

# **APSSDC - SKILL HUB**

**Unemployed Youth Trainings** 

# Govt. Degree College, Nandikotkur

S. No	Course	Duration	Qualification	Age	Location	No. of Seats
1.	Associate Data Entry Operator	210	SSC	Below 26 years	Govt. Degree College, Nandikotkur, Nandyal Dist	30

# **REGISTRATIONS ARE OPEN**

For more details contact:

C Venkata Ramana- 6302490760



## **INAGURATION OF CERTIFICATE COURSE ON**

### ASSOCIATE DATA ENTRY OPERATOR

### **DURATION 210 HOURS**

START DATE: 26-04-2023 TO 11-07-2023





# LIST OF TRAINEES REGISTRED LIST OF STUDENTS REGISTRED IN THE CERTIFICATE COURSE: ASSOCIATE DATA ENTRY OPERATOR

SL.NO	NAME OF THE TRAINEE	AADHAR NUMBER	MOBILE NUMBER	SIGNATURE OF THE TRAINEE
1 Shaik Abdul Malik		228592053946	9866869294	Shait Abduladie
2	Guvvalakuntla Supriya	358272015257	6309474671	G. Supriye
3	Dudekula Chinna Aminabi	523249668132	6309935160	D. chinna anindi
4	Dudekula Jarina Bi	342405860373	9963754891	D. Jariner Bi
5	Moodaddhala Dhana Lakshmi	272373426997	6301186917	M. Dhapa lakshmi
6	DALU MADHURI	349363507365	9966174151	D. Madhusi
7	CHERUKU PAVAN KUMAR	960106569808	6305097213	cheouku pavan kuma
8	Nayakanti Mahendra	142569872224	9701905353	N. Mahendra
9	Karne Venkata Sivaiah	669912478545	9154548547	K. Ven Kaba sivaiah
10	Saggela Rajesh	453954881370	8309684402	S. Rajesh
11	Kammari Mohith Achari	986626190744	6309335159	K. Mohith Achas
12	Sirigiri Anjaneyulu	216259490340	9347292300	S. Anjaneyulu
13	Patan Abdulla	219563837946	6300623158	P. Abola11a
14	Boya Sainatha Naidu	844810665694	8008855727	B. Sainath Naidu
15	Shikari Manasa	640151386855	9908328467	S. Manasa
16	Kagula Divakar	306334396212	7893248641	K.Di.Vakoen
L7 N	allabothula Sheshadri Naidu	201453857349	9963799350	N. sheshadori Nodu
18	Ediga Manohar Goud	498912752340	9849364941	E. Manhor goud
9 Bolleddula Anusha		180136749855	6302769102	R. Anycha
O Kalingiri Ramadevi		66123698577	9581136325	k. Ramadevi
1 Sangala Harish		39651478259	9182297336	S. Davich
2	Komari Budagajangam Yedukondalu	852198746633	8519811386	Komeri Budayaja gan yedukantah:

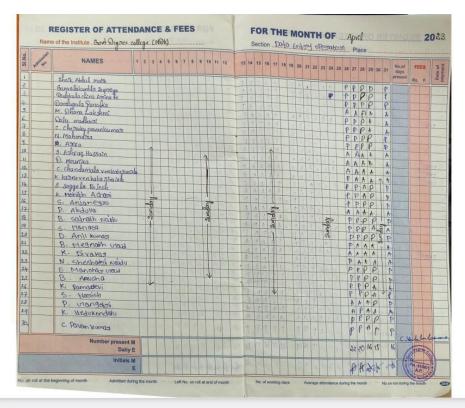
### **SYLLUBUS**

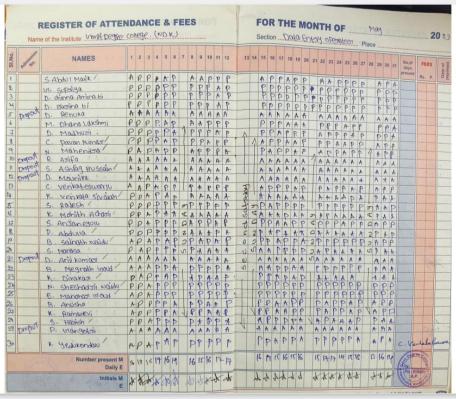
# **Associate Data Entry Operator**

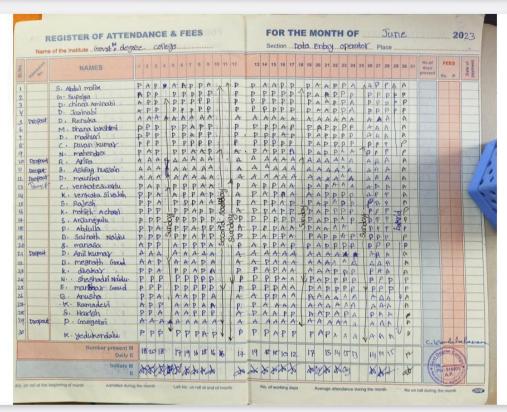
## **Course content**

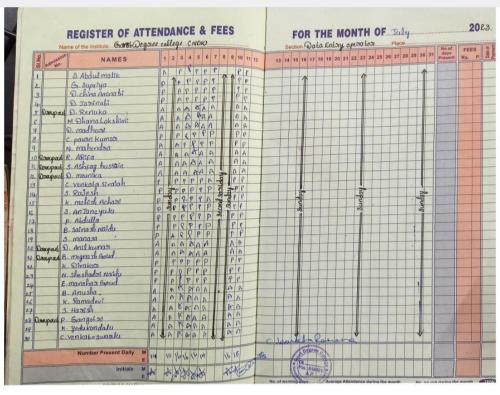
SL.NO	TOPIC
1	Introduction to Computer hardware, components
2	Basic principles of computer architecture and operations, installation configuration and troubleshooting
3	Basic computer skills
4	Keyboard proficiency
5	Data entry techniques
6	Typing speed improvement
7	Accuracy enhancement
8	Ms office
9	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

#### ATTEDNECE REGISTRED









## **PHOTOS**



### **CONDUCTED ASSESSMENT ON 17-07-2023**

# TOTAL REGISTRED CANDIDATES ARE 22 ATTENDED ASSESSMENT CANDIDATES ARE 12 QUALIFIED CANDIDATES ARE 10







#### **CERTIFIACATES**



















