

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

2020-21 ICT/Computer Skills

Report on ICT/Computing Skills FOR THE YEAR 2020-21

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 2020-21

Details of Batch-2:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
II	1.2.2021 to 31.3.2021	42

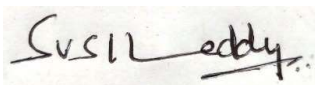
The following topics were covered in the training programme.

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

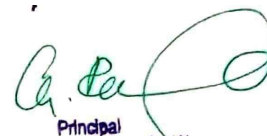
The following resource person Sri S.V.SubbaReddy – JKC mentor Conducted the training programme.

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)		

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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

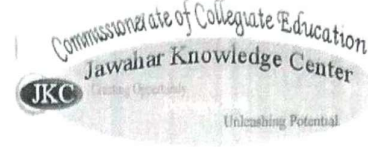
Unit IV - Using Printer and Scanner

Scanners
Printers
Use Picture Manager

Unit V – Assignments

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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: 20-01-2021.

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 01.02.2021. This training includes Communication & Soft skills, Analytical & Computer Skills for 3 months. Hence all the final year students register their names at JKC center. As per JKCMC,O/o CCE JKC training is mandatory for all final years.

Ca. Ch. 20/1/21

PRINCIPAL
Jawahar Knowledge Centre
PRINCIPAL
Govt. Degree College for
CHIRALA-523 199

III B.Com Gen.& CA *[Signature]*
III B.A. - *[Signature]*
III B.SC MPCS - *[Signature]*
III B.SC MSCS- *[Signature]*
III B.SC MCCS- *[Signature]*
III B.SC MPC- *[Signature]*
III B.SC BZC- *[Signature]*
III B.SC MZC- *[Signature]*

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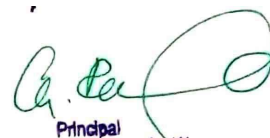


computer skills practice in Ms-office on 9.2.2021

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Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA REGISTERED STUDENTS LIST FOR 2020-21 JKC BATCH-2			
Sl. No	Name	Course & Group	Contact No/ Whatsapp No.
1	D BUELA SUCHERITHA	B.COM CA	8179660826
2	U ANUSHA	B.COM CA	7702261066
3	V DEGESWARIPRIYANKA	B.COM CA	9032484034
4	K MANNAKUMARI	B.COM CA	8008432165
5	CH SUPRIYA	B.COM CA	8977343799
6	M SAILAKSHMI DIVYA	B.COM CA	6303299968
7	T NAGAMANI	B.COM CA	9866189591
8	D SMILY	B.COM CA	9110524862
9	S NADIYA	B.COM CA	8179938016
10	D DEEPTHI	B.COM CA	9573034511
11	D PALLAVI	B.COM G	9014504248
12	A SATYAVENI	B.COM G	8463908591
13	A KALYANI	B.COM G	9177904541
14	P CHANDRIKA	B.COM G	9989740230
15	D PADMAVANI	B.COM G	9059519862
16	D ROJARANI	B.COM G	9581520361
17	K LAKSHMITIRUPATHAMMA	B SC MPCs	9573661744
18	D SUVARNA	B SC MPCs	9052154893
19	K VENNELA	B SC MPCs	9291803521
20	G SARASWATHI	B SC MPCs	9573959424
21	M KAMAKSHI	B SC MPCs	9700948485
22	K SUBBARAVAMMA	B SC MSCs	8919490313
23	VV SITALAKSHMI	B SC MSCs	7032503946
24	B DIVYA	B SC MPC	7901459388
25	G SAMRAJYAM	B.A. HEP	7416169413
26	B SUKANYA	B.A. HEP	9985206201
27	K PRASANNA	B.A. HEP	7036132412
28	A BHARGAVI	B.A. HEP	7732077623
29	Y MAYURI	B.A. HEP	9666161013
30	M SAIPRAPURNA	B.A. TTM	9603527610
31	K SIREESHA	B.A. TTM	9666553755
32	P SIVANAGAMOUNIKA	B.A. TTM	8008615009
33	M GOWRI	B.A. TTM	6302221708
34	B AARTHI GLADIS	B.A. TTM	6300913434
35	N DWARAKA	B SC BZC	7032407052
36	M PRASANNA	B SC BZC	8008655041
37	R JHANSI	B SC BZC	9000205952
38	P MADHURAVANI	B SC BZC	6303087362
39	M ANITHA	B SC BZC	6305480072
40	CH MARYJYOTHSNA	B SC BZC	9440263840
41	D NAGA PRIYANJALI	B SC MZC	7780579340
42	S LAKSHMI	B SC MZC	9391339869



Principal

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

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Certificate



This is to certify that

Mr. / Miss K. Yesamma

D/o, S/o, John son With JKC ID No. 21564.jkc.2020batch 110

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 1.2.2021 to 31.3.2021


JKC Coordinator




Principal & Chairman JKC
Govt. Degree College

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Certificate



This is to certify that

Mr. / Miss **SK. Afsarunnisa**

D/o, S/o, **Uali** *With JKC ID No.* **21566jkc2020bat2659**

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 **1.11.2020** *to* **30.1.2021.**

[Signature]
JKC Coordinator



[Signature]
Principal & Chairman JKC
Govt. Degree College