

**Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA**  
**2018-19 ICT/Computer Skills**

**Report on ICT/Computing Skills FOR THE YEAR 2018-19**

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 2018-2019.

Batch-3 details:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
III	1.12.2018 to 28.2.2019	62

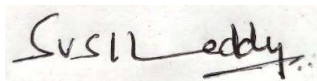
The following topics were covered in the training programme.

- 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

2018-19 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

## 2018-19 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

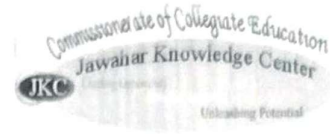
#### **Unit IV - Using Printer and Scanner**

Scanners  
Printers  
Use Picture Manager

#### **Unit V – Assignments**

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

**2018-19 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: 25-11-2018.

**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 third batch from 01.12.2018. This training includes Communication, Soft skills, Analytical and 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 MPCS-
- 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

2018-19 ICT/Computer Skills



Conducting test on computer skills to the JKC batch-3 students on 06.01.2019

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

**2018-19 ICT/Computer Skills**

YA GOVT.DEGREE COLLEGE FOR WOMEN,CHIRALA JKC Batch III Registration Students 2018-19				
SI. No	Name	DOB	Social Status	Contact No
1	A. Manisha	10/5/1999	BC-B-Padmasali	9948135710
2	A. Divya Vani	15/08/1999	OC-Reddy	8143630208
3	B. Krupavathi	12/8/1999	SC-Mala	7330930719
4	B. Supriya	7/3/1999	OC-Reddy	9912640689
5	Ch. Triveni	4/6/1997	OC-Telaga	9652236802
6	E. Sravani	12/8/1999	BC-A-Valmiki	9550456966
7	G. Hema Priyanka	2/8/1997	BC-B-Padmasali	6300043754
8	G. Prasanthi	16/08/1998	SC-Mala	8008676740
9	G. Naga Lakshmi	21/06/1999	BC-B-Devanga	9666712661
10	J. Mounika	15/07/1999	SC-Mala	9573862277
11	M. Venkata Lakshmi	2/7/1999	ST-Yanadi	9676981052
12	M. Madhavi	4/1/1999	OC-Reddy	6300043754
13	M. Sravani	22/08/1997	ST-Erukula	9000148931
14	M. Supriya	9/8/1997	ST-Erukula	9553913658
15	M. Kavitha	8/7/1998	OC-Baliya	9515848975
16	M. Naga Lakshmi	14/06/1991	ST-Erukula	7386749783
17	M. Sandhya	10/6/1999	BC-D-Yadava	9989082472
18	N. Sarala Devi	20/07/1997	BC-B	7396903739
19	N. Aparna	1/8/1997	SC-Mala	9490335238
20	N. Ruthurani	7/5/1998	SC-Mala	9703995801
21	O. Mahima Sumanasri	19/06/1999	SC-Madiga	9666574132
22	P. Sri Lekha	20/06/1998	BC-B, Devanga	6300589849
23	P. Bramarambha	25/07/1999	BC-B-Devanga	9640160362
24	P. Koteswari	16/12/1997	BC-D, Yadava	9848217139
25	S. Sai Supraja	12/12/1997	OC-Reddy	9502488264
26	V. Surekha	12/8/1998	OC-Naidu	9642370331
27	Y. Anusha	15/07/1998	SC-Mala	9642777624
28	Y. Lakshmi Prasanna	11/09/1995	OC-Reddy	9553585285
29	K. Renuka	14/06/1999	ST-Erukula	9966922776
30	T. Naga Komali	12/6/1998	ST-Yanadi	9502652413
31	B. Anusha	3/6/1999	OC-Telaga	9989200771
32	B. Keerthi	8/6/1999	OC-Reddy	9618770927
33	B. Sireesha	5/6/1997	SC-Mala	7680067511
34	G. Swetha	30/08/1996	SC-Madiga	9704122174
35	G. Asha Jyothi	26/06/1997	SC-Mala	9502954177
36	G. Malleswari	5/7/1999	BC-B-Setti Baliya	8985317239
37	K. Tirupatamma	20/04/1999	BC-A-Pallekaru	9700222852
38	K. Sowjanya	12/1/1998	SC-Mala	9985531253
39	M. Supriya	4/1/1998	SC-Mala	9542733474
40	M. Anila Devi	18/06/1998	BC-B-Thogata	9502500602
41	M . Estheru Rani	10/10/1998	SC-Mala	9381687040

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

**2018-19 ICT/Computer Skills**

42	N. Archana	22/05/1996	SC-Mala	7287056685
43	P. Salma	23/01/1999	OC-Muslim	9908974075
44	P. Nagaveni	7/8/1999	BC-B-Pattusali	9177420985
45	R. Chandra Kala	28/08/1998	BC-A-Rajaka	8978023494
46	Sk. Mahabunni	10/6/1999	BC-E-Muslim	9618515508
47	Sk. Vaheeda	24/07/1999	BC-E-Muslim	8977007200
48	S. Mubeena	27/07/1999	OC	8978920887
49	T. Triveni	25/12/1999	SC-Mala	9000615681
50	T. Anusha	4/6/1998	SC-Hindu-Madiga	9542222531
51	V.NAGALAKSHMI	7/8/1996	BC-A	8639893696
52	D.PRATHIMA	21/8/1997	ST	9959121253
53	G.PUJITHA	19/10/1997	BC	9959121253
54	D. Bhavana Sai	29/06/1999	SC-Hindu-Mala	9676146067
55	G. Pallavi	12/7/1997	BC-D-Yadav	8465097247
56	J. Lidia	4/5/1999	SC-Hindu-Mala	9666855611
57	K. Roja	14/05/1998	BC-A-Wadabalaji	7097955093
58	K. Yamini Lakshmi	28/12/1997	BC-B-Viswabrahmin	9032638939
59	K. Ambika NL Reddy	19/03/1997	OC-Reddy	9440250817
60	M. Jyothi	25/03/1997	BC-B-Padmasali	7660089235
61	N. Santhi Jinesh Suneela	18/04/2001	BC-C-Christian Mala	9949712420
62	P. Hima Chandrika	9/8/1999	SC	9440844814



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





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

2018-19 ICT/Computer Skills



*Certificate*



*This is to certify that*

*Mr. / Miss* Ch. Sravan

*Do, S/o,* Ch. Venkata Ramana *With JKC ID No.* 21564jkc2018batch I  
17021068

*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* 1.5.2018 *to* 30.7.2018.

*P. Rao*  
JKC Coordinator



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