

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.

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
III	1.12.2017 to 28.2.2018	37

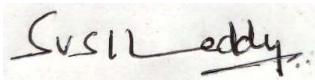
The following topics were covered in the training programme.

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

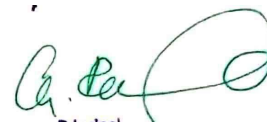
1. The following resource person Sri S.V.SubbaReddy – JKC mentor Conducted the training programme.

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

2017-18 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

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

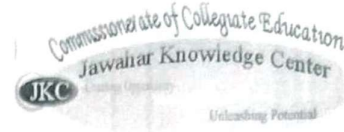
Unit IV - Using Printer and Scanner

Scanners
Printers
Use Picture Manager

Unit V – Assignments

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

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, chirala.jkc@gmail.com

Sri K.ChandraSekhara Rao

JKC Coordinator

CHIRALA,
Dt: 20-11-2017.









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 III batch from 01.12.2017. 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.


20/11/17

PRINCIPAL

Jawahar Knowledge Centre
PRINCIPAL
Govt Degree College for
CHIRALA-523 155

- 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

2017-18 ICT/Computer Skills



Teaching Technical Skills to batch-3 by Sri S.V.SubbaReddy on 14.12.2017

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

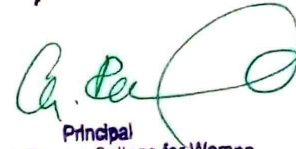
2017-18 ICT/Computer Skills

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA JKC – REGISTERED STUDENTS - BATCH-3 – 2017-18				
S.No.	Student Name	DOB	Category	Contact Number
1	P. Sujana	18-05-1997	SC-Mala	9912193813
2	A. Siva Jaya Lakshmi	15-08-1998	OC-Reddy	9959185192
3	B. Asha Rani	20-05-1998	SC-Madiga	9849935845
4	B. Malleswari	4/3/1997	OC-Reddy	9676033274
5	B. Uma Maheswari	5/8/1998	OC-Reddy	9676033274
6	D. Sanny	9/1/1998	SC-Mala	8341096460
7	G. Supriya	23-03-1998	ST-Erukula	7675071380
8	G. Siva Naga	5/6/1998	BC-D-Uppara	7382696780
9	G. Revathi	27-07-1997	ST-Erukula	7032848498
10	K. Priyanka	6/12/1997	OC-Reddy	9949468485
11	M. Nandini	15-06-1998	BC-B-Devanga	7207615569
12	M. Durga	24-06-1998	BC-B-Devanga	9032626893
13	M. Divya Vani	27-02-1996	SC-Hindu-Mala	8019374910
14	N. Naga Lakshmi	6/6/1995	BC-A-Pallekapu	9642832097
15	P. V. Parvathi	10/6/1997	BC-D	7659910547
16	P. Jayavardhani	23-06-1997	BC-B-Padmasali	7842613788
17	Sk. Reshma	8/6/1998	BC-E-Shaik	8341096460
18	T. Manju Latha	15-08-1997	SC-Mala	9542825101
19	K. Neelima	7/7/1998	ST-Erukula	7675071380
20	M. Akhila	16-11-1999	SC-Mala	7382696780
21	K. Rajasri	9/7/2000	SC-Madiga	7032848498
22	V. Sri Lakshmi Bai	6/7/1999	ST-Sugali	9949468485
23	S. Naga Lakshmi	10/6/2000	ST-Erukula	7207615569
24	T. Naga Lakshmi	30-05-1997	SC-Madiga	9032626893
25	G. Sai Soundarya	1-6-91997	SC-Mala	8019374910
26	V. Pravallika	25-04-2000	ST-Erukula	9642832097
27	D. Swetha	4/7/2000	ST-Erukula	9949468485
28	R. Happy	19-05-1999	SC-Mala	7207615569
29	D. Rajitha	8/6/1997	SC-Mala	9032626893
30	K. Jhansi Lakshmi	2/1/1991	SC-Madiga	8019374910
31	N. Prasanna	12/8/1997	SC-Mala	9642832097
32	S. Vasundhara	18-06-1999	SC-Mala	7659910547
33	M. Vara Lakshmi	5/1/1997	SC-Mala	7842613788

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

2017-18 ICT/Computer Skills

34	M. Supriya	13-02-1995	ST-Erukula	8341096460
35	J. Veera Vani	15-05-1997	SC-Mala	9542825101
36	K. V. L. Tirupatamma	27-03-1996	ST-Yanadi	9959185192
37	K. Sailaja	10/6/1996	SC-Mala	9849935845



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

Y.A.GOVT.DEGREE COLLEGE FOR WOMEN, CHIRALA

2017-18 ICT/Computer Skills

Sl. No.	Pupil's Name	Date					Total	Remarks
		1	2	3	4	5		
1	P. Rajina, Se	PP	PP	PP	PP	PP	PP	
2	A. Srinivas Lakshmi, se	PP	PP	PP	PP	PP	PP	
3	R. Asha Devi, se	PP	PP	PP	PP	PP	PP	
4	R. Thallekanni, se	PP	PP	PP	PP	PP	PP	
5	R. Uma Rakeshvari, se	PP	PP	PP	PP	PP	PP	
6	D. Sanyu, se	PP	PP	PP	PP	PP	PP	
7	G. Sanyu, ST	PP	PP	PP	PP	PP	PP	
8	G. Srinadha, se	PP	PP	PP	PP	PP	PP	
9	G. Sanyu, ST	PP	PP	PP	PP	PP	PP	
10	K. Priyanka, se	PP	PP	PP	PP	PP	PP	
11	N. Nandini, se	PP	PP	PP	PP	PP	PP	
12	N. Divya, se	PP	PP	PP	PP	PP	PP	
13	N. Divya, se	PP	PP	PP	PP	PP	PP	
14	N. Anjali, se	PP	PP	PP	PP	PP	PP	
15	P. V. Parvathi, se	PP	PP	PP	PP	PP	PP	
16	P. Sanyu, se	PP	PP	PP	PP	PP	PP	
17	P. Sanyu, se	PP	PP	PP	PP	PP	PP	
18	P. Sanyu, se	PP	PP	PP	PP	PP	PP	
19	K. Anitha, ST	PP	PP	PP	PP	PP	PP	
20	H. Anitha, se	PP	PP	PP	PP	PP	PP	
21	K. Rajini, se	PP	PP	PP	PP	PP	PP	
22	V. Sridharini, ST	PP	PP	PP	PP	PP	PP	
23	S. Anjali, se	PP	PP	PP	PP	PP	PP	
24	T. Anjali, se	PP	PP	PP	PP	PP	PP	
25	G. Sanyu, se	PP	PP	PP	PP	PP	PP	
26	U. Anjali, ST	PP	PP	PP	PP	PP	PP	
27	D. Sanyu, ST	PP	PP	PP	PP	PP	PP	
28	R. Anjali, se	PP	PP	PP	PP	PP	PP	
29	D. Anjali, se	PP	PP	PP	PP	PP	PP	
30	K. Anjali, se	PP	PP	PP	PP	PP	PP	

Pupils Attendance Register
Computer Skills & Analytical Skills

පුද්ගල සහතික
Computer Skills & Analytical Skills

අධ්‍යක්ෂ:
 අධ්‍යක්ෂණී:
 අධ්‍යක්ෂණී:

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

2017-18 ICT/Computer Skills

Reg: Dec 1
Kosiguda 2017

Pupils Attendance Register

1	2	3	4												5	
			Days													
1	2	3	4	5	6	7	8	9	10	11	12	13	14			
Sl. No.	Name	Sub	1	2	3	4	5	6	7	8	9	10	11	12	13	14
31	Al. Pasunay, Sc		P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	S. Vasudhaya, Sc		P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	H. Ven Lakshmi, Sc		P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	M. Sreeraj, Sc		P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	T. Venkatesh, Sc		P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	Kul-Timphalamma, Sc		P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	K. Seelija, Sc		P	P	P	P	P	P	P	P	P	P	P	P	P	P

SC / TK
SC / TK

అధ్యాపకుల పేర్లు : అధ్యాపకులు
 ఉపాధ్యక్షుని పేర్లు : అధ్యాపకులు
 ఉపాధ్యక్షుని పేర్లు : అధ్యాపకులు

విద్యార్థి హాజరు పట్టిక

1	2	3	4												5	
			Days													
1	2	3	4	5	6	7	8	9	10	11	12	13	14			
31	Al. Pasunay, Sc		P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	S. Vasudhaya, Sc		P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	H. Ven Lakshmi, Sc		P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	M. Sreeraj, Sc		P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	T. Venkatesh, Sc		P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	Kul-Timphalamma, Sc		P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	K. Seelija, Sc		P	P	P	P	P	P	P	P	P	P	P	P	P	P

Principal
Y.A. Govt. Degree College for Women
Chirala

అధ్యాపకుల పేర్లు : అధ్యాపకులు
 ఉపాధ్యక్షుని పేర్లు : అధ్యాపకులు
 ఉపాధ్యక్షుని పేర్లు : అధ్యాపకులు

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

2017-18 ICT/Computer Skills



Certificate



This is to certify that

Mr. / Miss **SK. Reshma**

D/o, S/o, **Masthan** *With JKC ID No.* **21564jkrbnfcbE91286**

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 **1.12.2017** *to* **28.02.2018.**

R. Rao.
JKC Coordinator



[Signature]
Principal & Chairman JKC
Govt. Degree College