REQUEST LETTER TO THE PRINCIPAL

08/09/23.

Madanapalle.

TO

The Principal,

GDC (W),

Madanapalle.

Sub: Requesting permission to conduct Certificate Course to Non Computer Students Program on "MS-Office Software "regarding. (30 days)

Respected Madam,

I am writing this letter to request permission to conduct Certificate Course to Non Computer Students Program on "MS-Office Software". Department of Computer is going to organize this program on 11/09/23. This program certainly helps students to understand the basics of computer usage. So kindly give permission to conduct the program.

Thanking you Madam,

Yours Faithfully,

N.NAGAMANI.

Guest Lecturer in Computer Applications.

CIRCULAR

CIRCULAR

08/09/23.

MADANAPALLE.

Departments of Computers is going to organize Certificate Course to B.A, B.Sc and B.Com (general) on "MS-Office Software" of our college students to improve their computer skills. So those who are interested in this program please give your names in computer department.

Signature.

N.NAGAMANI.

1) B.Sc (BZC) .B Anupoorna

III (B.Com)

N. Sriden
G. Kusuma Priya

DEPARTMENT OF COMPUTERS
INAGURAL FUNCTION OF CERTIFICATE COURSE

DATE: 13-9-2023.

PROGRAMME

Prayer : Lakshmidevi&group

Welcome address : N.Nagamani

Introduction of the Chief Guest : T.Kullayappa

Presidential Remarks : N.Nagamani

Address by Chief Guest : Dr R.Krishnaveni (Principal)

Presentation of Course design and Content: N.Nagamani
                                                                          T.Kullayappa

Vote of Thanks : N.Nagamani

GOVERNMENT DEGREE COLLEGE (W), MADANAPALLE, ANNAMAYYA (DIST).

DEPARTMENT OF COMPUTERS

<u>MS-OFFICE SYLLABUS</u>

In this certificate course we focus on fundamentals of MS-OFFICE. The students will gain the knowledge and understand that how to prepare documents, ppts and excel sheets by using MS-OFFICE.

*MS-WORD

- **Creating a Document**
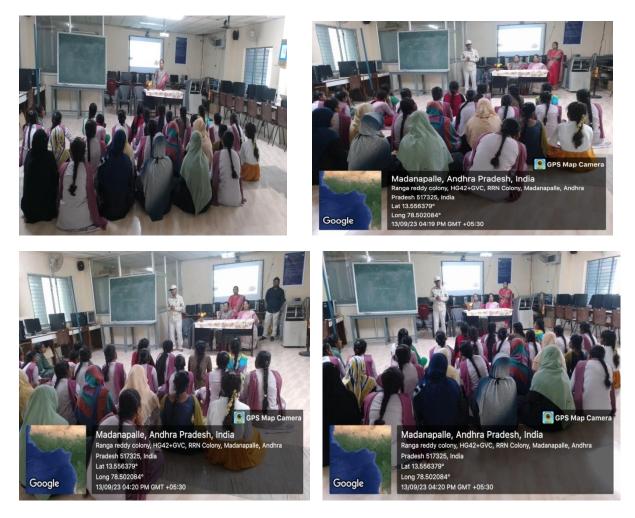- **Short cut keys**
- **Using Bullets in Document**
- **Text coloring**

*MS –POWER POINT

- **Creating power point presentation**
- **Short Cut Keys**
- **Slide shows menus**

*MS-Excel

- **Advantages of Excel sheet**
- **Creation of Excel sheet**
- **Wrapping text in cell**

INAGURATION   OF THE PROGRAM

INAGURATION FUNCTIONOF MS-OFFICE CERTIFICATE COURSE

ATTENDACE SHEET

GOVERNMENT DEGREE COLLEGE FOR WOMEN, MADANAPALLE, ANNAMAYYA(DIS).

ATTENDANCE SHEET FOR MS OFFICE CERTIFICATE COURSE(2023)

S.NO	NAME OF THE STUDENT	COURSE
1	P PRERANA RAWAL	B.Sc(comp)
2	S KANCHANA	B.Sc(comp)
3	C LAKSHMI DEVI	B.Sc(comp)
4	A MAMATHA	B.Sc(comp)
5	B NAVYA SRI	B.Sc(comp)
6	M PUSHPAVATHI	B.Sc(comp)
7	R SANIYA	B.Sc(comp)
8	G SRAVANI	B.Sc(comp)
9	C SWATHI	B.Sc(comp)
10	SANIYA MISBA	B.Sc(comp)
11	G MUKEEBA KOUSAR	B.Sc(zoo)
12	S G LIKHITHA	B.Sc(zoo)
13	M ABEEDA	B.Sc(zoo)
14	KOMALA	B.Sc(zoo)
15	A MALIKA	B.Sc(zoo)
...	...	B.Sc(zoo)
...	...	B.A(HIS)
19	S SANIA	B.A(HIS)
20	S SANIYA	B.A(HIS)
21	M JAYANTHI	B.Sc(CBH)
22	...	B.Sc(BZC)
...	...	B.Sc(CBH)
24	S NAFEESA	II B.A(HUP)
25	SHAIK AMEENA	I B.A(PS)
26	D KUBRA	I B.A(PS)
27	SHAIK JAVERIYA	I B.A(PS)
28	SHAIK ASHIFA	B.Sc(zoo)
29	C Sneha	B.Sc(COMP)
30	S.G.Mehthabunnisa	B.Sc(BZC)

GOVERNMENT DEGREE COLLEGE FOR WOMEN,MADANAPALLE,ANNAMAYYA(DIS).

ATTENDANCE SHEET FOR MS OFFICE CERTIFICATE COURSE(2023)

S.NO	NAME OF THE STUDENT	COURSE
1	P.PRERANA RAWAL	B.Sc(comp)
2	S.KANCHANA	B.Sc(comp)
3	C.LAKSHMI DEVI	B.Sc(comp)
4	A.MAMATHA	B.Sc(comp)
5	B.NAVYA SRI	B.Sc(comp)
6	M.PUSHPAVATHI	B.Sc(comp)
7	R.SANIYA	B.Sc(comp)
8	G.SRAVANI	B.Sc(comp)
9	C.SWATHI	B.Sc(comp)
10	SANIYA MISBA	B.Sc(comp)
11	G.MUNEEBA KOUSAR	B.Sc(zoo)
12	S.GUNNITHA	B.Sc(zoo)
13	M.ABEEDA	B.Sc(zoo)
14	KOMALA	B.Sc(zoo)
15	A.MALIHA	B.Sc(zoo)
		B.Sc(zoo)
		B.Sc(zoo)
19	S.SAJNA	B.A(HIS)
20	S.SANIYA	B.A(HIS)
21	M.JAYANTHI	B.Sc(CBH)
		B.Sc(CBH)
		B.Sc(BZC)
24	S.NAFEESA	B.Sc(CBH)
25	SHAIK AMEENA	II B.A(HUP)
26	D.KUBRA	I B.A(PS)
27	SHAIK JAVERIYA	I B.A(PS)
28	SHAIK ASHIFA	I B.A(PS)
29	C.Sneha	B.Sc(zoo)
30	S.G.Mehthabunnisa	B.Sc(COMP)
		B.Sc(BZC)

DEPARTMENT OF COMPUTERS
VALIDECTORY FUNCTION OF CERTIFICATE COURSE

DATE: 20-11-2023.

<u>PROGRAMME</u>

Prayer   : **S.Kanchana&group**

Welcome address   :   **N.Nagamani**

Introduction of the Chief Guest   :   **T.Kullayappa**

Presidential Remarks   :   **N.Nagamani**

Address by Chief Guest   : **Dr R.Krishnaveni (Principal)**

Sharing of experiences by the students: 1. **G.Muneeba Kousar**
                                    2.**S.Javeriya**
                                    3.**C.Sneha**

Distribution of Certificates to the students

GOVERNMENT DEGREE COLLEGE (W), MADANAPALLE, ANNAMAYYA (DIST).

DEPARTMENT OF COMPUTERS

BRIFE REPORT ON CERTIFICATE COURSE.

This certificate course is very helpful for non-computer students in this

course they know fundamental of MS-OFFICE. The department of computers organized30days course for 50 non-computer students in our college from

13-9-23 to17-11-23

OUTCOMES OF THE PROGRAMME:

The students have learnt about the importance of Computer from this Course. The students practiced in lab very enthusiastically with zeal to learn .Students know how to prepare Documents, Slides and Excel sheets

![Government Degree College emblem]

Government Degree College(w), Madanapalle

Certificate for Completion of MS-Office

This is to certify that C.Lakshmi Devi, student of B.A/B.COM/B.SC course in GDC(W) Madanapalle has Successfully completed her MS-Office Certificate course organised by the Department of Computers from 13-09-2023 to 17-11-2023..

N.NAGAMANI
Lecturer in Computer Applications

Principal
Dr. R. Krishnaveni
GDC(W), Madanapalle

Made for free with Certify'em

![Government Degree College emblem]

Government Degree College(w), Madanapalle

Certificate for Completion of MS-Office

This is to certify that Sibyala kanchana, student of B.A/B.COM/B.SC course in GDC(W) Madanapalle has Successfully completed her MS-Office Certificate course organised by the Department of Computers from 13-09-2023 to 17-11-2023..

N.NAGAMANI
Lecturer in Computer Applications

Principal
Dr. R. Krishnaveni
GDC(W), Madanapalle

Made for free with Certify'em

FEEDBACK FROM STUDENTS

Certificate Course Feedback from students

S.No	Useful	Informative	Good	Satisfactory	Signature of the Student
1.			✓		
2.		✓			P. Prerana Rawal
3.				✓	S. Kanchana
4.	✓				L. Lakshmi devi
5.					A. Mamatha
6.				✓	S.G. Mehtabunnixa.
7.				✓	B. Navyasree
8.			✓		A. Matha
9.			✓		S. Parveen
10.				✓	G. Mureeba kousar
11.			✓		G. Sravani
12.	✓				C. Swathi
13.			✓		C. Sneha
14.		✓			A. Poojitha
15.			✓		M. Harshini
16.		✓			S. Saniya
17.			✓	✓	A. Malika
18.				✓	S. Aisya
19.			✓		S. Kousar
20.		✓			S. Anjum
21.		✓			G. Likitha.
			✓		M. Jayanthi

VALEDITION PROGRAM

Valedictory of MS-OFFICE CERTIFICATE COURSE conducted on 20/11/23