

Pamphlets of **CERTIFICATE COURSE**

About the Course

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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 course while you learn to access documents, emails and use the Internet effectively.

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This course trains students how to use MS Office applications in office work such as creating professional-quality documents, organize information digitally and effectively.

unities

Many jobs highly require fundamental computer skills to perform well for that particular job. With computer skills there are several opportunities mentioned below:

1. Desktop Executive

2. Entry Operator

3. Computer Operator

4. Clerk from Home data entry

5. Receptionist at offices

6. Office Assistant

Organizing Committee

Chief Patron

Dr. R. Suneetha, M.Sc, M.Phil, Ph.D
Principal, Govt. Degree College,
Nandikotkur, AP.

Patron

Dr. Y. Rajasekhar, M.A, M.Phil, Ph.D
Lecturer in English (Regular), Vice-Principal
Govt. Degree College, Nandikotkur, AP.

IQAC Coordinator

Dr. P. Hussain Basha, M.Com, M.Phil, B.Ed., Ph.D
Lecturer in Commerce (Regular),
Govt. Degree College, Nandikotkur, A.P.

Academic Committee

Convener & Resource Person

Mrs. T. Jhansi Rani, M.Tech, (Ph.D),
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Govt. Degree College, Nandikotkur, A.P.

For Registration

Visit: Govt. Degree College, Nandikotkur, AP.

Contact: 7893339659, 9490435525, 9100378951



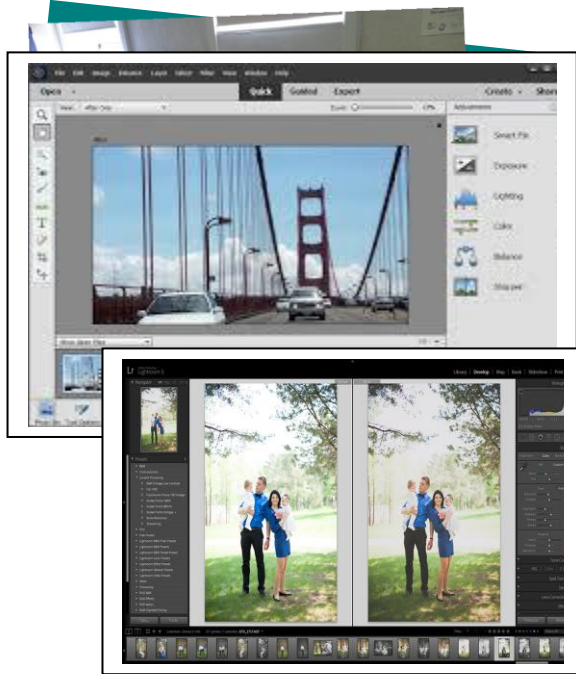
Government Degree College Nandikotkur, Andhra Pradesh Presents a Certificate Course On “Basic Computer Skills”



Venue:
Govt. Degree College, Nandikotkur, AP

**Note: This Course is mandatory for all the
Non-computer group Students.**

Earn while you learn



Benefits:

Easy to learn.

Plenty of opportunities.

Self-Employable.

Work at your home place.



**Govt. Degree College
Nandikotkur**



About the College

Government Degree College, Nandikotkur has been a Power House of knowledge to the 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 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 Kakathiyarulers. 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 Nandikotkurramma'. Rare species of the great 'Indian Black Bustard' Sanctuary is worth seeing for those interested in the study of birds.

**GOVERNMENT DEGREE COLLEGE
NANDIKOTKUR**

**Presents a Certificate Course
on**

Photoshop

**exclusively for students of
Government Degree College, Nandikotkur
(Duration 45 days)**



Venue:

Govt. Degree College, Nandikotkur, AP



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Govt.Degree College, Nandikotkur.

Dr. K. Bade Saheb, M.A, Ph.D.,
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Govt.Degree College, Nandikotkur

Convener & Resource Person

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Govt.Degree College, Nandikotkur

For Registration

Visit: Govt.Degree College, Nandikotkur, AP.
Contact: 789333969, 9490435525, 9701427020

Course Content

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

Student Registration Form

Name:

Group:

Year/Sem:

Hall ticket Nuber:

E-mail:

Phone No:

Address:

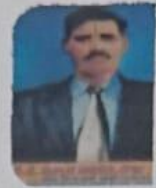
I declare that the details furnished above are true to the best of my knowledge.

Date:

Signature of Applicant:



**Government Degree College
Nandikotkur
Nandyal District**



DEPARTMENT OF COMMERCE

CERTIFICATE COURSE

ON

Tally Prime

Course Starts from 7th February, 2023

Sri K Venkata Reddy

**In charge
Department of Commerce**

Dr R. Suneetha

Principal

Course Coordinator

**Dr S Mohana Murali
Lecturer in Commerce**