

Certificate course on MS-OFFICE

Date 20.01.2017

Certificate Course "**MS-Office**" Organized by Department of Commerce is inaugurated by the Principal Dr.Ch.Tirupathi Rao. In This regard IQQC Co-ordinator Sri NHK Hari, HOD of Commerce Sri M.Duryodhana Rao. The Principal explained about the Importance of MS-Office Course. Course Co-Ordinator Sri B.Hemaraju explain the importance and objectives of the Ms-Office Course. The other faculty members Sri L.Malleswara Rao, A.Pallavi, P.V Satyanarayana, Ch,Ramababu involved in this programme.

Principal	Dr.Ch.Tirupathi Rao
IQAC Co-Ordinator	Sri NHK Hari
HOD of Commerce	Sri M.Duryodhana Rao
Course Co-Ordinator	Sri B.Hemaraju
Staff members	
1. Sri L.Malleswara Rao	
2. Smt A.Pallavi	
3.Sri Ch.Rambabu	
4.Sri PV Satyanarayana	

Name of The Certificate Course: MS-OFFICE

Objectives :

- To Give the knowledge with the Knowledge with the use of Ms-word,Excel,Powerpoint
- Preparation of documents
- Preparation of Tables
- Preparation of Mail Merge
- Preparation of Spreadsheets, Students Marks Sheet, Employee Pay roll systems etc...
- Create animations
- Create Slides, Charts
- Create presentations

Specification of the Course

- Syllabus framing
- Class work
- Assessments
- Study material
- Feedback from the students
- Certification

Course Format

Sno	Date	Name of the Topic	Resource Person	No.of students Attended
1	20.01.2017	Interduction to msword	B.Hemaraju	15
2	21.01.2017	Edit,View,print Documents	B.Hemaraju	15
3	23.01.2017	Spelling & Grammer	B.Hemaraju	15
4	24.01.2017	Table Creation	B.Hemaraju	13
5	25.01.2017	Mail Merge	B.Hemaraju	15
6	27.01.2017	Printing Documents	B.Hemaraju	15
7	28.01.2017	Interduction Excel	B.Hemaraju	15
8	30.01.2017	Autofill command	B.Hemaraju	14
9	31.01.2017	Function in Excel	B.Hemaraju	14
10	01.02.2017	Change rowheigth& Column width	B.Hemaraju	15
11	02.02.2017	Charts	B.Hemaraju	15
12	03.02.2017	Macro in Excel	B.Hemaraju	14
13	04.02.2017	Preparation of Students Marks	B.Hemaraju	15
14	06.02.2017	Preparation of Employee salary report	B.Hemaraju	14
15	07.02.2017	Interduction to powerpoint	B.Hemaraju	14
16	08.02.2017	Slideshow	B.Hemaraju	15
17	10.02.2017	Custom Animations	B.Hemaraju	14
18	13.02.2017	Interduction to Ms access	B.Hemaraju	13
19	14.02.2017	Create Tables	B.Hemaraju	12
20	17.02.2017	Create Forms,Reports etc...	B.Hemaraju	

Students Registration

Sno	Name of the Student	Group
1	A.Prasad	III B.Com
2	A.Uma Kumari	III B.Com
3	B/Prudhevi	III B.Com
4	B.NagaRaju	III B.Com
5	B.Pavan Kumar	III B.Com
6	Ch.Manmadha Rao	III B.Com
7	D.Bhavani	III B.Com
8	D.Prasanth	III B.Com
9	G.Koteswari	III B.Com
10	G.Divya	III B.Com
11	K.Sowjanya	III B.Com
12	L.Swathi	III B.Com
13	M.Sunil Kumar	III B.Com
14	P.Rani	III B.Com
15	R.Shanumuka Rao	III B.Com

ASSESSMENT

Sno	Name of the Student	Group	Assessment1	Assessment 2	Average	Grade
1	A.Prasad	III B.Com	20	20	20	A
2	A.Uma Kumari	III B.Com	19	20	19.5	A
3	B/Prudhevi	III B.Com	20	20	20	A
4	B.NagaRaju	III B.Com	18	18	18	B
5	B.Pavan Kumar	III B.Com	18	17	17.5	B
6	Ch.Manmadha Rao	III B.Com	16	18	17	B
7	D.Bhavani	III B.Com	20	20	20	A
8	D.Prasanth	III B.Com	18	18	18	B
9	G.Koteswari	III B.Com	18	16	17	B
10	G.Divya	III B.Com	20	20	20	A
11	K.Sowjanya	III B.Com	16	16	16	C
12	L.Swathi	III B.Com	18	18	8	B
13	M.Sunil Kumar	III B.Com	20	19	19.5	A
14	P.Rani	III B.Com	20	20	20	A
15	R.Shanumuka Rao	III B.Com	18	16	17	B

Certificate Ceremony

Venue :	Principal Chamber Government Degree College, Tekkali
Chaired By :	Dr Ch.Tirupath Rao, Principal
Organised by :	Department of Commerce
IQAC Coordinator :	Sri NHK Hari, Lect in Zoology
Course Coordinator :	Sri B.Hemaraju, Lect in Computer Applications
HOD, Commerce :	Sri M.Duryodhana Rao. Lect in Commerce

Members Attended :

1. Sri L.Malleswara Rao
2. Smt A.Pallavi
3. Sri Ch.Rambabu
4. Sri PV Satyanarayana

Certificate

GOVERNMENT DEGREE COLLEGE- TEKKALI

DEPARTMENT OF COMMERCE

ACCREDITED 'B' GRADE BY NAAC



CERTIFICATE

This is Certify Mr/Miss A.Uma Kumari Government Degree college, Tekkali has Participated in the Certificate course On " MS-OFFICE", sponsored by Govt.Degree College Tekkali and Organized by Department of Commerce, Tekkali On 20-01-2017 to 18-02-2017.

Sri B.Hemaraju

Course Coordinator

Sri M.Duryodhana Rao

HOD of Commerce

Sri NHK Hari

IQAC Coordinator

Dr.Ch.Tirupathi Rao

Principal

1

Certificate Course on
"MS-office"

2016-2017

Certificate Course on "M.S Office"

Date 20-01-17

Certificate Course on "M.S Office" organised by Department of Commerce is inaugurated by the principal Dr. Ch. Tirupathi Rao. In this regard ZPAC Co-ordinators N.H.K. Hari, HOD of Commerce Sri. M. Duryodhana Rao the principal explained about the importance of M.S Office course. Sri. B. Hema Raju Course co-ordinator explain the importance and objective of the M.S Office course. The other faculty members Sri. L. Malleswara Rao Sri. A. Pallavi, P.V. Satyanarayana, Ch. Ramababu involved in this programme.

1. Dr. Ch. Tirupathi Rao
Principal.
2. Sri. M. Duryodhana Rao
HOD, Commerce.
3. B. Hema Raju
Course - co-ordinator
4. A. Pallavi
Lect. in Commerce
5. P.V. Satyanarayana
Lect. in Chemistry.

1. Name of The Certificate course : MS - Office

2. Objectives :

- (1) To Give The Knowledge with The Use of MS-Word, MS-Excel, MS-Powerpoint
- (2) Preparation of Documents
- (3) Preparation of Tables, Charts etc..
- (4) Create, Edit, Print and Save Documents
- (5) Add header and Footer
- (6) Use of Spelling & Grammar
- (7) Preparation of Students Marks Sheet
- (8) Preparation of Employee basic Salary Report
- (9) Preparation of Slides Presentations
- (10) Create Animations.

3. Specifications of The Course :

- (1) Syllabus Framing
- (2) Classwork
- (3) Assessment / Evaluation
- (4) Study Material
- (5) Feedback from The Students
- (6) Systems
- (7) Certification.

COURSE FORMAT

SNO	Date	Name of The Topic	Resource Person Name	Sign	No. of students Attended	Remarks
01	20-01-17	Introduction to ms word Features of ms word	B. Hemaraju Lect. in Computer App	BuRaju	15	
02	21-01-17	Edit, View, print Documents Format Text	B. Hemaraju Lect. in. Computer App	BuRaju	15	
03	23-01-17	Insert picture, objects Spelling and Grammar	B. Hemaraju Lect. in. Comp. Appl	BuRaju	15	
04	24-01-17	Table creation Macro	B. Hemaraju Lect. in. Comp Appl			
05	25-01-17	Mail merge Templates	B. Hemaraju Lect. in. Comp. Appl	BuRaju	13	
06	27-01-17	Printing Documents Preparation visiting card Create Wedding cards Prepare Timetable etc...	B. Hemaraju Lect. in. Comp. Appl	BuRaju	15	
07	28-01-17	Introduction to Excel Features of Excel	B. Hemaraju Lect. in. Computer App	BuRaju	14	
08	30-01-17	Spread Sheet AutoFill, Auto correct	B. Hemaraju Lect. in. Computer Appl	BuRaju	15	

Registration Proforma

SNO	Name of The student	Group	Course Fee	Signature of The student
1	A. Prasad	III B.com	Free	A. Prasad
2	A. Umakumari	III B.com	"	A. Umakumari
3	B. Prudhvee	III B.com	"	B. Prudhvee
4	B. Naga Raju	IV B.com	"	B. Naga Raju
5	B. Pavan Kumar	III B.com	"	B. Pavan Kumar
6	Ch. Manmadha Rao	IV B.com	"	Ch. Manmadha Rao
7	D. Bhavani	IV B.com	"	D. Bhavani
8	D. Prasanth	III B.com	"	D. Prasanth
9	G. Koteswari	IV B.com	"	G. Koteswari
10	G. Divya	III B.com	"	G. Divya
11	K. Sowjanya	III B.com	"	K. Sowjanya
12	L. Swathi	IV B.com	"	L. Swathi
13	M. Sunil Kumar	IV B.com	"	M. Sunil Kumar
14	P. Rani	III B.com	"	P. Rani
15	R. Shanmukha Rao	IV B.com	"	R. Shanmukha Rao

SNO	Name of The Student	Group	Assessment1	Assessment2	Average	Grade	Remarks
1	A. Prasad	III B.com (voc)	20	20	20	A	
2	A. Umakumari	III B.com (voc)	19	20	19.5	A	
3	Badagala Prudhvee	III B.com (voc)	20	20	20	A	
4	B. NagaRaju	III B.com (voc)	18	18	18	B	
5	B. PavanKumar	III B.com (voc)	18	17	17.5	B	
6	Ch. Menmadha Rao	III B.com (voc)	16	18	17	B	
7	D. Bhavani	III B.com (voc)	20	20	20	A	
8	D. Pravarthi	III B.com (voc)	18	18	18	B	
9	G. Koteswari	III B.com (voc)	18	16	17	B	
10	G. Divya	III B.com (voc)	20	20	20	A	
11	K. Sowjanya	III B.com (voc)	16	16	16	C	
12	L. Swathi	III B.com (voc)	18	18	18	B	
13	M. S. S. S.	III B.com (voc)	20	20	20	A	

Certificate Distribution Ceremony

14

Venue : Principal Chamber
Govt. Degree College, Tekkali

Chaired by : Dr. Ch. Tirupathi Rao
Principal

Organized by : Department of Commerce

Course Co-ordinator : Sri B. Hema Raju
Lect. in Computer Appl

IQAC Co-ordinator : Sri NTR Hari
Lect. in Zoology

HOD, Commerce : Sri M. Duryodhana Rao
Lect. in Commerce

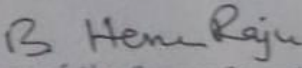
Members Attended

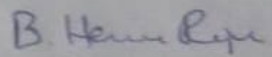
1. Ch. Rambabu, Lect. in Physics
2. A. Pallavi, Lect. in Commerce
3. P.V. Satyanarayana, Lect. in Chemistry
4. J. Mallewarao Rao, Lect. in Commerce

Government Degree College-Tekkali

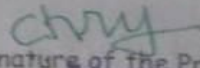
Requisition for the approval of Certificate Course

1. Department : Commerce
2. Title of Certificate Course: MS-OFFICE
3. Name of the Course Co-Ordinator: Sri B.Hemaraju,
Lect. in Computer Application
4. Course Code:03-COM-2017
5. Objective of the Course:
 - ✓ To Know how to use the most common Ms-Office Programs.
 - ✓ To be able to create Documents.
 - ✓ View, save, Print Documents.
 - ✓ Create visiting cards, wedding Cards, Advertisements, Paper publications.
 - ✓ Preparation of Employee Payroll, students marks , Time table etc..
 - ✓ Preparation of Mail merge.
 - ✓ Preparation of Charts, Graphs
 - ✓ Creating Presentations
 - ✓ Create Tables, Reports, Forms etc..
6. Duration of the Course : 30 Days
7. Date of Commencement of the Course:20-01-2017
8. Course fee: free


Signature of the Course Co-ordinator


Signature of the Dept.In-Charge

Principal Remarks


Signature of the Principal
Govt. Degree College,
Tekkali - 532 303

THANK YOU