

DEPARTMENT OF COMPUTERS

SRI A.S.N.M. GOVERNMENT COLLEGE (AUTONOMOUS)

PALAKOL, W.G.DT.534260

CERTIFICATE COURSE-2022



CERTIFICATE COURSE

ON

MS-OFFICE TOOLS

COURSE CO-ORDINATOR

Sri K.BHADRACHALAM

DEPARTMENT OF COMPUTERS

CONTENTS

PageNo.

1. Minutes of the meeting	05
2. Course Details and Objectives	07
3. Other details	
• List of students enrolled & Attendance particulars	
• Question paper and Key	

MINUTES OF THE MEETING

The Department of Computers held a meeting on 16-02-2022 and passed a resolution to organize Certificate Course in **Ms-Office Tools** under the guidance of Sri K. Bhadrachalam . The other staff members of the Department Sri CH.RAVI KUMAR , Sri. K.SUNEEL were present in the meeting . The course was planned to be held for 30 working hours.

The certificate course was organized from 03-03-2022 to 11-04-2022 for the academic year

2021-2022 to the III BSc (MPC) and (MPCs) ,III B.Com(Gen),III B.A,III BZC and II MPC students for curriculum enrichment

Course Title: Ms-OFFICE TOOLS

Course Objectives:

The main objective of this course is to provide complete Microsoft Office tools which will improve Technical Skill Development to develop self ability and self employment opportunities for Non Computer Students and Remote area students of our college.

Syllabus

Module 1: Definition of Computer-Characteristics of computer-hardware-software-Memories-I/O devices-operating Systems. Introduction to Google forms, Google Sheet and E-Mail browsing

Module 2: How to enter into the Ms-Word-Features of Ms-Word-Parts of Word window-Creating ,Saving, Editing of a Document-Page setup.

Module 3: Ms-Power point ,Photo Shop.

Module 4: How to enter into the Ms-Excel-Features of Ms-Excel-Parts of Ms-Excel window.

Module 5: Ms-Excel Functions-Excel Charts.

Total Hours: 30

Examination Scheme: Exam contains 25 multiple choice question each one carry 4 marks.

Eligibility: B.SC, B.Com,& B.A students are eligible to enroll for the course, and All Final Year students

No. of Seats: 75


Quality Assurance Mechanism: The quality of the course will be ensured through continuous evaluation of feedback from students and course coordinator by IQAC of the college.

This proposal is placed before BOS committee for syllabus approval.

SNO	HTNO	Name of the Student	CLASS	Group
1		S.SAILAJA	III BA	HEP
2		P.ARUNA	III BA	HEP
3		T.BHARATHI DEVI	III BA	HEP
4		G.VANI	III BA	HEP
5		G.VASU	III BA	HEP
6		K.PRASANNA	III BA	HEP
7		S.TEJA	III BA	HEP
8		R.RAGHU	III BA	HEP
9		D.YESURAJU	III BA	HEP
10		K.RAJESH	III BA	HEP
11		Y.LOKESWRARAO	III BA	HEP
12		V.RAVI NAGA KOTISAI	III BA	HEP
13		K.VENNELA	III BA	HEP
14		K.RIBAKA	III BA	HEP
15		K.PRIYANKA	III BA	HEP
16		P.RAMYA	III BCOM	GEN
17		V.ROSELIN	III BCOM	GEN
18		B.ANWITHA	III BCOM	GEN
19		K.AJAY	III BCOM	GEN
20		S.MANIKANTA	III BCOM	GEN
21		CH.NAGAMURALIKRISHNA	III BCOM	GEN
22		K.NARASIMHA	III BCOM	GEN
23		CH.GANESH	III BCOM	GEN
24		K.J.V.NAGARAJU	III BCOM	GEN
25		SK MASKIN	III BSC	CBZ
26		M.RAJ KUMARI	III BSC	CBZ
27		V.RANI	III BSC	CBZ
28		M.SINDHU	III BSC	CBZ
29		K.SATYA VANI	III BSC	CBZ
30		T.JAHNAVI	III BSC	MPC
31		V.SRIVALLIKA	III BSC	MPC
32		B.MADHAVI	III BSC	MPC
33		N.LAVANYA	III BSC	MPC
34		CH.RADHA	III BSC	MPC

35	T.YESUMANI	III BSC	MPC
36	A.NAVYA SRI	III BSC	MPC
37	G.NEELIMA	III BSC	MPC
38	CH.DEETHI	III BSC	MPC
39	M.VIJAYA JYOTHI	III BSC	MPC
40	Y.VENKATALAKSHMI	III BSC	MPC
41	G.RUPENDRA	III BSC	MPC
42	N.RAJ GOPAL	III BSC	MPC
43	P.LAKI BABU	III BSC	MPC
44	K.A.SUBBHALAKSHMI	II BSC	MPC
45	CH.PREMSAI	II BSC	MPC
46	Y.TRIVENI	II BSC	MPC
47	A.MOUNIKA RAJASRI	II BSC	MPC
48	B.H.V.MOUNIKA	II BSC	MPC
49	P.LAKSHMI	II BSC	MPC
50	CH.SUPRIYA	II BSC	MPC
51	B.H.ASHA	II BSC	MPC
52	Y.B.SOWMYA	II BSC	MPC
53	CH.L.PRIYANKA	II BSC	MPC
54	S.HEMA	II BSC	MPC
55	V.GANAPATHI	II BSC	MPC
56	T.DEEPAK	II BSC	MPC
57	M.SRIDEVI	III BSC	BZC
58	M.APARNA	III BSC	BZC
59	M.MOUNIKA	III BSC	BZC
60	D.MARY	III BSC	BZC
61	M.MADHURI	III BSC	BZC
62	U.KRISHVENI	III BSC	BZC
63	CH.JAHNAVI	III BSC	BZC
64	D.PADMINI	III BSC	BZC
65	N.MEGHANA RAJESWARI	III BSC	BZC
66	M.USHA RANI	III BSC	BZC
67	G.JAVERI	III BSC	BZC
68	M.NARMADHA	III BSC	BZC
69	T.MANASA	III BSC	BZC
70	N.LIKHITHA	III BSC	BZC
71	S.RAJKUMAR	III BSC	BZC
72	K.LOKESH	II BSC	MCCS
73	B.LALITHA SAI DURGA	II BSC	MCCS
74	K.DURGA SUNEETHA	II BSC	MCCS
75	M.NAGAMANI	II BSC	MCCS


Head of the Dept.


Principal

Time Table:

Day	Time: 5 pm to 6 pm
Mon	CHRK
Tue	KSL
Wed	CHRK
Thu	KSL
Fri	KBC
Sat	CHRK

K. Ghosh
Head of the Dept.

S. Ghosh
Principal

Dr.T.Raja Rajeswari Principal ,GDC Palakol –Inaugurated and Explained the importance of the Certificate course on **MS-OFFICE TOOLS**





Palakollu, Andhra Pradesh, India

534260, Surya Teja Nagar, Palakollu, Andhra Pradesh 534260, India

Lat 16.514034°

Long 81.736625°

03/03/22 04:55 PM

SRI A.S.N.M. GOVERNMENT COLLEGE

(NAAC Reaccredited B grade with 2.61 CGPA)

PALAKOL, WEST GODAVARI DISTRICT, A.P

DEPARTMENT OF COMPUTERS

CERTIFICATE

This is to certify that Mr/Ms.....

Of.....Class has successfully completed certificate

Course in During the year 2021-22.


In-charge of the Department


Course-Co-ordinator


Principal