

**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

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
II	1.8.2019 to 30.11.2019	40

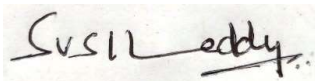
The following topics were covered in the training programme.

- 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

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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

## 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

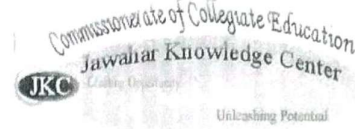
#### **Unit IV - Using Printer and Scanner**

Scanners  
Printers  
Use Picture Manager

#### **Unit V – Assignments**

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**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: 21-07-2019.

**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. – 10.00 a.m. and 4pm-6pm as second batch from 01.08.2019. 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**

**PRINCIPAL**

**Govt. Degree College for  
CHIRALA-523 155**

III B.Com CA-

III B.Com Gen-

III B.A. HEP-

III B.SC MPSC -

III B.SC MSCS-

III B.SC MCCS-

III B.SC MPC-

III B.SC BZC-

III B.SC MZC-

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

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**Batch -2 Technical Skills Training by Sri S V Subba Reddy on 17.9.2019**

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**2019-20 ICT/Computer Skills**


YA GOVT. DEGREE COLLEGE (W), CHIRALA, PRAKASAM (DIST)  
JKC BATCH – 2 Registered Students List for 2019-20

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	T. Pranathi	6/7/1999	BC-A- Vaddera	B Com	Computer Application
2	P. Dhana Lakshmi	26-07-1999	OC-Vysya	B Com	Computer Application
3	K. Sirisha	22-08-1999	BC-A- Rajaka	B Com	Computer Application
4	K. Sirisha	1/7/2000	SC-Hindu- Mala	B Com	Computer Application
5	G. Naga Malleswari	3/10/1997	BC-B- Padmasali	B Com	Computer Application
6	G. Bhavani	15-10-1999	BC-A- Vaddera	B Com	Computer Application
7	P. Munni Shaheda	21-05-2000	OC-Pathan	B Com	Computer Application
8	P. Sruthi	28-07-1996	OC-Kamma	B Com	Computer Application
9	B. Lavanya Sai Kumari	3/2/2000	BC-B- Padmasali	B Com	Computer Application
10	P. Divya	17-05-1999	SC-Madiga	B Com	Computer Application
11	B. Naga Lakshmi	15-07-1998	OC-Telaga	B Com	Computer Application
12	B. Prajwala	12/6/1999	SC-Hindu- Mala	B Com	Computer Application
13	T. Yamini	16-09-1999	SC-Hindu- Mala	B Com	Computer Application
14	Ch. Satya seela	9/4/1999	SC-Hindu- Mala	B Com	Computer Application
15	M. Dhana Lakshmi	19-02-2000	SC-Hindu- Mala	B Com	Computer Application
16	P. Lakshmi Prasanna	27-02-1997	BC-A- Rajaka	B Com	Computer Application
17	V. Harika	9/5/2000	BC-D- Thurpu Kapu	B Com	Computer Application
18	N. Rama Lakshmi	30-06-1998	BC-A- Reddika	B Com	Computer Application
19	I. Durga Bhavani	11/6/1999	ST-Yanadi	B Com	General
20	V. Kalyani	5/12/1998	BC-B- Padmasali	B Com	General
21	B. Gayathri	1/7/1998	OC-Reddy	B Com	General

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

**2019-20 ICT/Computer Skills**

22	B. Sravani	4/7/2000	BC-A- Rajaka	B Com	General
23	M. Sravanthi	14-04-1998	SC-Mala	B Com	General
24	M. Sandhya Rani	15-06-2000	ST-Yanadi	B Com	General
25	V. Sravani	10/8/1997	SC-Madiga	B Com	General
26	Sk. Sabia	3/2/2000	BC-E- Muslim	B Com	General
27	P. Lakshmi Durga	6/7/1999	ST-Erukula	B Com	General
28	K. Mounika	6/3/1999	ST-Erukula	B Com	General
29	M. Keerthana	9/8/2000	ST-Erukula	B Com	General
30	P. Rajya Lakshmi	20-03-2000	BC-B- Padmasali	B Com	General
31	B. Tejaswini	16-06-2000	BC-B- Devanga	B Com	General
32	Md. Shagufta Begumkalesha vali	18-08-2000	BC-E- Muslim	B Com	General
33	B. Mounika	17-05-1995	SC-Mala	B Com	General
34	BVN VYSHNAVI	22/12/1999	OC-Vysya	B Com	General
35	N. Anusha	4/11/2000	SC-Mala	B Com	Computer Application
36	Ch. Venkata Lakshmi Rajyam	24-08-2000	BC-B- Padmasali	B Com	General
37	K. Mounika	21-08-1998	BC-D- Yadava	B Com	Computer Application
38	B. Bhagya Rekha	15-06-2000	SC-Mala	B Com	General
39	B. Lakshmi Mamatha	19-12-1999	BC-B- Devanga	B Com	General
40	S.SRAVANI	24/08/2000	oc-reddy	B Com	General

  
Principal  
Y A. Govt. Degree College for Women  
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Computer Skills and Analytical Skills

Practicals covered.

Name of the Office S.K.E. U.Kolath Y.A.Govt Degree College		Attendance										Register												Month Sept Year 2019		Remarks								
S. No.	NAME	Desig- nation	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	P. Dhara 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	
2	K. Sireesha (Kunichetti)		P	P	P	P	P	P	P	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	T. Prasanna		P	P	P	P	P	P	P	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	G. Anagathalekshmi		P	P	P	P	P	P	P	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	G. Rajasree		P	P	P	P	P	P	P	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	K. Revathi		P	P	P	P	P	P	P	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	P. Sultia		P	P	P	P	P	P	P	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	P. Siva		P	P	P	P	P	P	P	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	K. Anagathalekshmi		P	P	P	P	P	P	P	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	R. Saranya S. Kani		P	P	P	P	P	P	P	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	Ch. Sathyadevi		P	P	P	P	P	P	P	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	T. Dhara 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	
13	V. Anika		P	P	P	P	P	P	P	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	N. Kama 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	
15	N. Anusha		P	P	P	P	P	P	P	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	V. Kalpana		P	P	P	P	P	P	P	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	R. Saralathi		P	P	P	P	P	P	P	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	Ch. U. I. Rajyasree		P	P	P	P	P	P	P	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	R. Saranya		P	P	P	P	P	P	P	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	T. Soudha 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	
21	V. Saradani		P	P	P	P	P	P	P	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	Ch. 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	
23	P. Lakshmi Prabhavathi		P	P	P	P	P	P	P	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	K. Sireesha		P	P	P	P	P	P	P	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. Huma Shalada		P	P	P	P	P	P	P	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	P. 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	
27	K. Huma		P	P	P	P	P	P	P	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. 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	
29	S. Bhagyalekha		P	P	P	P	P	P	P	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	H. Keerthana		P	P	P	P	P	P	P	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	P. Rajya 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	B. Tejaswini		P	P	P	P	P	P	P	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	Hd. Sangeetha Regun		P	P	P	P	P	P	P	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	B. Haimika		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	



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

*D/o, S/o,* Md. Shoyab. *With JKC ID No.* 21584jkc2019batchII582018

*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.

*Rnao*  
JKC Coordinator



*G. S. Rao*  
Principal & Chairman JKC  
Govt. Degree College

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

2019-20 ICT/Computer Skills



*Certificate*



*This is to certify that*

Mr. / Miss K. Sireesha

D/o, S/o, Shrinivasa Rao With JKC ID No. 21566jkc2019batchE 830421

*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

*R. Rao*  
JKC Coordinator



*G. Rao*  
Principal & Chairman JKC  
Govt. Degree College