

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

2019-20 ICT/Computer Skills

Report on ICT/Computing Skills FOR THE YEAR 2019-20

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 2019-2020

Details of Batch-1:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	1.5.2019 to 31.7.2019	45

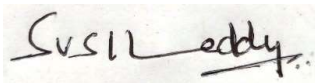
The following topics were covered in the training programme.

- 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

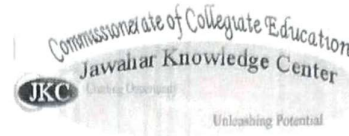


Principal
Y A. Govt. Degree College for Women
CHIRALA - 523 155, Prakasam Dt., (A.P.)

Principal

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

2019-20 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: 12-03-2019.

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 01.05.2019. 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.


PRINCIPAL

Jawahar Knowledge Centre
J.K.C. Centre
Govt. Degree College for
Chirala-523 155

III B.Com CA- 

III B.Com Gen-

III B.A. HEP-

III B.SC MPCS - 

III B.SC MSCS-

III B.SC MCCA- 

III B.SC MPC-

III B.SC BZC- 

III B.SC MZC- 

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

2019-20 ICT/Computer Skills

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

2019-20 ICT/Computer Skills

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

2019-20 ICT/Computer Skills



Computer skills class to Batch-1 by sri M.Lokesh,Trainer on 20.2.2019

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

2019-20 ICT/Computer Skills

Y.A.GOV.T.DEGREE COLLEGE(W),CHIRALA JKC Summer Batch Registered Students List 2019-20				
Sl. No	Name	DOB	Social Status	Degree
1	S. Yochana	6/16/2000	SC-Mala	MPC
2	J. Krishna Kavitha	10/6/1999	OC-Velama	MPC
3	B. Jhansi Lakshmi	4/6/2000	OC-Vysya	MPC
4	M. Jhansi	1/3/1997	SC-Mala	MCCS
5	Ch. Sai Durga	7/10/2000	OC-Vysya	MCCS
6	K. Kalyani	7/15/2000	OC-Reddy	MCCS
7	D. Ballamma	9/4/1998	OC-Reddy	MCCS
8	K. Kousalya	2/22/2000	OC-Reddy	MCCS
9	M. Sowmya Sri	22-12-1999	BC-A-Rajaka	MCCS
10	T. Hima Bindu	16-06-1999	BC-A-Rajaka	MCCS
11	K. Siva Krishna	5/19/2000	OC-Reddy	MCCS
12	I. Divya Naga Jyothi	4/23/1998	BC-B-Padmasali	MCCS
13	N. Keerthi	18-08-2000	BC-A-Medari	MCCS
14	J. Bhavani	2/8/2000	BC-B-Padmasali	MPCs
15	J. Geethanjali	16-06-2000	BC-B-Devanga	MPCs
16	A. Gouthami	8/14/2000	OC-Reddy	MPCs
17	M. Preethi	10/28/1999	SC-Mala	MPCs
18	S. Sneha Sri	7/8/2000	BC-B-Devanga	MPCs
19	S. Sirisha	9/2/2000	OC-Reddy	MPCs
20	M. Vasanthi	4/6/2000	BC-D-Thurpu Kapu	MPCs
21	G. Sai Priya	10/6/1999	BC-D-Yadava	MPCs
22	K. Vineela Lakshmi Krishna Sri	9/1/1998	BC-D-Surya Balija	MPCs
23	K. Kalpana	18-04-1999	BC-D-Thurpu Kapu	MPCs
24	M. Devi	6/15/2000	BC-B-Devanga	MPCs
25	Sk. Mallika	7/18/1997	BC-E-Muslim	MPCs
26	G. Durga	4/27/1998	BC-A-Rajaka	MPCs
27	A. Vasanthi	8/14/2000	SC-Mala	MPCs
28	P. Prasanna	10/7/2000	ST-Yanadi	MPCs
29	Ch. Suma	12/21/1997	BC-D-Yadav	MPCs
30	I. Alivelu	5/22/2000	ST-Yanadi	MPCs
31	N. Hymavathi	10/5/2000	OC-Reddy	MPCs
32	T. Sravani	8/14/1998	SC-Madiga	MPCs
33	T. Keerthi	1/7/2000	SC-Madiga	MPCs
34	T. Jaya Lakshmi	12/6/1999	BC-B-Padmasali	MSCs
35	T. Hemalatha	6/16/2000	BC-B-Padmasali	MSCs
36	M. Venkata Durga Bhavani	5/19/1998	BC-B-Padmasali	MSCs
37	V. Lakshmi Bhargavi	2/28/2000	BC-B-Padmasali	MSCs
38	Ch. Pravallika	7/19/1999	BC-B-Padmasali	MSCs
39	P. Tirupatamma	4/9/1999	OC-Reddy	MSCs
40	N. Raja Kumari	8/28/2000	SC-Hindu-Mala	MSCs

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

2019-20 ICT/Computer Skills

41	N.Nagakamakshi	30-01-2000	BC-B	MPCs
42	T.Haripriya	28-3-1997	ST-Yanadi	MCCS
43	P.Pavani	12/28/1999	BC-B	BZC
44	P.Lakshmi Suvarchala	2/11/2000	BC-A	MZC
45	M. DeviKA	6/15/2000	BC-B-Devanga	MPCs



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

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

2019-20 ICT/Computer Skills

Name Of The Office		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		
35	T. Hema latha		P	P	P	P	P	P	P	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	N.V. Durga Bhavani		P	P	P	P	P	P	P	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	V. Lakshmi Durga		P	P	P	P	P	P	P	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	Ch. Pravalika		P	P	P	P	P	P	P	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	T. Trisurathamma		P	P	P	P	P	P	P	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	N. Rada 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	P		
41	P. Pavani		P	P	P	P	P	P	P	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	N. nagakannakshmi		P	P	P	P	P	P	P	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	T. Haris Priya		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
44	P. Lakshmi Sivarada		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
45	P. Kota Rani		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
46																																			


 Sree Srinivasa & Co. VU-1
 CHIRALA, BENTHAL, VU-1

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

2019-20 ICT/Computer Skills



Certificate



This is to certify that

Mr. / Miss Md. Shaguptha Bejum

Do, S/o, Md. Shayab. With JKC ID No. 21566.jkc.2019batch.582018

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 1.8.2019 to 30.11.2019.

P. Rao
JKC Coordinator



G. Sai
Principal & Chairman JKC
Govt. Degree College