

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

Details of Batch-3:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
III	1.11.2019 to 25.2.2020	32

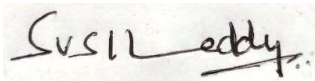
The following topics were covered in the training programme.

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

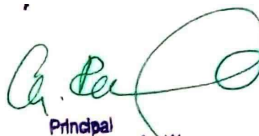
1. The following resource person Sri S.V.SubbaReddy – JKC mentor Conducted the training programme.

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

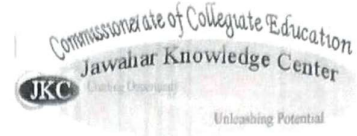


Principal
Y. A. Govt. Degree College for Women
CHIRALA - 523 155, Prakasam Dt. (A.P.)

Principal

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

2019-20 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: 12-03-2019.

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. – 12.00 p.m. as summer batch from 01.05.2019. 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
JKC
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- 

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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

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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

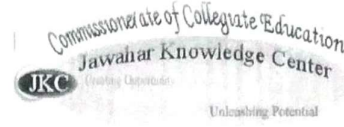
Unit IV - Using Printer and Scanner

Scanners
Printers
Use Picture Manager

Unit V – Assignments

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E-Mail Id : gdcwchirala@gmail.com, chirala.jkc@gmail.com







CHIRALA,
Dt: 25-10-2019.

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 III batch from 04.11.2019. 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
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CHIRALA-523 155

III B.Com CA- 
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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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Conducting a group task in the part of Computer Skills training on 26.11.2019

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

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YA GOVT. DEGREE COLLEGE (W), CHIRALA, PRAKASAM (DIST) REGISTERED STUDENTS FOR 2019-20 JKC BATCH - 3					
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	G. Vyshnavi	26-7-2000	BC-D, Yadava	BA	HEP
2	K. Neelima	7/7/1998	ST-Erukula	BA	HEP
3	M. Akhila	16-11-1999	SC-Mala	BA	HEP
4	K. Rajasri	9/7/2000	SC-Madiga	BA	HEP
5	V. Sri Lakshmi Bai	6/7/1999	ST-Sugali	BA	HEP
6	S. Naga Lakshmi	10/6/2000	ST-Erukula	BA	HEP
7	T. Naga Lakshmi	30-05-1997	SC-Madiga	BA	HEP
8	G. Sai Soundarya	1-6-91997	SC-Mala	BA	HEP
9	V. Pravallika	25-04-2000	ST-Erukula	BA	HEP
10	Sk. Jasmine	25-08-1999	BC-E-Muslim	BA	HEP
11	D. Swetha	4/7/2000	ST-Erukula	BA	HEP
12	R. Happy	19-05-1999	SC-Mala	BA	HEP
13	D. Rajitha	8/6/1997	SC-Mala	BA	HEP
14	K. Jhansi Lakshmi	2/1/1991	SC-Madiga	BA	HEP
15	N. Prasanna	12/8/1997	SC-Mala	BA	HEP
16	S. Vasundhara	18-06-1999	SC-Mala	BA	HEP
17	K. Krishna Veni	26-02-2000	BC-D-Yadava	BA	HEP
18	M. Mounika	17-07-1999	BC-B-Padmasali	B Sc	BZC
19	S. Rama Lakshmi	7/9/1999	BC-A-Vada Balija	B Sc	BZC
20	S. Martha	4/2/1999	BC-A-Vada Balija	B Sc	BZC
21	T. Naga Malleswari	10/8/1997	SC-Madiga	B Sc	BZC
22	P. Rupavathi	10/7/1999	ST-Erukula	B Sc	BZC
23	G. Uma Lakshmi	22-08-2000	BC-B-Setti Balija	B Sc	BZC
24	B. Pavani	9/6/2000	BC-A-Rajaka	B Sc	BZC
25	D. Radhika	30-08-1999	ST-Erukula	B Sc	BZC
26	S. Yamini Sai Kumari	4/7/2000	BC-A-Rajaka	B Sc	MZC
27	T. Jyosthna Rani	20-07-1996	SC-Madiga	B Sc	MZC
28	A Chamundeswari	21/6/2000	BC	B.Com	CA
29	M UmaRajeswari	29/7/1999	BC	B.Com	CA
30	M Pravallika	06/02/2000	SC	B.Com	CA
31	K. Krishna Veni	26-02-2000	BC-D-Yadava	BA	HEP
32	M. Mounika	17-07-1999	BC-B-Padmasali	B Sc	BZC

Principal

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

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

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Computers & Keyboard Skill

Training commenced.

Name of the Office		J.K.C. III, Katchi		Attendance										Register										Month: Dec Year: 2019		Remarks								
S. No.	NAME	Designation	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	G. Ushnavi		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. Neeraja		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	M. Akhila		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	K. Raja.Sri		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	V. Sri lakshmi Bai		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	S. Nagalakshmi		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	T. Nagalakshmi		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	V. Ravulika		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	S.K. Jasmine		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	K. Jhansi 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		
11	N. Pravana		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	K. Kishnaveni		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	T. Jyostna Rao		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	T. Yamini Sai kumari		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	M. Mythika		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	S. Rama 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		
17	S. Manika		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	P. Nagamalleswari		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	P. Rajasathi		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	G. Uma 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		
21	B. Dakshini		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	A. chaurajevarani		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	M. Uma Rajeswari		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	M. Pravalika		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	G. Saurthap		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	D. Saeetha		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	R. Happy		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	D. Rajitha		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. Veerndhana		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	D. Radhika		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. Sravana. Gopin		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	P. 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		

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

2019-20 ICT/Computer Skills



Certificate



This is to certify that

Mr./ Miss S. Nagalakshmi

D/o, S/o, Suresh With JKC ID No. 21564JKC2019 batch III
9231238

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 1.11.2019 to 25.2.2020.


JKC Coordinator




Principal & Chairman JKC
Govt. Degree College