kaveri		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
37.	T. Priya Jayasini		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
38.	S. Srinika		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
39.	N. Alondini		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
40.	S. Ratha Kumari		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
41.	Dasari. Nourika		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
42.	V. Pushpitha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
43.	M. Palyanka		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		

Principal
VIA Govt Degree College for Women
CHIRALA, Bapatla, (A.P.)

(Signature)

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

2018-19 ICT/Computer Skills



Certificate



This is to certify that

Mr. / Miss M. Perini Devi

D/o, S/o, Anki Reddy *With JKC ID No.* 21566JKC2018BatchI
17020582

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 1.5.2018 *to* 30.7.2018.


JKC Coordinator




Principal & Chairman JKC
Govt. Degree College