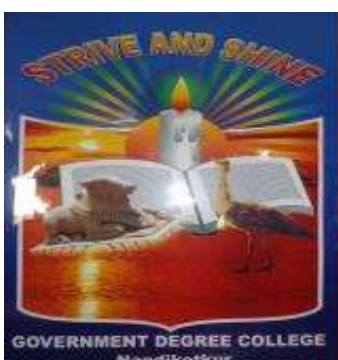


GOVERNMENT DEGREE COLLEGE

NANDIKOTKUR, KURNOOL DIST. AP



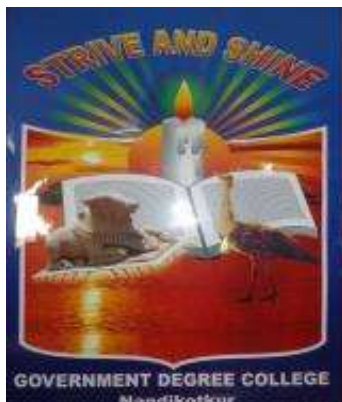
1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

SYLLABUS OF ADD-ON COURSES OFFERED BY THE COLLEGE

LIST OF OFFLINE COURSES	
1	Basic Computer Skills
2	Adobe Photoshop
3	TCS- Ion Career Edge- Young Professionals
4	Tally
5	Associate Data Entry Operator
6	Assistant Technician- Computer Hardware
7	Communication Analytical Skill

GOVERNMENT DEGREE COLLEGE

NANDIKOTKUR, KURNOOL DIST. AP



BASIC COMPUTER SKILLS

Course Contents

BASIC COMPUTER SKILLS

Module - I

- What is Computer
- Basic Applications of Computer
- Components of Computer System
- Central Processing Unit (CPU
- Keyboard and Mouse
- Other input/output Devices
- Computer Memory
- Connecting keyboard, mouse, monitor and printer to CPU

Module - II

- Word Processing Basics
- Opening and Closing of documents
- Text creation and Manipulation
- Formatting of text
- Table handling
- Spell check
- Printing of word document

Module - III

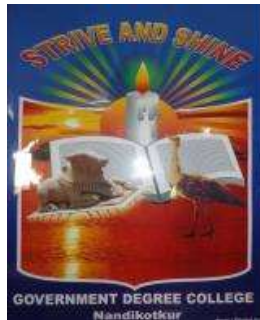
- Create a workbook
- Insert and delete columns or rows
- Change workbook themes ▪
- Adjust row height and column width
- Insert headers and footers
- Add a worksheet to an existing workbook
- Copy and move a worksheet

Module - IV

- work with the basic features of PowerPoint
- create a new presentation
- work with presentations
- insert text into a slide and apply basic formatting
- work with the various slide layouts
- create and work with SmartArt graphics
- draw and format shapes

GOVERNMENT DEGREE COLLEGE

NANDIKOTKUR, KURNOOL DIST. AP



ASSOCIATE DATA ENTRY OPERATOR

Course Contents

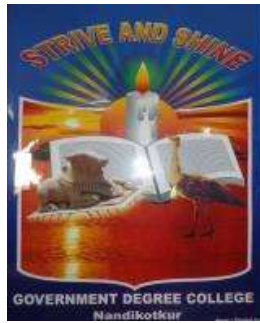
ASSOCIATE DATA ENTRY OPERATOR

Topics

1. Introduction to Adobe photoshop
2. Getting started with photoshop
3. Creating and saving a document in photoshop
4. Page layout and back ground
5. Photoshop program window-title bar,menubar,optionbar,imagewindow,image title bar,statusbar,ruler,paletts,toolbox,screenmode s,savingfiles,revertingfiles,closing files.
6. Working with images
7. Image size and resolution
8. Image editing
9. Colour modes and adjustments
10. Zooming & Panning an Image
11. Rulers,Guides& Grids- Cropping & Straightening an Image
12. Image backgrounds
13. Making selections.
14. Working with pen tool
15. Save and load selection-working with erasers
16. Working with text and brushes-Colour manipulations: colour modes- Levels – Curves - Seeing Colour accurately - Patch tool – Cropping-Reading your palettes - Dust and scratches- Advanced Retouching- smoothing skin

GOVERNMENT DEGREE COLLEGE

NANDIKOTKUR, KURNOOL DIST. AP



TCS iON Career Edge - Young Professional

Course Contents

TCS iON Career Edge - Young Professional

Module 01 - Communication Skills

Day 1: Communicate to Impress- Enhance Your Verbal and Non-Verbal Communication Skills

Module 02 - Presentation Skills

Day 2: Deliver Presentations with Impact- Learn how to Prepare and Make Engaging and Effective Presentations

Module 03 - Soft Skills

Day 3: Develop Soft Skills for the Workplace- Know the Importance of Soft Skills to Achieve Better Results

Module 04 - Career Guidance Framework

Day 4: Gain Guidance from Career Gurus- Receive Strategic Insights from TCS Business Experts to Make a Head Start in Your Career

Module 05 - Resume Writing

Day 5: Write a Winning Resume and Cover Letter- Understand How to Create a Strong Resume and Cover Letter

Module 06 - Group Discussion Skills

Day 6: Stay Ahead in Group Discussions- Know why Group Discussions are Conducted and Learn to Participate Actively

Module 07 - Interview Skills

Day 7: Ace Corporate Interviews- Understand how to attend and Excel in Corporate Interviews

Module 08 - Business Etiquette

Day 8: Learn Corporate Etiquette- Learn Common Business Etiquette Followed in a Corporate Setting

Module 09 - Effective Email Writing

Day 9: Write Effective Emails- Craft a Professional Email with Impactful Content and a Strong Subject Line

Module 10 - Telephone Etiquette

Day 10: Learn Corporate Telephone Etiquette- Understand Etiquette to be Followed During a Work Related Telecall

Module 11 - Accounting Fundamentals

Day 11: Understand Accounting Fundamentals- Understand the Principles and Concepts of Accounting with an Overview of Financial Statements

Module 12 - IT Foundational Skills

Day 12: Gain Foundational Skills in IT- Develop Your Foundational IT Skills by Listening to TCS Tech Experts

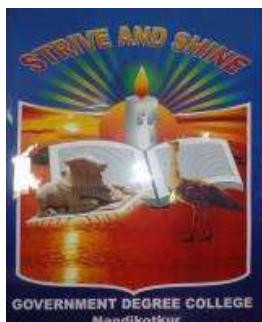
Module 13 - Overview of Artificial Intelligence 1*(Source: NPTEL)

Day 13: Understand Artificial Intelligence (AI) - Part 1 (Source: NPTEL (National Programme on Technology Enhanced Learning))- Understand the History and Definition of AI and the Different Approaches to AI

Module 14 - Overview of Artificial Intelligence 2*(Source: NPTEL)

GOVERNMENT DEGREE COLLEGE

NANDIKOTKUR, KURNOOL DIST. AP



TALLY

Course Contents

About the College

Government Degree College, Nandikotkur has been a Power House to near by village students since its inception in 1982. The college is recognized by U.G.C. under 2F in 1991 and 12B in 1992 and is affiliated to Sri Krishnadevaraya University, Ananthapur At Present Affiliated to Rayalaseema University , KURNOOL .

Our College has the distinction of its construction on the slopes of 'Nallamalai Mountains' and very near to Sangameswaram Temple' where seven rivers merge into the great Krishna river. The town is encircled by nine Nandis(Bulls) which were erected by the Kakathiya rulers. One of the three rare Temples of the Sun God in India is located in Nandikotkur and was constructed by the Chalukya Kings. The town has derived its name as Nandikotkur because of the local deity Nandikotkuramma'. Rare species of the Great 'Indian Black Bustard' Sanctuary is worth seeing for those interested in the study of birds.

Department of Commerce

The Department is offering B.Com(CA) and B.Com (GEN) since its inception 1982. Department designed to enable village students to acquire the knowledge, skills and abilities to analyze and synthesize the contemporary realities of the business. Programmes implemented by the department aims at instilling conceptual and practical learning to inculcate over all development. The Department in an effort to blend curriculum and 'beyond curriculum skills' to increase the employability of students of Higher Education, signed an MoU with may Organization in Govt. and Private institutions , and to offer hands-on training in TallyPrime, accounting software and certification. Department of commerce is dedicated to excellence in performance and committed to provide quality education, opportunities to Village students both men and women entrepreneurs, Challenges to entrepreneurs and services that meet the needs of business and also contribute for the society's wellbeing development and to meet global competencies always.

About Tally Prime

TallyPrime is an Accounting Software widely used in India and abroad by almost all small and medium size concerns and business houses for maintaining accounts. Tally Solutions Ltd., is the developer of this software. Today, three decades since it was founded, Tally's product caters to millions of users across industries in over 100 countries. Earlier it was called TallyERP-9 and same was rechristened as TallyPrime from November 2019. Using TallyPrime one can manage accounting, inventory, banking, taxation, payroll, and printing of reports of an organization.

Features of TallyPrime:

- ✓ Invoicing &
- ✓ Accounting
- ✓ Insightful Business
- ✓ Reports - MIS
- ✓ Secure Data
- ✓ Inventory
- ✓ Management
- ✓ Access Business
- ✓ Data Online
- ✓ GST/ TDS

Content

UNIT – I

Basics of Accounting – Transaction –Recording transaction –Types of Accounts –Accounting Principles –Concepts and Conventions-Double Entry System-Rules of Accounting-Mode of Accounting-Financial Statements .Business Organization –Service Organization-Trading Organization-Manufacturing Organization-Accounting on Computers.

UNIT – II

Introduction to Tally Fundamentals- Features of Tally – Functions of Tally – Company Creation- Company features – Configure-Master Configuration-Voucher Configuration-Company Creation-Shutting and inserting new company.

Processing Transaction in Tally – Ledgers – and Groups – Accounting Vouchers- Contra Vouchers –Payments Vouchers – Receipts Vouchers – Receipts Vouchers –Sales Invoice-Purchase Invoice- Recording Transactions of Sample Data

UNIT – III

Report Generation – Financial Reports in Tally – Balance Sheet – Profit and Loss Account – Account Books – Day Book – List of Accounts.

UNIT – IV

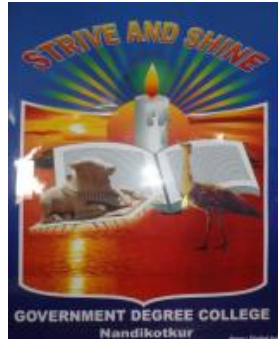
Accounting of Non-Profit Organization – Receipts and Payments Accounts – Cash Book-Income and Expenditure Account – Accounts of Partnership Firms-Dissolution of Partnership –Accounts of Company-Maintaining the Debtors, Creditors Accounts in Tally. Inventory –Stock Groups – Stock items- Unit of Measure- Vouchers –Purchases and Sales Vouchers affecting –Invoice –Pure Inventory Vouchers-

UNIT – V

Introduction to Goods and Service Tax (GST) – Input Tax-Output Tax – Input Credit –Recording of Vouchers-Credit Purchases-Credit Sales-Company Creation with forms with Inventory-Exempted Purchases and Sales-EXIM in GST –E-Way Bills – GST filing – TDS

GOVERNMENT DEGREE COLLEGE

NANDIKOTKUR, KURNOOL DIST. AP



Computer Hardware & Networking Associate Course Contents

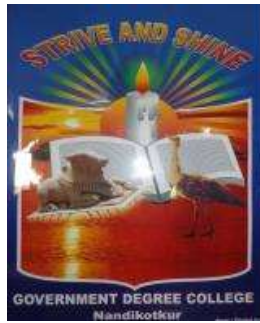
Computer Hardware & Networking Associate

Topics

1	Introduction to Computer hardware , components
2	Basic principles of computer architecture and operations, installation configuration and troubleshooting
3	Networking concepts
4	Networking types
5	Networking topologies
6	OSI Model
7	Ip address
8	Authentication
9	Operating system
10	Troubleshooting techniques
11	Software and applications
12	Data backup and recovery methods
13	Safety precautions and best practices in handling computer hardware
14	Communication skills

GOVERNMENT DEGREE COLLEGE

NANDIKOTKUR, KURNOOL DIST. AP



ASSOCIATE DATA ENTRY OPERATOR

Course Contents

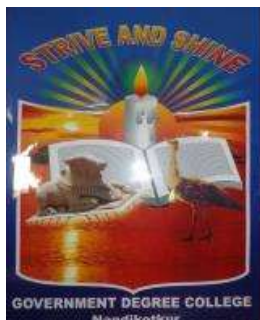
ASSOCIATE DATA ENTRY OPERATOR

Topics

1	Introduction to Computer hardware , components
2	Basic principles of computer architecture and operations, installation configuration and troubleshooting
3	Basic computer skills
4	Keyboard proficiency
5	Data entry techniques
6	Typing speed improvement
7	Accuracy enhancement
8	Ms office
9	Operating system
10	Ms word
11	Ms excel
12	Power point
13	Internet research skill
14	Communication skills
15	Data management and organization quality control in data entry

GOVERNMENT DEGREE COLLEGE

NANDIKOTKUR, KURNOOL DIST. AP



Communication Analytical Skill **Course Contents**

COMMUNICATION SKILLS & SOFT SKILLS

CONTENTS

SECTION-1

A. GRAMMAR

15 HRS

SELF-INTRODUCTION
TENSES
CONCORD

SECTION-1

B. READING & WRITING

PASSAGES FOR COMPREHENSION

SECTION-2

A. GRAMMAR

15 HRS

PREPOSITIONS
ADJECTIVES & ARTICLES
AUXILIARY VERBS
CONDITIONALS

SECTION-2

B. VOCABULARY & COMPREHENSION

SYNONYMS
ANTONYMS

SECTION-3

A. GRAMMAR

15 HRS

VOICE
SPEECH
DEGREES
LINKERS

SECTION-3

B. WRITING SKILLS

NOTE – MAKING
PRECIS WRITING
PARAGRAPH WRITING
ESSAY WRITING

SECTION-4

A. PRONUNCIATION & COMMUNICATION SKILLS

15 HRS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK 1 WITH CDS
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

SECTION-4

B. NEUTRALISATION OF ACCENT

ACCENT WITH MINIMUM MTI
VOICE BASED EFFICIENCY
TELEPHONE SKILLS – ETIQUETTE
SELF-INTRODUCTION
INTRODUCING OTHERS
SEEKING PERMISSION
AGREEING & DISAGREEING
MAKING COMPLAINTS
MAKING REQUESTS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK -2 WITH CDS
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

*A TOTAL OF SIXTY HOURS INCLUDING FORMATIVE AND SUMMATIVE
ASSESSMENT

**Commissionerate of Collegiate Education
J K C Monitoring Cell
Curriculum to be followed from 2nd batch 2014-15**

2014

Analytical Skills- 75 Hours	
	Arithmatic-38
	Reasoning-32
	Evaluation-05
Day	Topic
Unit-I	
Day 1	Ratios
Day 2	Perctages-1
Day 3	Perctages-2
Day 4	Profit & Loss-1
Day 5	Profit & Loss-2
Day 6	Partnership-1
Day 7	Partnership-2
Day 8	Data Analysis-1
Day 9	Data Analysis-2
Day 10	Data Interpretation-1
Day 11	Data Interpretation-2
Unit-2	
Day 12	Simple Interest-1
Day 13	Simple Interest-2
Day 14	Test-1
Day 15	Compound Interest-1
Day 16	Compound Interest-2
Unit-3	
Day 17	Averages
Day 18	Problems on Ages-1
Day 19	Problems on Ages-2
Unit-4	
Day 20	Time & Work-1
Day 21	Time & Work-2
Day 22	Time & Distance-1
Day 23	Time & Distance-2
Day 24	Problems on Trains
Unit-5	
Day 25	Permutations and Combinations-1
Day 26	Permutations and Combinations-2
Day 27	Permutations and Combinations-3
Day 28	Test-2
Day 29	Probabilities-1
Day 30	Probabilities-2
Unit-6	
Day 31	Numbers-BODMAS
Day 32	Number Systems Fractions
Day 33	Number Systems _Decimals
Day 34	Number System _Algebraic Formulae
Day 35	Divisibility Rules

2014

Commissionerate of Collegiate Education
J K C Monitoring Cell
Curriculum to be followed from 2nd batch 2014-15

Unit-7	
Day 36	LCM & HCF-1
Day 37	LCM & HCF-2
Day 38	Areas
Day 39	Volumes
Day 40	Surface Area
	Part- B (Reasoning)-32 Hours
	Section-1-Verbal Reasoning
Unit 8	
Day 41	Number Series
Day 42	Test-3
Day 43	Number Analogy
Day 44	Number Classification
Day 45	Coding& Decoding-1
Day 46	Coding& Decoding-2
Unit -9	
Day 47	Blood Relations-1
Day 48	Blood Relations-2
Day 49	Blood Relations-2
Day 50	Directional Sense Test-1
Day 51	Directional Sense Test-2
Day 52	Seating Arrangement-1
Day 53	Seating Arrangement-2
Unit 10	
Day 54	Problems solving Techniques and Logical Reasoning
Day 55	Number, Ranking and Time Sequence Test-1
Day 56	Test-4
Day 57	Number, Ranking and Time Sequence Test-2
Day 58	Mathematical Operations
Day 59	Relational Inequalities-1
Day 60	Relational Inequalities-1
Unit 11	
Day 61	Clocks
Day 62	Calendars
	Part- B (Reasoning)-Section-II-Non Verbal Reasoning
Day 63	Series, Analogy and Classification & Problem solving with pictures-1
Day 64	Series, Analogy and Classification & Problem solving with pictures-2
Day 65	Mirror Images,Water Images
Day 66	Completion of Incomplete Patterns
Day 67	Figure matrix
Unit 12	
Day 68	Logical VennDiagrams-1
Day 69	Logical VennDiagrams-2
Day 70	Test-5