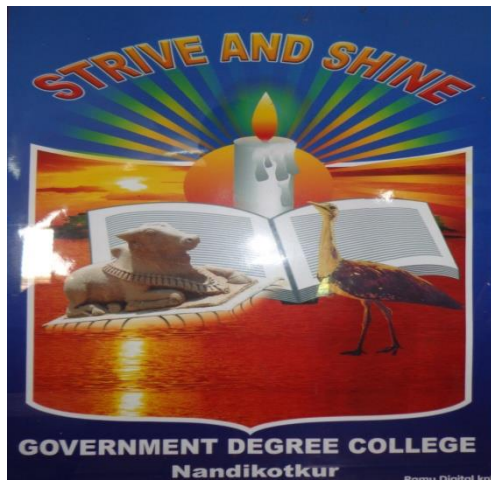


# **Government Degree College, Nandikotkur**



## **ADD-ON CERTIFICATE COURSE** **BASIC COMPUTER SKILLS**

## BROCHURE & BANNER

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p><b>About the Course</b></p> <p>In the digital era the elementary computer skills are essential in the present job market. The learning helps to the stakeholders in a big way. The basic computer skills will provide an understanding of the most popular, current technologies used at home and in the workplace. You will become computer literate in this hands-on way while you learn to access documents, emails and use the Internet effectively.</p> <p><b>Objectives</b></p> <p>This course trains students how to use MS Office applications in office work such as creating professional-quality documents, organizing information digitally and effectively.</p> <p><b>Activities</b></p> <p>Jobs highly require fundamental computer to perform well for that particular job. With computer skills there are several opportunities mentioned below:</p> <ul style="list-style-type: none"> <li>Desktop Executive</li> <li>Data Entry Operator</li> <li>Computer Operator</li> <li>Work from Home data entry</li> <li>Typing operator at offices</li> <li>Office Assistant</li> </ul> | <p style="text-align: center;"><b>Organizing Committee</b></p> <p><b>Chief Patron</b><br/> <b>Dr. R. Suneetha, M.Sc, M.Phil, Ph.D</b><br/>             Principal, Govt. Degree College,<br/>             Nandikotkur, AP.</p> <p><b>Patron</b><br/> <b>Dr. Y. Rajasekhara, M.A., M.Phil, Ph.D</b><br/>             Lecturer in English (Regular), Vice-Principal<br/>             Govt. Degree College, Nandikotkur, AP.</p> <p><b>IQAC Coordinator</b><br/> <b>Dr. P. Hussain Basha, M.Com, M.Phil, B.Ed., Ph.D</b><br/>             Lecturer in Commerce (Regular),<br/>             Govt. Degree College, Nandikotkur, A.P.</p> <p><b>Academic Committee</b></p> <p><b>Convener &amp; Resource Person</b><br/> <b>Mrs. T. Jhansi Rani, M.Tech, (Ph.D),</b><br/>             Lecturer in Computer Science (Regular),<br/>             Govt. Degree College, Nandikotkur, A.P.</p> <p><b>For Registration</b></p> <p><b>Visit:</b> Govt. Degree College, Nandikotkur, AP.</p> <p><b>Contact:</b> 7893339659, 9490435525, 9100378951</p> |  <p><b>Government Degree College<br/>             Nandikotkur, Andhra Pradesh</b><br/> <b>Presents a Certificate Course On</b><br/> <b>“Basic Computer Skills”</b></p> <p style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">NO FEE</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center; color: red;"><b>Including: MS-Office</b></p>  </div> <p style="text-align: center;"><b>Venue:</b><br/>             Govt. Degree College, Nandikotkur, AP</p> <p style="text-align: center;"><b>Note: This Course is mandatory for all the<br/>             Non-computer group Students.</b></p> |
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### **Benefited Students Lists**

| <b>SNO</b> | <b>NAME</b> | <b>STATUS</b>    |
|------------|-------------|------------------|
| 1          | N.Sabitha   | House Wife       |
| 2.         | T.Usha Rani | House Wife       |
| 3          | S.Shakun    | BA(CA) I YEAR    |
| 4          | B.Nirmala   | B.COM(CA) I YEAR |
| 5          | Devipriya   | B.COM(CA) I YEAR |
| 6          | Jakeer      | B.SC(BZC) I YEAR |
| 7          | Kedar       | B.SC(BZC) I YEAR |
| 8          | Poojitha    | BA(CA) I YEAR    |
| 9          | B.Mounika   | B.COM(CA) I YEAR |
| 10         | K.RADHIKA   | B.COM(CA) I YEAR |

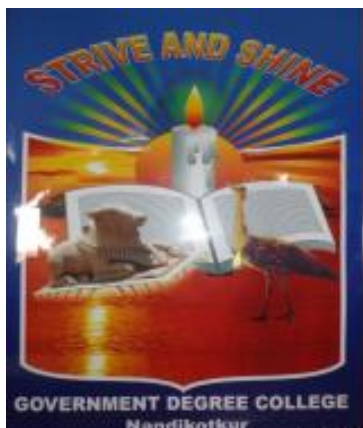
## PHOTOGRAPHS OF CLASSES





# **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

## REGISTER OF ATTENDANCE & FEES

Name of the Institute BDC, Nandikotkur

FOR THE MONTH OF October 20

Section Certificate Course Place Nandikotkur

[illegible]

No. on roll at the beginning of month

Admitted during the month

Left No. on roll at end of month

No. of working days

Average attendance during the month

No on roll during the month



## REGISTER OF ATTENDANCE & FEES

Name of the Institute ..... G.D.C. Nandikotkur .....

**FOR THE MONTH OF**

FOR THE MONTH OF November 2021

Section Art. Cons.

... Place ... Landi Kotkur

[illegible]

No. on roll at the beginning of month

Admitted during the month

Left No. on roll at end of month

No. of working days

Average attendance during the month

No on roll during the month



# REGISTER OF ATTENDANCE & FEES

FOR THE MONTH OF October 2021

Name of the Institute G.D.G. Nandikotkur

Section Certificate Course (BIS) Place Nandikotkur

| Sl.No. | Admission No. | NAMES        | 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 | No. of days present | FEES |    | Date of payment |  |  |  |
|--------|---------------|--------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---------------------|------|----|-----------------|--|--|--|
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| 1      |               | B. Nirmala   | 1 |   |   | 2 | 3 | 4 | 5 | 6 |   |    | 7  | 8  |    |    |    |    |    | 9  |    | 10 | 11 | 12 | 13 |    | 14 | 15 | 16 | 17 | 18 | 19 |    |                     |      |    |                 |  |  |  |
| 2      |               | C. Denipriya | 1 |   |   | 2 | 3 | 4 | 5 | 6 |   |    | 7  | 8  |    |    |    |    |    | 9  |    | 10 | 11 | 12 | 13 |    | 14 | 15 | 16 | 17 | 18 | 19 |    |                     |      |    |                 |  |  |  |
| 3      |               | S. Jaker     | 1 |   |   | 2 | 3 | 4 | 5 | 6 |   |    | 7  | 8  |    |    |    |    |    | 9  |    | 10 | 11 | a  | a  |    | 12 | 13 | 14 | 15 | 16 | 17 |    |                     |      |    |                 |  |  |  |
| 4      |               | S. Shekum    | 1 |   |   | 2 | 3 | 4 | 5 | 6 |   |    | 7  | 8  |    |    |    |    |    | 9  |    | 10 | 11 | 12 | 13 |    | 14 | 15 | 16 | 17 | 18 | 19 |    |                     |      |    |                 |  |  |  |
| 5      |               | S. Pujitha   | 1 |   |   | 2 | 3 | 4 | 5 | 6 |   |    | 7  | 8  |    |    |    |    |    | 9  |    | a  | 10 | 11 | 12 |    | 12 | 13 | 14 | 15 | 16 | 17 |    |                     |      |    |                 |  |  |  |
| 6      |               | K. Radhika   | a |   |   | 1 | 2 | 3 | 4 | 5 |   |    | a  | a  |    |    |    |    |    | a  |    | a  | a  | a  |    | a  | a  | a  | a  | a  | a  | a  |    |                     |      |    |                 |  |  |  |
| 7      |               | K. Pujitha   | a |   |   | a | a | a | a | a |   |    | a  | a  |    |    |    |    |    | a  |    | a  | a  | a  |    | a  | a  | a  | a  | a  | a  | a  |    |                     |      |    |                 |  |  |  |
| 8      |               | S. Monnika   | 1 |   |   | 2 | 3 | 4 | 5 | 6 |   |    | 7  | 8  |    |    |    |    |    | 9  |    | a  | 10 | 11 | 12 |    | 13 | 14 | 15 | 16 | 17 | 18 |    |                     |      |    |                 |  |  |  |
| 9      |               | K. Kedar     | 1 |   |   | 2 | 3 | 4 | 5 | 6 |   |    | a  | a  |    |    |    |    |    | 7  |    | 8  | 9  | a  | a  |    | 10 | 11 | 12 | 13 | 14 | 15 |    |                     |      |    |                 |  |  |  |
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|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |
|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |
|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |
|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |
|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |
|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |
|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |
|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |
|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |
|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |
|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |
|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |
|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |
|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |
|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |
|        |               |              |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |                     |      |    |                 |  |  |  |

No. on roll at the beginning of month

Admitted during the month

Left No. on roll at end of month

No. of working days

Average attendance during the month

No on roll during the month

JBW

202/

GIDC, Nandikotkur

Section Cert. Course

Place Nandi Kotkur



## REGISTER OF ATTENDANCE & FEES

Name of the Institute BDC, Nandikotkur

FOR THE MONTH OF October 20

Section Certificate Course Place Nandikotkur

[illegible]

No. on roll at the beginning of month

Admitted during the month

Left No. on roll at end of month

No. of working days

Average attendance during the month

No on roll during the month

