

Date: 26-11-2019

RESOLUTION

It is resolved that the department of Computer Science unanimously decided, to conduct a 45 days certificate course in computer basics for the final year B.sc., MPCs students of this college. The course schedule will be from 2nd of December, 2019 to 15th of January, 2020. After successful completion of course an examination should be conducted in the Computer Science laboratory for both theory & practical and distribution of certificates to the students. The course description and objectives along with syllabus are attached to this copy.


(N Ershad Hussain)

Computer Science Faculty
LECTURER IN

STSN Govt.DEGREE COLLEGE

KADIRI - 515 591

Date: 27.11.2019

27/11/2019
From
Department of Computer Science
STSN Govt Degree College
Kadiri-515 591
Anantapur (Dist)

To
The Principal
STSN Govt Degree College
Kadiri-515 591
Anantapur (Dist)

Subject: Request for Permission to Conduct Certificate Course in Computers –
MS Office -Reg.

Respected Madam,

I trust this letter finds you well. I am writing to seek permission to conduct a certificate course in Computers with a focus on Microsoft Office. As technology plays an increasingly crucial role in various professional domains, we believe that offering a specialized course in MS Office will greatly benefit to our students.

Course Details

Course Name: Basics in Computers-MS Office

Duration: 45 Days (02.12.2019 to 15.01.2020)

Group: III MPCs

Course Content:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Basics of Internet Usage

We kindly request your approval for the proposed certificate course. We are more than willing to provide any additional information or address any concerns you may have. Your support in this endeavor is highly valued, and we believe it will significantly enhance the educational offerings at STSN GDC, Kadiri.

Thank you for considering our request. We look forward to your positive response.

Permitted.

Chusana
Your's Sincerely,

LECTURER IN
STSN Govt.DEGREE COLLEGE
KADIRI - 515 591

CIRCULAR

27-11-2019

This is to inform that the Department of Computer Science is going to conduct a Certificate course in Basics in Computers-MS OFFICE to develop your skills in Computer Basics which is not covered in the regular syllabus. This course is designed to equip you with practical skills and knowledge that will not only complement your academic journey but also prepare you for the challenges of the modern world. In this regard enroll their names in the Department of Physics on or before 30.11.2019.


Department of Computer Science
LECTURER IN
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Group: III MPCs

Course Content:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Basics of Internet Usage

A Certificate course in MS Office

Department of Computer Science, STSN Government of Computer Science, Kadiri

Topics	:	Basics in Computers
Duration	:	45 days 2 nd December to 15 th January
Syllabus	:	1. Computer Fundamentals 2. MS Word 3. MS Excel 4. Ms PowerPoint 5. MS Access


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Course Description and objectives

Course Description:

The course introduces you to fundamental 'Computer Literacy' concepts. You will learn to use Windows 7 on the PC-compatible computers as well as MS Office 2013 which has the following applications: word processing program (MS Word), a spreadsheet program (MS Excel), a presentation program (MS PowerPoint) and Database (MS Access). Windows 7 will be used to illustrate operating system concepts and disk organization. This class is intended for students requiring 'hands-on' knowledge of computer applications. This class will be accepted as a prerequisite for all advanced applications classes listed under Computer Science and Computer Application.

Course Objectives:

- ✓ Give students an in-depth understanding of why computers are essential components in business, education and society.
- ✓ Introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software, the Internet, networking and mobile computing.
- ✓ Provide hands-on use of Microsoft Office 2013 applications Word, Excel, Access and PowerPoint. Completion of the assignments will result in MS Office applications knowledge and skills.
- ✓ Provide foundational or "computer literacy" curriculum that prepares students for life-long learning of computer concepts and skills.
- ✓ Completion of course fulfills pre-requisite to enroll in other computer science courses required for a certificate, or to qualify for high-demand employment.

Student learning outcome:

Upon completion of this course, the student will be able apply technical knowledge and perform specific technical skills, including:

- Describe the usage of computers and why computers are essential components in business and society.
- Utilize the Internet Web resources and evaluate on-line e-business system.
- Solve common business problems using appropriate Information Technology applications and systems.
- Identify categories of programs, system software and applications. Organize and work with files and folders.
- Describe various types of networks network standards and communication software.

STSN Govt Degree College, Kadiri
Department of Computer Science
Certificate Course Time Table

S.No	Date	Topic
1	02-12-2019	Course Objectives:
2	03-12-2019	Introduction to MS Office and its tools
3	04-12-2019	
4	05-12-2019	Creating Visiting cards, Letter heads and pamphlets in WORD
5	06-12-2019	
6	07-12-2019	
7	09-12-2019	Creating Tables and editing tables
8	10-12-2019	
9	11-12-2019	
10	12-12-2019	Creating graphs and its types & Mail Merge
11	13-12-2019	
12	14-12-2019	
13	16-12-2019	Creating table of data and calculations using formulas and functions in EXCEL
14	17-12-2019	
15	18-12-2019	
16	19-12-2019	Creating graphs and auto format
17	20-12-2019	
18	21-12-2019	Sorting of data, letter heads, page settings
19	23-12-2019	
20	24-12-2019	
21	27-12-2019	Creating macros
22	28-12-2019	
23	30-12-2019	Creating Simple presentations using PowerPoint
24	31-12-2019	
25	02-01-2020	
26	03-01-2020	Manual effects and special effects
27	04-01-2020	
28	06-01-2020	
29	07-01-2020	Auto content wizard
30	08-01-2020	
31	09-01-2020	
32	10-01-2020	Custom animations and making video with ppts
33	11-01-2020	
34	13-01-2020	
35	14-01-2020	Examination
36	15-01-2020	Valedictory Function

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LECTURER IN ..Computer..
STSN Govt.DEGREE COLLEGE
KADIRI - 515 591

STSN Government Degree College
Department of Computer Science
List of students participated in Certificate course

Sl.No.	Name of the Candidate	Group	Year	Semester	Remarks
1	B Anik Kumar	B.Sc	Final	VI	
2	K Ismail	B.Sc	Final	VI	
3	S Reddi Sekhar	B.Sc	Final	VI	
4	N Venkatesh Naidu	B.Sc	Final	VI	
5	P Dawood	B.Sc	Final	VI	
6	K Amarnath	B.Sc	Final	VI	
7	M Israyal	B.Sc	Final	VI	
8	K Jyothi	B.Sc	Final	VI	
9	M Mounika	B.Sc	Final	VI	
10	C Haripriya	B.Sc	Final	VI	
11	G Harathi	B.Sc	Final	VI	
12	B Soundarya	B.Sc	Final	VI	
13	C Janaki	B.Sc	Final	VI	
14	K Gayathri	B.Sc	Final	VI	
15	P Seshadri	B.Sc	Final	VI	
16	B Praveen Kumar	B.Sc	Final	VI	
17	D Suresh	B.Sc	Final	VI	
18	S Mohan Reddy	B.Sc	Final	VI	
19	C Mahesh	B.Sc	Final	VI	
20	G Hari prasad	B.Sc	Final	VI	


(N Ershad Hussain)

Computer Science Faculty
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STSN Government Degree College, Kadiri
Department of Computer Science

Academic Year: 2019-20

Certificate Course: Basics in Computers-MS Office

Student Attendance Statement from 02.12.2019 to 15.01.2020

S.No	Name of the Student	2	3	4	5	6	7	9	10	11	12	13	14	16	17	18	19	20	21	25	24	27	28	30	31	2	3	4	6	7	8	9	10	11	13	14	15	Tot Days
1	B Anik Kumar	/	/	a	/	/	/	/	a	/	/	a	/	/	/	/	/	a	/	/	/	/	/	/	a	/	/	/	/	a	/	/	/	a	/	/	/	29
2	K Ismail	/	/	/	a	/	/	/	/	a	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	32
3	S Reddi Sekhar	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	35
4	N Venkatesh Naidu	/	a	a	/	/	/	/	/	a	/	/	/	/	/	a	/	a	/	/	/	/	/	/	/	a	/	/	/	/	a	/	/	/	/	/	/	29
5	P Dawood	/	/	a	a	/	a	/	a	/	/	/	/	/	/	/	/	a	a	a	/	/	/	/	/	e	/	/	/	/	/	/	a	/	/	/	27	
6	K Amarnath	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	a	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	a	/	/	/	/	32
7	M Israyal	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	36
8	K Jyothi	/	a	a	/	/	/	/	a	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	a	/	/	/	/	31
9	M Mounika	/	a	a	/	/	/	/	a	/	a	/	/	/	/	/	/	/	a	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	a	/	/	28
10	C Haripriya	/	/	/	/	/	/	e	/	/	/	a	a	/	a	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	a	/	/	30
11	G Harathi	/	/	a	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	a	/	32
12	B Soundarya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	36
13	C Janaki	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	35
14	K Gayathri	/	a	/	/	a	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	31
15	P Seshadri	/	/	a	a	a	/	/	/	/	/	/	/	/	e	/	/	/	/	/	/	/	/	/	a	a	/	/	/	/	a	/	/	/	/	/	/	28
16	B Praveen Kumar	/	/	/	/	/	a	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	a	/	/	a	/	/	/	/	a	/	/	/	/	31
17	D Suresh	/	a	/	a	/	/	a	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	a	/	/	28
18	S Mohan Reddy	/	a	/	/	a	a	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	a	/	/	/	a	/	/	/	/	/	a	/	/	28
19	C Mahesh	/	/	/	/	a	/	a	/	a	/	/	/	/	a	/	/	/	/	/	/	/	/	/	a	a	/	a	/	/	/	/	/	/	/	/	/	28
20	G Hari prasad	/	/	/	a	/	a	/	a	/	a	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	a	/	/	/	28

Chavara



STSN Government Degree College

Department of Computer Science

(In association with JKC)

NH 45, Saidapuram, Kadiri - 515591



CERTIFICATE OF COURSE COMPLETION

This is to certify that Mr/Miss/ _____ has successfully completed 45 days Certificate course in the Department of Computer Science and has been awarded _____ division on the _____ day of _____ in the year _____. He/she is conferred the following award.

Authorized Signatory

LECTURER IN
STSN Govt. DEGREE COLLEGE
KADIRI - 515 591

Principal

Certificate Course Completion



STSN Government Degree College
Department of Computer Science
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11	G Harathi	B.Sc	Final	VI	Certificate Issued
12	B Soundarya	B.Sc	Final	VI	Certificate Issued
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