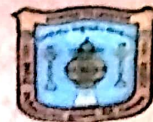




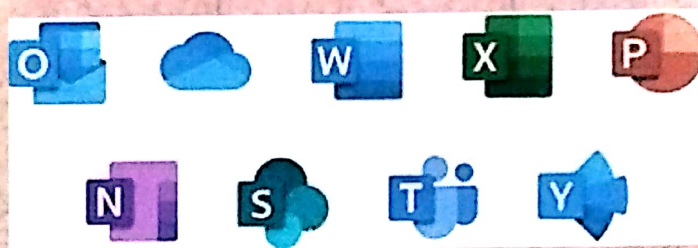
**K.H GOVERNMENT DEGREE COLLEGE
DHARMAVARAM**



INVITATION

Department of Computer Applications

**Organizing Certificate Course on
MS-OFFICE and Essentials of INTERNET**



Registration Contact Details

T. Ramamohan Reddy
Lecturer in Computer Applications

**Start From
15-06-2018
30 Days**

K.H. GOVERNMENT DEGREE COLLEGE



DHARMAVARAM

DEPARTMENT OF COMPUTER APPLICATIONS



A.Y - 2018 - 19

**Certificate Course in MS-OFFICE and ESSENTIALS OF
INTERNET**

K.H.GOVERNMENT DEGREE COLLEGE DHARMAVARAM.

Department of Computer Applications

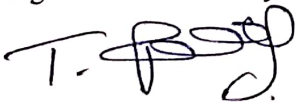
Minutes of the Department meeting for the Conduct of Certificate Course in
MS-OFFICE and Essentials of INTERNET

Date: 12-06-2018

The Department of Computer Applications convened with the objective of launching a Certificate Course in MS-OFFICE and Essentials of Internet, recognizing the significance of providing students with practical knowledge, key concepts, and strategies essential for a successful career in this dynamic field. Microsoft Office is a widely used suite of productivity software developed by Microsoft, designed to enhance efficiency and facilitate various tasks across different domains. The suite includes essential applications such as **Microsoft Word** for creating and formatting text documents, **Microsoft Excel** for spreadsheet management and data analysis, and **Microsoft PowerPoint** for developing multimedia presentations.

Additionally, **Microsoft Outlook** provides comprehensive tools for email communication, calendar management, and task organization, while **Microsoft Access** supports database management with robust features for data storage and analysis. **Microsoft OneNote** offers a versatile platform for digital note-taking and organization. These applications are integrated to work together seamlessly, promoting productivity and collaboration. With cloud-based versions like Microsoft 365, users benefit from enhanced features such as real-time collaboration and access to updates from any device, making Microsoft Office a cornerstone of modern digital productivity.

Signature of the Faculty Members



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Department of Computer Applications

**Proposal for the introduction of certificate course in MS-OFFICE and
Essentials of INTERNET**

Date: 13-06-2018

From

T. Ramamohan Reddy
Lecturer in Computer Applications
K.H. Government Degree College
Dharmavaram

To

The Principal
K.H. Government Degree College
Dharmavaram
Sir,

**Sub: Department of Computer Applications-Conducting a Certificate Course in
MS-OFFICE and Essentials of INTERNET-Permission sought-request regarding.**

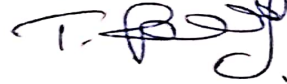
I Would like to request you to kindly grant me permission to run a 4 week certificate course on **MS-OFFICE and Essentials of INTERNET** (A hands on training program in MS-OFFICE) from 18-06-2018 onwards.

I also request you to kindly launch the Certificate Course.

Thanking you sir,

Yours faithfully,

T. Ramamohan Reddy



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DEPARTMENT OF COMPUTER APPLICATIONS

CIRCULAR

The Department of Computer Applications is conducting certificate course in **MS-OFFICE and Essentials of INTERNET** for the students of all streams B.A / B.Com / B.Sc. The Course commences from 15-06-2018. The Duration of the course is 1 month and there is no registration fee.

Students will receive e-certificate upon successful completion of the course.

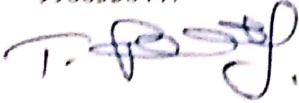
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Anantapur (Dist.) A.P.

Contact :

T. Ramamohana Reddy
9966358447



K.H. Govt. Degree College, Dharmavaram.

CERTIFICATE COURSE IN

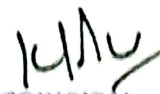
MS-OFFICE and Essentials of INTERNET

Academic year 2018-2019

Course Objectives:

1. Certificate Course in Microsoft Office & Internet will help students to broaden their employment opportunities by proving skills in Microsoft Office and knowledge of working with Internet.
2. This course not only aims to provide them ability to use Microsoft Office applications for on-the-job needs but also provides a valuable distinction in entering higher education or the workforce by promoting academic preparedness and an opportunity to develop skills which businesses need for workforce readiness.
3. Microsoft Office is a suite of applications designed to help with productivity and completing common tasks on a computer. You can create and edit documents containing text and images, work with data in spreadsheets and databases, and create presentations and posters.

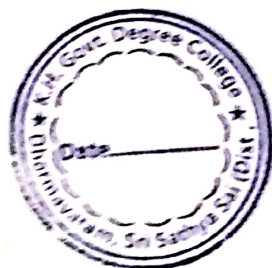




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Course Outcomes:

At the end of this course, the learner will be able to: Create and manage professional documents using Word. Analyze, manage and present data using Excel. Create and manage presentations using PowerPoint. The students will be able to:

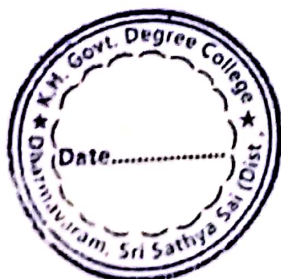
1. Learn Microsoft Word from Beginner to Expert Level
2. Learn to Create a Professional Document Template
3. Learn to do Professional & Advanced Document Formatting & Layout in Microsoft Word
4. Learn to Create an Eye Catchy Presentation
5. Learn to Customize the PowerPoint slides
6. Learn Microsoft Excel from Beginner to Expert Level
7. Learn the Mathematical Functions, Logical Functions, LOOKUP Functions, Excel Sheet Auditing Tools and Data Consolidation in Excel.
8. Learn the use of Tables, Charts, Pivot Tables & Charts.
9. Learn to Create Dashboards.




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Course Content
Duration: 40 hours

Module	Content	Duration in Hours
Module I	Basic Computer Concepts : Introduction to Computer, Computer Terminology, Computer Tools & Utilities, Working with the Windows Environment	5 hours (Theory)
Module II	MS Word: Introduction to MSWord, Formatting page and Setting Margins, Converting files to different formats, Editing text documents ,Inserting Clip arts, pictures, and other files ,Creating tables, Sorting, Formatting & Editing pictures, Grouping and Rotating	8 hours (Theory and Practical)
Module III	MS Excel: Introduction,Spreadsheet, Spreadsheet addressing, Entering and Editing Data, Mathematical operations, Formatting – Cell, row, column & Sheet, Alignment, Font, Border & shading, Functions	11 hours (Theory and Practical)
Module IV	MS Power Point: Introduction, Opening new Presentation, Different presentation templates, Setting backgrounds, Selectin presentation layouts Creating a presentation, Slide Back ground,Slide layout, Adding Graphics to the presentation, Addingeffects to the presentation, Effective Presentation	9 hours (Theory and Practical)
Module V	Internet :Internet and its history, InternetResources ,World Wide Web, Online services, Internet service providers, Hypertext and hyperlinks, Web browser, Favorites and Bookmarks, Cookies, Search techniques, Viruses & Virus protection	7 hours (Theory)



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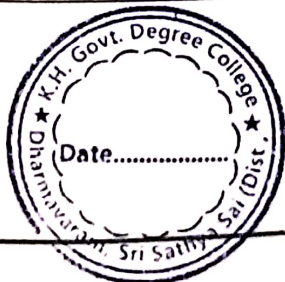
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K.H.GOVERNMENT DEGREE COLLEGE DHARMAVARAM

Department of Computer Applications

List of Registered Students in Certificate Course in MS-OFFICE and Essentials of INTERNET 2018-2019

Sl. No	Register Number	Name of the Student	Group	Signature
1	190045035	ANANTHA SAMBASHIVA		
2	190045031	BADHELA SAI KUMAR	I B.Com(CA)	A. Sambasha
3	190045036	BALIJA SAI KUMAR	I B.Com(CA)	B. Sai Kumar
4	190045037	BANDI KUSHAL KUMAR	I B.Com(CA)	B. Sai Kumar
5	190045038	BOGGU ANILKUMAR	I B.Com(CA)	B. Kushal Kumar
6	190045039	BOYA SUBHASH CHANDRABOSE	I B.Com(CA)	B. Anilkumar
7	190045040	BOYA SUDARSDAN	I B.Com(CA)	B. Chandrabose
8	190045041	CHAKALI ANJNEYULU	I B.Com(CA)	B. Sudarshan
9	190045032	DASHETTY GOUTHAMI(W)	I B.Com(CA)	C. Anjneyulu
10	190045042	DAYALI HARI KRISHNA	I B.Com(CA)	D. Gouthami
11	190045043	DUDEKULA AJEED	I B.Com(CA)	D. Hari Krishna
12	190045044	ENUKOLLA AKHIL KUMAR	I B.Com(CA)	D. Ajeed
13	190045045	GATTU BHANU PRAKASH	I B.Com(CA)	F. Akhil Kumar
14	190045046	GOLLA RAJU	I B.Com(CA)	G. Bhanu Prakash
15	190045047	GUDA TEJA (W)	I B.Com(CA)	G. Raju
16	190045048	GUNTI ANVESH	I B.Com(CA)	G. Teja
17	190045049	JINKALA JAGADEESH	I B.Com(CA)	G. Anvesh
18	190045050	K CHENNAKESAVA	I B.Com(CA)	J. Jagadeesh
29	190045052	KANDLAPALLI NARASIMHULU	I B.Com(CA)	K. Chennakesava
20	190045053	KATTUBADI RAGHAVENDRA	I B.Com(CA)	K. Narasimhulu
21	190045054	KATTUBADI RAJESH	I B.Com(CA)	K. Raghavendra
22	190045055	MADIGA LINGAMAJAH	I B.Com(CA)	K. Rajesh
23	190045056	PABBATHI MEGHANA (W)	I B.Com(CA)	M. Lingamajah
24	190045057	PAPTHI MADHURI (W)	I B.Com(CA)	M. Meghana
25	190045058	PARNAPALLI HARI	I B.Com(CA)	P. Madhuri
26	190045059	PULLALAREVU MUTHYLAMMA(W)	I B.Com(CA)	P. Hari
27	190045060	PUTTA NITHIN KUMAR	I B.Com(CA)	P. Muthylamma
28	190045061	RAMAVATH HARIKRISHNA NAIK	I B.Com(CA)	P. Nithin Kumar
29	190045063	RANGAM RANGASWAMY	I B.Com(CA)	R. Harikrishna Naik
30	190045064	SAKE NANDINI (W)	I B.Com(CA)	R. Rangaswamy
31	190045065	SAKE NARAYANA SWAMY	I B.Com(CA)	S. NANDINI
32	190045066	SHAIK DADA KHALANDAR	I B.Com(CA)	S. Narayana Swamy
33	190045033	SHAIK FAREEDA (W)	I B.Com(CA)	S. DADA KHALANDAR
				S. Fareeda

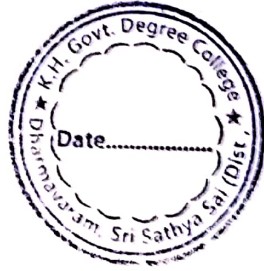


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34	190045034	SHAIK MUNNEERA (W)	I B.Com(CA)	S. Munneera
35	190045067	SIRIGINENI ARUNA JYOTHI (W)	I B.Com(CA)	S. Aruna Jyothi
36	190045068	SIRIYALA AMEER BASHA	I B.Com(CA)	S. Ameer Basha
37	190045069	THIRUVEEDHULA AMULYA (W)	I B.Com(CA)	T. Amulya
38	190045070	U CHANDRASEKHAR	I B.Com(CA)	U Chandrasekhar
39	190045073	URUMALA PRASANNAKUMARI(W)	I B.Com(CA)	U. Prasanna Kumari
40	190045071	VARIMADUGU BABU MOHAN	I B.Com(CA)	V. Babu Mohan
41	190045072	VEERANALA NAGARAJU	I B.Com(CA)	V. Nagaraju
42	190045062	RAMRAMPALLI PRAVEEN KUMAR	I B.Com(CA)	R. Praveen Kumar
43	190045051	KANDLAPALLI MURALI	I B.Com(CA)	K. Murali

T. P. S.



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Participants Feedback Form

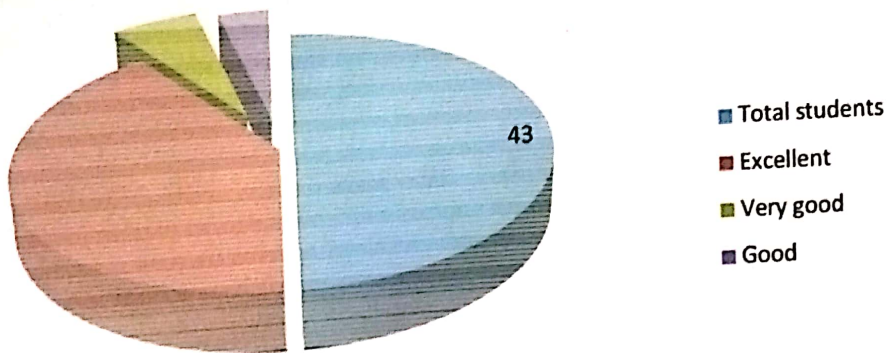
1. How would you rate the overall quality of the course content?
 - Excellent
 - Good
 - Average
 - Poor
2. How well did the course cover the essential topics in MS Office?
 - Excellent
 - Good
 - Average
 - Poor
3. How effectively did the course address the basics of the Internet and online tools?
 - Excellent
 - Good
 - Average
 - Poor
4. How would you rate the instructor's knowledge and expertise in the subject matter?
 - Excellent
 - Good
 - Average
 - Poor
5. How clear and understandable were the explanations and instructions provided during the course?
 - Excellent
 - Good
 - Average
 - Poor
6. How engaging and interactive was the course delivery?
 - Excellent
 - Good
 - Average
 - Poor
7. How useful were the course materials (e.g., handouts, slides, online resources)?
 - Excellent
 - Good
 - Average
 - Poor
8. How well did the course materials enhance your understanding of the subject?
 - Excellent
 - Good
 - Average
 - Poor

K.H GOVERNMENT DEGREE COLLEGE, DHARMAVARAM
MS-OFFICE AND ESSENTIALS OF INTERNET CERTIFICATE
COURSE(2018-2019)

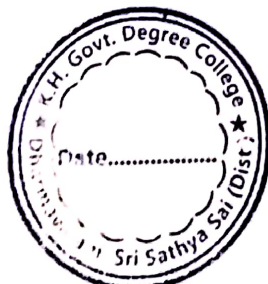
Participants Feedback Form

- **Total Students: 43**
- **Excellent: 35**
- **Very good: 05**
- **Good: 03**

Feedback Analysis



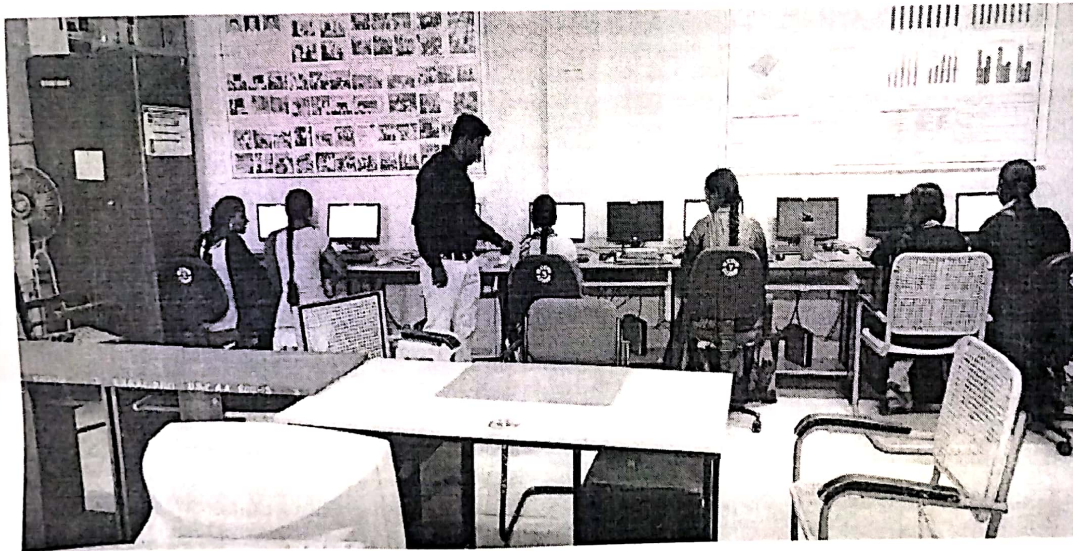
T. Raju



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Certificate course photos (2018-2019)



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K.H. Government Degree College
Dharmavaram
 Affiliated to Sri Krishnadevaraya University(SKU)Anantapuram
 Department of Computer Applications

Certificate of Participation

This is to certify that Mr./Miss./Mrs. _____
 studying _____ successfully completed **MS-OFFICE**
and Essentials of INTERNET Certificate Course organized by
 Department of Computer Applications, K.H. Govt Degree College,
 Dharmavaram held from _____ to _____



[Signature]
Coordinator

[Signature]
Principal
 K.H. Govt Degree College
 Dharmavaram - 515671