

**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 Batch-2 is as follows:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
II	01.08.2017 to 30.11.2017	43

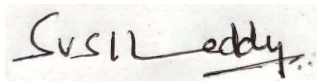
The following topics were covered in the training programme.

- 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

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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

## 2017-18 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

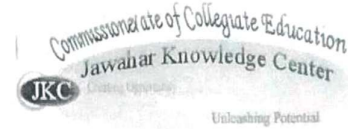
#### **Unit IV - Using Printer and Scanner**

Scanners  
Printers  
Use Picture Manager

#### **Unit V – Assignments**

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## 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**

Office & Fax : 08594 - 234372

Principal : 08594 - 232204

E-Mail Id : [gdcwchirala@gmail.com](mailto:gdcwchirala@gmail.com), [chirala.jkc@gmail.com](mailto:chirala.jkc@gmail.com)

**Sri K.ChandraSekhara Rao**

JKC Coordinator

CHIRALA,  
Dt: 25-08-2017.

### **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. – 10.00 a.m. and 4 p.m.- 6 p.m. as II batch from 01.09.2017. 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 not to prevent the students from attending JKC classes. This training is very useful to them for competitive examinations.

  
PRINCIPAL

Jawahar Knowledge Centre  
Chirala  
Dist. Prakasam - 521001  
Ph: 08594 234372

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- 

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

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**Computer skills class for batch-20 by Sri S.V.SubbaReddy on 7.8.2017**

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

**2017-18 ICT/Computer Skills**

**YA GOVT. DEGREE COLLEGE (W), CHIRALA, PRAKASAM (DIST)  
JKC 2nd BATCH REGISTERED STUDENTS LIST 2017-18**

SL#	Student Name	DOB (dd/mm/yyyy)	CONTACT NO.	Caste	COURSE
1	B. Lavanya	8/1/1998	9032285808	BC-B-Padmasali	B Com Gen
2	B. Sravani	1/12/1996	9032285808	BC-B-Padmasali	B Com Gen
3	D. Gayathri	6/6/1997	7799102478	BC-A-Rajaka	B Com Gen
4	D. Tejaswi	31-05-1997	7036085485	BC-A-Rajaka	B Com Gen
5	G. Saidurga	23-08-1997	7036464795	OC-Reddy	B Com Gen
6	I. Kavithasri	29-5-1998	7730947627	BC-D-Yadava	B Com Gen
7	J. Lakshmi	3/4/1994	8977119701	BC-B-Padmasali	B Com Gen
8	K. Mounika	11/3/1998	9000517083	SC-Mala	B Com Gen
9	K. V. Chalapathi	18-2-1997	7095622551	OC	B Com Gen
10	K. Ramadevi	8/4/1998	7799136686	SC-Madiga	B Com Gen
11	M. Sri Lakshmi	2/6/1998	9052704573	BC-A-Vaddera	B Com Gen
12	M. Naga Triveni	12/4/1997	9000860465	BC-A-Rajaka	B Com Gen
13	M. Rehanaz	26-08-1995	9866209902	BC-E-Muslim	B Com Gen
14	M. Shehanaz	19-06-1997	9010694864	BC-E-Muslim	B Com Gen
15	M. Mounika	15-08-1998	9866209902	OC-Reddy	B Com Gen
16	N. L. Tirupatamma	29-08-1997	8187886211	BC-D-Yadav	B Com Gen
17	N. Sajeeva Kumari	17-10-1998	8790444790	SC-Mala	B Com Gen
18	O. Sasirekha	28-08-1998	9290523327	OC-Reddy	B Com Gen
19	P. Sirisha	4/3/1998	9010804902	BC-D-Yadav	B Com Gen
20	P. Indrajaya	19-02-1997	9618930297	BC-B-Padmasali	B Com Gen
21	E. Sunitha	30-03-1998	9676867727	BC-B-Banda	B Com Gen
22	Sk. Sabeera	2/8/1998	9160557536	BC-E-Muslim	B Com Gen
23	T. Suma	10/6/1997	7093130334	BC-A-Vaddera	B Com Gen
24	Y. L. Tirupatamma	22-01-1998	9347827708	ST-Yanadi	B Com Gen
25	A. Bharathi	22-08-1998	9502492842	OC-Reddy	B Com CA
26	A. Jyosthna	12/10/1994	9949429507	BC-B-Padmasali	B Com CA
27	B. Lakshmi	2/6/1998	9948163800	BC-D-Thurpu Kapu	B Com CA
28	B. Siva Pavani	29-06-1998	9676456953	BC-D-Thurpu Kapu	B Com CA
29	Ch. Bhavani	3/5/1998	9581232582	BC-A-Vada Balija	B Com CA
30	D. Hameema	12/8/1998	9032843136	SC-Hindu-Mala	B Com CA
31	D. Venkata Lakshmi	5/6/1998	9704425263	ST-Erukula	B Com CA
32	G. Sailatha	9/7/1998	9160306235	BC-B-Gouda	B Com CA
33	K. Mounika	27-07-1996	9347252269	BC-B	B Com CA

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34	K. Sushma	1/7/1995	7337228668	SC-Mala	B Com CA
35	K. Tirupatamma	10/6/1998	9032060925	OC-Reddy	B Com CA
36	K. Sravya	22-05-1998	9491346853	BC-B-Gouda	B Com CA
37	L. Annapurna	15-05-1998	8978933903	BC-D-Thurpu Kapu	B Com CA
38	M. Vishali	16-08-1998	9848303713	BC-B-Pattusali	B Com CA
39	M. Koteswaramma	10/4/1996	9160306235	OC-Reddy	B Com CA
40	M. Bharathi	3/12/1997	7396740068	BC-D-Yadava	B Com CA
41	P. Sravani	28-08-1998	9676456953	BC-A-Rajaka	B Com CA
42	P. Rajeswari	6/6/1998	8106257443	BC-D-Thurpu Kapu	B Com CA
43	P. Triveni	14-08-1997	9949429507	BC-D-Yadava	B Com CA

Principal  
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Sl. No.	Name	Date							Total	Remarks
		1	2	3	4	5	6	7		
1	P. Rajyuga, Se	PP	PP	PP	PP	PP	PP	PP	PP	
2	A. Srinivasalakshmi, se	PP	PP	PP	PP	PP	PP	PP	PP	
3	B. Asha Rani, se	PP	PP	PP	PP	PP	PP	PP	PP	
4	R. Hallemani, se	PP	PP	PP	PP	PP	PP	PP	PP	
5	B. Uma Deekshini, se	PP	PP	PP	PP	PP	PP	PP	PP	
6	D. Sanyu, se	PP	PP	PP	PP	PP	PP	PP	PP	
7	S. Sanyu, se	PP	PP	PP	PP	PP	PP	PP	PP	
8	S. Srinatha, se	PP	PP	PP	PP	PP	PP	PP	PP	
9	S. Ravi, se	PP	PP	PP	PP	PP	PP	PP	PP	
10	K. Priyanka, se	PP	PP	PP	PP	PP	PP	PP	PP	
11	N. Nandini, se	PP	PP	PP	PP	PP	PP	PP	PP	
12	N. Divya, se	PP	PP	PP	PP	PP	PP	PP	PP	
13	N. Divyavani, se	PP	PP	PP	PP	PP	PP	PP	PP	
14	N. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
15	P. V. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
16	P. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
17	P. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
18	P. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
19	K. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
20	H. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
21	K. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
22	U. S. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
23	S. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
24	T. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
25	G. S. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
26	V. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
27	D. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
28	R. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
29	D. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	
30	K. Anjali, se	PP	PP	PP	PP	PP	PP	PP	PP	

December  
2017

**Pupils Attendance Register**

**పిల్లల హాజరు పుస్తకం**

Class:  Date:

Teacher's Signature:

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

**2017-18 ICT/Computer Skills**

Dec 1  
2017

**Pupils Attendance Register**

Sl. No.	Pupils Name	Date												
		1	2	3	4	5	6	7	8	9	10	11	12	13
31	Al. Pasanna, ST	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
32	S. Vasudhanya, SC	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
33	M. Vana Lakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
34	M. Srejanika, ST	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
35	T. Venubhavi, SC	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
36	Kul. Tirthapurna, ST	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
37	K. Saralaja, SC	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP

Sl. No.	Pupils Name	Date															
		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
31	Al. Pasanna, ST	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
32	S. Vasudhanya, SC	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
33	M. Vana Lakshmi, SC	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
34	M. Srejanika, ST	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
35	T. Venubhavi, SC	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
36	Kul. Tirthapurna, ST	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP
37	K. Saralaja, SC	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP	PP

**విద్యార్థి హాజరు పట్టిక**

శాసన సంఖ్య: .....  
పేరు: .....

Y.A. Govt. Degree College for Women  
Chirala

సాంకేతిక విభాగం  
ఇన్ ఛార్జ్  
Gupta S

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

2017-18 ICT/Computer Skills



*Certificate*



*This is to certify that*

Mr. / Miss P. Sridraja

D/o, S/o, Srinivasa Rao With JKC ID No. 21566 jkc2017 batch I  
17015981

*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* 1.9.2017 *to* 30.11.2017.

*P. Rao*

JKC Coordinator



*G. Rao*

Principal & Chairman JKC  
Govt. Degree College

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

2017-18 ICT/Computer Skills



*Certificate*



*This is to certify that*

*Mr. / Miss* B. Lavanya <sup>2017</sup>

*D/o, S/o,* Srinivasa Rao *With JKC ID No.* 21564jkcbatchII 7015484

*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* 1.9.2017 *to* 30.11.2017.

*P. Rao*  
JKC Coordinator



*G. P. O.*  
Principal & Chairman JKC  
Govt. Degree College