

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

2020-21 ICT/Computer Skills

Report on ICT/Computing Skills FOR THE YEAR 2020-21

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 2020-21

Details of Batch-1:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	1.11.2020 to 30.1.2021	50

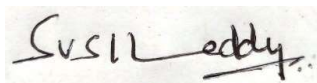
The following topics were covered in the training programme.

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

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

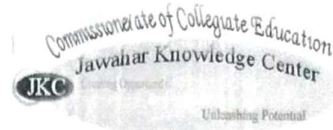


Principal
Y A.Govt. Degree College for Women
CHIRALA - 523 155, Prakasam Dt., (A.P.)

Principal

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

2020-21 ICT/Computer Skills



Y.A. GOVT. DEGREE COLLEGE FOR WOMEN, CHIRALA, PRAKASAM (DIST.)

Dr. CH. RAMANAMMA

M.Sc., M.Phil., Ph.D.

Principal

Office & Fax : 08594 - 234372

Principal : 08594 - 232204

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

Sri K.ChandraSekhara Rao

JKC Coordinator

CHIRALA,

Dt: 26-10-2020.

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 01.11.2020. 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

PRINCIPAL

Govt. Degree College for
CHIRALA-523 155

III B.Com Gen. & CA-

III B.A. -

III B.SC MPSC-

III B.SC MSCS-

III B.SC MCCS-

III B.SC MPC-

III B.SC BZC-

III B.SC MZC-

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

2020-21 ICT/Computer Skills

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

2020-21 ICT/Computer Skills

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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Computer skills class by Sri A.V.Ramana Rao on 21.11.2020

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2020-21 ICT/Computer Skills

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA JKC BATCH-1 – 2020-21 REGISTERED STUDENTS			
Sl. No	Name	Course & Group	Contact No/ Whatsapp No.
1	J KALYANI	III B.COM CA	7093279940
2	T NAGAMANI	III B.COM CA	9652978207
3	T HARIKA	III B.COM CA	9390200934
4	A NAGALAKSHMI	III B.COM CA	8465930509
5	J VARALAKSHMI	III B.COM CA	7993804459
6	SK.AFSARUNNISA	III B.COM CA	9989786317
7	S SRAVANI SAI	III B.COM CA	8919612069
8	G AKHILA	III B.COM CA	8555834747
9	M SRAVANI	III B.COM CA	9849644234
10	B KRUPARANI	III B.COM CA	9502373519
11	K MADHULATHA	III B.COM CA	9121509643
12	P V LAKSHMI	III B.COM G	7601085168
13	N NAGA SARALA	III B.COM G	8341377698
14	G SRILAKSHMI	III B.COM G	7396433850
15	M SIVAPARVATHI	III B.COM G	7794960519
16	G HEMA	III B.COM G	9640216027
17	Y SUPRIYA	III B.COM G	9290019997
18	K NEELIMA	III B.COM G	6304969913
19	A KUMARI	III B.COM G	9704626274
20	K MADHAVI	III B.COM G	7330844247
21	M MARY GRACE	III B.SC MSCs	7997712460
22	B LIKHITHA	III B.SC MSCs	9490684089
23	K YESUMMA	III B.SC MSCs	7675068603
24	P RUTHU	III B.SC MPC	9705208526
25	A ANKAMMA	III B.SC MPC	8790617584
26	B SRIKANYA	III B.SC MPC	8106821048
27	K MOUNIKA	III B.SC MPC	8186823609
28	T JHANSILAKSHMI	III B.SC MPCs	9951224795
29	J LAKSHMI PRASANNA	III B.SC MPCs	9640952342
30	J PREETHICHANDRAVARSHINI	III B.SC MPC	9030405195
31	K MAMATHA	III B.SC MPC	9640153476
32	K L TIRUPATAMMA	III B.SC MPCs	9573661744
33	D SUVARNA	III B.SC MPCs	8639717828

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

2020-21 ICT/Computer Skills

34	CH MAHALAKSHMI	III B.SC MPCs	9701321260
35	SK KHASIMOON	III B.SC MPCs	9491702359
36	P VIJAYAANIRUDRI	III B.SC MPCs	7386158440
37	K AMEGNARAJI	III B.SC MPCs	9494715497
38	T HAVILA	III B.SC BZC	9177843164
39	K DEEVENAMMA	III B.SC BZC	8374154875
40	M MRUDHULA	III B.SC BZC	9515031874
41	K SWARUPARANI	III B.SC BZC	7036240778
42	D SWATHI	III B.SC BZC	7995277405
43	BND MALLESWARI	III B.SC BZC	7093349232
44	P JAMEELA	III B.SC BZC	8019794631
45	G GODAVARI	III B.SC BZC	9392538182
46	M SIREESHA	III B.A HEP	9618453284
47	M JAYASRI	III B.A HEP	7995320500
48	K NEELIMA	III B.A HEP	7671909254
49	P VENKATESWARAMMA	III B.A HEP	7032556750
50	SK KHAJABI	III B.A HEP	9182292217

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2020-21 ICT/Computer Skills

Computer Skills & Analytical Skills Training for BOLD-E Uthara

Dec 20
Patrika-1

Pupils Attendance Register

విద్యార్థి పేర్లు

గతంలో
హాజరు

గతంలో
హాజరు

1	2	3	4	5	6	7	8	9
విద్యార్థి సం.	పేరు	హాజరు	1	2	3	4	5	6
1.	T. Kalpani	P	P	P	P	P	P	P
2.	T. Naganmani	P	P	P	P	P	P	P
3.	T. Hathi	P	P	P	P	P	P	P
4.	A. Nagalakshmi	P	P	P	P	P	P	P
5.	T. Vaidakshmi	P	P	P	P	P	P	P
6.	st. Afayunisa	P	P	P	P	P	P	P
7.	S. Savani Sri	P	P	P	P	P	P	P
8.	G. Athila	P	P	P	P	P	P	P
9.	M. Suman	P	P	P	P	P	P	P
10.	B. K. Rupani	P	P	P	P	P	P	P
11.	K. Madhulatha	P	P	P	P	P	P	P
12.	P. V. Lakshmi	P	P	P	P	P	P	P
13.	N. Naga. Sarda	P	P	P	P	P	P	P
14.	G. Sri. Lakshmi	P	P	P	P	P	P	P
15.	M. Swaprathi	P	P	P	P	P	P	P
16.	G. Hemra	P	P	P	P	P	P	P
17.	Y. Supriya	P	P	P	P	P	P	P
18.	K. Nelli	P	P	P	P	P	P	P
19.	A. Kumari	P	P	P	P	P	P	P
20.	K. Madhav	P	P	P	P	P	P	P
21.	M. nany. Gange	P	P	P	P	P	P	P
22.	B. Likhitha	P	P	P	P	P	P	P
23.	K. Y. Suman	P	P	P	P	P	P	P
24.	P. Rithu	P	P	P	P	P	P	P
25.	A. Adikamma	P	P	P	P	P	P	P
26.	B. Sathya	P	P	P	P	P	P	P
27.	K. Naganika	P	P	P	P	P	P	P
28.	T. Sathilakshmi	P	P	P	P	P	P	P
29.	T. Lalitha Prasanna	P	P	P	P	P	P	P
30.	K. Manappa	P	P	P	P	P	P	P
31.	K. L. Thupatamma	P	P	P	P	P	P	P
32.	D. Suman	P	P	P	P	P	P	P
33.	A. Adikamma	P	P	P	P	P	P	P
34.	B. Sathya	P	P	P	P	P	P	P
35.	K. Naganika	P	P	P	P	P	P	P
36.	T. Sathilakshmi	P	P	P	P	P	P	P
37.	T. Lalitha Prasanna	P	P	P	P	P	P	P
38.	K. Manappa	P	P	P	P	P	P	P
39.	K. L. Thupatamma	P	P	P	P	P	P	P
40.	D. Suman	P	P	P	P	P	P	P
41.	A. Adikamma	P	P	P	P	P	P	P
42.	B. Sathya	P	P	P	P	P	P	P
43.	K. Naganika	P	P	P	P	P	P	P
44.	T. Sathilakshmi	P	P	P	P	P	P	P
45.	T. Lalitha Prasanna	P	P	P	P	P	P	P
46.	K. Manappa	P	P	P	P	P	P	P
47.	K. L. Thupatamma	P	P	P	P	P	P	P
48.	D. Suman	P	P	P	P	P	P	P
49.	A. Adikamma	P	P	P	P	P	P	P
50.	B. Sathya	P	P	P	P	P	P	P
51.	K. Naganika	P	P	P	P	P	P	P
52.	T. Sathilakshmi	P	P	P	P	P	P	P
53.	T. Lalitha Prasanna	P	P	P	P	P	P	P
54.	K. Manappa	P	P	P	P	P	P	P
55.	K. L. Thupatamma	P	P	P	P	P	P	P
56.	D. Suman	P	P	P	P	P	P	P
57.	A. Adikamma	P	P	P	P	P	P	P
58.	B. Sathya	P	P	P	P	P	P	P
59.	K. Naganika	P	P	P	P	P	P	P
60.	T. Sathilakshmi	P	P	P	P	P	P	P
61.	T. Lalitha Prasanna	P	P	P	P	P	P	P
62.	K. Manappa	P	P	P	P	P	P	P
63.	K. L. Thupatamma	P	P	P	P	P	P	P
64.	D. Suman	P	P	P	P	P	P	P
65.	A. Adikamma	P	P	P	P	P	P	P
66.	B. Sathya	P	P	P	P	P	P	P
67.	K. Naganika	P	P	P	P	P	P	P
68.	T. Sathilakshmi	P	P	P	P	P	P	P
69.	T. Lalitha Prasanna	P	P	P	P	P	P	P
70.	K. Manappa	P	P	P	P	P	P	P
71.	K. L. Thupatamma	P	P	P	P	P	P	P
72.	D. Suman	P	P	P	P	P	P	P
73.	A. Adikamma	P	P	P	P	P	P	P
74.	B. Sathya	P	P	P	P	P	P	P
75.	K. Naganika	P	P	P	P	P	P	P
76.	T. Sathilakshmi	P	P	P	P	P	P	P
77.	T. Lalitha Prasanna	P	P	P	P	P	P	P
78.	K. Manappa	P	P	P	P	P	P	P
79.	K. L. Thupatamma	P	P	P	P	P	P	P
80.	D. Suman	P	P	P	P	P	P	P
81.	A. Adikamma	P	P	P	P	P	P	P
82.	B. Sathya	P	P	P	P	P	P	P
83.	K. Naganika	P	P	P	P	P	P	P
84.	T. Sathilakshmi	P	P	P	P	P	P	P
85.	T. Lalitha Prasanna	P	P	P	P	P	P	P
86.	K. Manappa	P	P	P	P	P	P	P
87.	K. L. Thupatamma	P	P	P	P	P	P	P
88.	D. Suman	P	P	P	P	P	P	P
89.	A. Adikamma	P	P	P	P	P	P	P
90.	B. Sathya	P	P	P	P	P	P	P
91.	K. Naganika	P	P	P	P	P	P	P
92.	T. Sathilakshmi	P	P	P	P	P	P	P
93.	T. Lalitha Prasanna	P	P	P	P	P	P	P
94.	K. Manappa	P	P	P	P	P	P	P
95.	K. L. Thupatamma	P	P	P	P	P	P	P
96.	D. Suman	P	P	P	P	P	P	P
97.	A. Adikamma	P	P	P	P	P	P	P
98.	B. Sathya	P	P	P	P	P	P	P
99.	K. Naganika	P	P	P	P	P	P	P
100.	T. Sathilakshmi	P	P	P	P	P	P	P

విల్లూరి హాజిరు మల్లిక్

రోజుల పంక్తి
మీకు మోటు

செய்து
புத்திர

Principal
Degree College for Women
A. Bapatkher

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

2020-21 ICT/Computer Skills



CERTIFICATE



This is to certify that Mr. / Miss. B. Likhitha

D/o, S/o Yesu Ratnam with JKC ID No. : JKC 2020 batch I bsc 20 has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in Communication & Soft Skills, Analytical Skills and Technical Skills at Y.A. Government Degree College for Women, Chirala, Prakasam
Date. from 1.11.2020 to 31.12.2020.


JKC Coordinator




Principal & Chairman JKC
Y.A. Govt. Degree Collage (W)
Chirala

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

2020-21 ICT/Computer Skills



CERTIFICATE



This is to certify that Mr. / Miss. P. Venkata Lakshmi

D/o, S/o Venkata Ramana with JKC ID No. : jkc2020bat241 ^{bcom11} has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in Communication & Soft Skills, Analytical Skills and Technical Skills at Y.A. Government Degree College for Women, Chirala, Prakasam
Date. from 1.11.2020 to 31.12.2020.


JKC Coordinator




Principal & Chairman JKC
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Chirala