

2020 - 21

25

Certificate Course in PGDCA

Department :- Computers

Duration :- 30 days

Teacher Name :- Dr. S. Saravani

Time :- 29/12/20

M. Sravani

Venue :- Lab Computers

Lectured in Computers

Circular

Date :- 29/01/21

All the final year Students of Bsc are here by informed that, the Department of Computer science & Application is pleased to announce that dept is conducting a certificate Course in PGDCA from 14/12/2020 to 31/1/2021 Hence the final year Students are requested to enroll your names smt. M. Saravani, Lecture in Computers before 14/12/2020. The classes will be held in Computer lab from to in the above mentioned date.

Y. Rajasekar

PRINCIPAL
S.R. Govt, Degree College
PUNGANUR-517247
Chittoor District

Lecture in Charge

Objective :-

The course is designed with an Objective to

- * Discuss about computers and their applications.
- * Explain the concept of various number systems.
- * Explain fundamental concepts of computer hardware and software.
- * Discuss the various operating system environments.
- * Introduce the various features of Microsoft office.

Learning Outcome :-

On completion of the course, students will be able to

- * Identify computer hardware and peripheral devices.
- * Differentiate various number systems.
- * Distinguish the advantages and disadvantages of various operating systems.
- * Use Microsoft office suite.

Syllabus

Unit - I

Brief History of Development of Computers, Computer System Concepts, Computer System Characteristics, Capabilities and Limitations, Types of Computers, Basic Components of A Computer System - Control Unit, Input/Output functions and Characteristics, Memory RAM, ROM, EPROM, PROM and other types of Memory.

Unit - II

Advanced Features of Ms-Word :- Spell check, Thesaurus, Find & Replace, Headers & Footers, Inserting - page numbers, pictures, files, Auto texts, symbols etc., working with Columns, Tabs & Indents, Creation & working with Tables including Conversion to and from text, Margins & space management on Document, Adding Reference and Graphics, Mail Merge, Envelops & Mailing labels.

Unit - III

MS Excel :- Introduction and area of use, Working with MS Excel, Toolbars, Menus and keyboard shortcuts, concept of workbook & worksheets using wizards, various Data Types, using different features with Data, Cell and Texts, Inserting, Removing & Resizing of Columns & Rows, working with Data & Ranges, Different views of worksheets, Column Freezing, labels Hiding, Splitting etc.,

Unit - IV

Advanced Features of MS Excel :- Multiple worksheets, concept, creating and using Multiple worksheets; use of formulas, Calculations & Functions various types of functions, Cell Referencing, Absolute and Relative Address working with Different Chart Types, chart wizard, Printing of workbook, worksheets with various options, Database; creation, sorting query and filtering a Database; creating and using Macros;

Unit - 5

MS Power Point :- Introduction & Area of use, working with MS Power point, creating a new presentation, working with presentation, using wizards slides & its different views, inserting, deleting and copying of slides; working with notes, handouts.

Coverage of Syllabus

Time Schedule

S. No	Date	Topic Covered	Signature
	29/1/2021	History of computers	Ø
	30/1/2021	Types of computers	Ø
	1/2/2021	Block diagram of computers	Ø
	2/2/2021	Memories, its types	Ø
	3/2/2021	I/O devices	Ø
	5/2/2021	Introducing to MS word	Ø
	6/2/2021	Headers & footers	Ø
	7/2/2021	creation & working with tables	Ø
	8/2/2021	Mail merge	Ø
	9/2/2021	How to create a document	Ø

12/2/2021	Introducing MSXL	✓
14/2/2021	Working with MSXL, Tool bars, Menus & Shortcuts	✓
15/2/2021	Concept of Workbook & Work sheets, Using Wizards.	✓
16/2/2021	Various data types	✓
17/2/2021	different views of work sheets	✓
19/2/2021	Graphs, pie-chart	✓
20/2/2021	Advanced features of MSXL	✓
21/2/2021	Multiple worksheets	✓
22/2/2021	Various types of functions	✓
23/2/2021	Different types of charts	✓
24/2/2021	Chart wizard	✓
26/2/2021	printing of works & book sheets	✓
27/2/2021	Database creation, Sorting, query & filtering database	✓
28/2/2021	Creating & using Macros	
1/3/2021	Introducing to MS powerpoint	✓
3/3/2021	Creating a presentation	

5/3/2021	working with presentation, using wizards.	Ø
6/3/2021	slides & its different views, inserting, deleting & copying of slides	Ø
7/3/2021	working with notes & Handouts	Ø
8/3/2021	Revision for all units	Ø

Rajasekar
PRINCIPAL
S.R. Govt. Degree College
PUNGANUR-517247
Chittoor District

2021 - 22

31

Certificate Course in PGDCA

Department :- Computers

Duration :- 30 days

Teacher Name :- Dr. S. Saravani

Time :- 9.00 to 10.00 pm

M. Sravani

Venue :- Lab Computers

Lecturer in Computers

Circular

Date :- 29/01/21

All the final year students of Bsc are here by informed that, the Departments of Computer Science & Application is pleased to announce that dept is conducting a Certificate Course in PGDCA from 15/12/2021 to 31/1/2022 hence the final year students are requested to Enroll your names Smt. M. Sravani, Lecture in Computers before 15/12/2021. The classes will be held in Computer lab from 29/1/21 to 8/3/22 in the above mentioned date.

Y. Rajasekar

PRINCIPAL

S.R. Govt, Degree College
PUNGANUR-517247
Chittoor District

M. S.
Lecture in Charge

Objective :-

The Course is designed with an objective to

- * Discuss about Computers and their Applications.
- * Explain the Concept of various number systems.
- * Explain Fundamental Concepts of Computer hardware and software.
- * Discuss the various Operating System environments.
- * Introduce the various features of Microsoft office.

Learning outcome :-

On Completion of the Course, students will be able to

- * Identify Computer hardware and peripheral devices.
- * Differentiate various number systems.
- * Distinguish the Advantages and disadvantages of various Operating Systems.
- * Use Microsoft Office suite.

Syllabus :

Unit - I

Brief history of Development of Computers, Computer System Concepts, Computer system characteristics, Capabilities and limitations, Types of Computers, Basic Components of A Computer System - Control unit, Input/Output functions and characteristics, Memory RAM, ROM, EPROM, PROM and other types of memory.

Unit - II

Advanced features of Ms-word :- spell check, Thesaurus, Find & Replace, Headers & Footers, Inserting - page numbers, pictures, files, Auto texts, Symbols etc., working with columns Tabs & Indents, Creation & working with Tables including Conversion to and from text, Margins & space management in Document, Adding References and Graphics, Mail Merge, Envelopes & Mailing labels.

Unit - III

Ms Excel :- Introduction and area of use, worksheets, with Ms Excel, Toolbars, Menus and keyboard shortcuts, Concepts of workbook & worksheet using wizards, Various Data Types, Using different features with Data, Cell and Texts, Inserting, Removing & Resizing of columns & rows, working with Data & Ranges, Different views of worksheets, column freezing, labels hiding, splitting etc.

Unit - IV

Advanced Features of Ms Excel :- Multiple worksheets; Concept, Creating and using Multiple worksheets; use of formulas, Calculations & Functions various types of functions, Cell References, Absolute and Relative Address working with Different Chart Types, chart wizard, Printing of workbook, worksheets with various options, Database; creation, sorting, query and Filtering a Database; creating and using macros.

Unit - V











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MS Power Point :- Introduction & Area of use, working with MS Power point, Creating a new presentation, working with presentation, using wizards slides & its different views, Inserting, Deleting and Copying of slides; working with notes, Handouts.

Coverage of Syllabus

Time Schedule

Unit - V

S. No	Date	Topic Covered	Signature
	29/1/2022	HISTORY of computers	
	31/1/2022	Types of computers	
	1/2/2022	Block diagram of computers.	
	2/2/2022	Memories & its types	
	3/2/2022	I/O devices	
	4/2/2022	Introducing to MS word	
	7/2/2022	Headers & footers	
	8/2/2022	creation & working with tables	
	9/2/2022	Mail merge	
	10/2/2022	How to create a document	

12/2/2022	Introducing MSXL	✓
14/2/2022	working with MSXL, Tool bars, Menus & shortcuts	✓
15/2/2022	concept. of workbook & work sheets, using wizards	✓
16/2/2022	Various data types 1	✓
17/2/2022	Different views of work sheets	✓
18/2/2022	Graphs, pie-chart	✓
19/2/2022	Advanced features of MSXL introduction	✓
21/2/2022	Multiple work sheets	✓
22/2/2022	Various types of functions	✓
23/2/2022	Different types of charts	✓
24/2/2022	Chart wizard.	✓
26/2/2022	Printing of work & book sheets	✓
28/2/2022	Database creation, sorting, query & filtering database	✓
1 12/2022	creating & using Macros	
2 13/2022	Introducing to Ms power point	✓
3 13/2022	creating a presentation	✓

4/3/2022 Working with presentation, using

Wizards

5/3/2022 Slides & its different views,
inserting, deleting, Copying of slides

7/3/2022 Working with notes, Handouts.

8/3/2022 Revision for all units.

V. Rajasekar
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S.R. Govt. Degree College
PUNJANUR-517247
Chittoor District

Certificate Course in PGDCA

Department :- Computers

Duration :- 30 days

Teacher Name :- Dr. S. Saravana

Time :- 9 to 10 pm

M. Sravani

Venue :- Lab Computers

Lecturer in Computers


Circular

Date :- 29/10/23

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Chittoor District

M. 
Lecturer in charge

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Unit - II

Advanced features of MS-Word:- Spell check, Thesures, Find & Replace, Headers & Footers, Inserting page numbers, pictures, files, Auto texts, symbols etc, working with columns. Tabs & Indents, Creation & working with Tables including conversion to and from text, Margins & space management in Document, Adding References and Graphics, Mail Merge, Envelops & Mailing Labels.

Unit - III

MS-Excel:- Introduction and area of use, working with MS excel, Toolbars, Menus and keyboard shortcuts, Concepts of workbook & worksheets using wizards, various Data Types, using different features with Data, cell and Texts, Inserting, Removing & Resizing of Columns & Rows, working with Data & Ranges, different views of worksheets, column freezing, labels Hiding, splitting etc.

Unit - IV

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Unit-V

MS Power Point :- Introduction & Area of use, working with MS Power point, creating a new Presentation, working with presentation, using wizards slides & its different views, Inserting, Deleting and Copying of slides; working with notes, Handouts.

Coverage of Syllabus

Time Schedule

S.No	Date	Topic Covered	Signature
	30/1/2023	History of computers	Ⓟ
	30/1/2023	Types of computers	Ⓟ
	1/2/2023	Block diagram of computers	Ⓟ
	2/2/2023	Memories & its types	Ⓟ
	3/2/2023	I/O devices	Ⓟ
	4/2/2023	Introducing to MS word	Ⓟ
	6/2/2023	Headers & footers	Ⓟ
	7/2/2023	creation & working with tables	Ⓟ
	8/2/2023	Mail Merge	Ⓟ
	9/2/2023	How to create a document	Ⓟ

10/2/2023	Introducing MSXL	✓
13/2/2023	Working with MSXL, Tool bars, Menus & Shortcuts	✓
14/2/2023	concept of workbook & work sheets, using wizards.	✓
16/2/2023	various data types.	✓
17/2/2023	different views of worksheets	✓
20/2/2023	graphs, pie-chart	✓
20/2/2023	Advanced features of MSXL	✓
22/2/2023	Multiple worksheets	✓
23/2/2023	Various types of functions	✓
24/2/2023	Different types of charts	✓
25/2/2023	Chart wizard	✓
27/2/2023	Printing of works & book sheets	✓
28/2/2023	Database creation, sorting, query & filtering database.	✓
1/3/2023	creating & using macros.	✓
2/3/2023	Introducing to MS power point	✓
3/3/2023	creating a presentation.	✓

4/3/2023 working with presentation, using

wizards

6/3/2023 Slides & its different views,

inserting, deleting and copying

7/3/2023 working with notes & handouts

8/3/2023 Revision for all units.

Rajasekar
PRINCIPAL
S.R. Govt, Degree College
PUNGANUR-517247
Chittoor District

Attendance Register for the

S.No. వరుస నెం.	Name పేరు	2023 వ సంవత్సరము May											
		1	2	3	4	5	6	7	8	9	10	11	12
1	K.vani	✓	✓	✓	✓		✓	✓	✓				
2	K. Sravani	✓	a	✓	✓		✓	✓	✓				
3	S. Muntai	✓	✓	✓	✓		✓	a	✓				
4	S.priya Darshini	a	✓	✓	✓		✓	✓	✓				
5	V. Muntaj Begum	✓	✓	a	✓		✓	✓	✓				
6	A. venu Madha rajju	✓	✓	✓	✓		✓	✓	a				
7	B. Chandhu	✓	✓	✓	a		✓	✓	✓				
8	B. Bharath kumar	✓	✓	✓	✓		a	✓	✓				
9	C.D Jayalakeshmi	✓	a	✓	✓		✓	✓	✓				
10	T. Hemasree	✓	✓	✓	✓		✓	✓	a				
11	B. Jayalakeshmi	✓	✓	✓	a		✓	✓	✓				
12	M. sirisha	✓	✓	✓	✓		✓	✓	✓				
13	k. Raganjali	✓	✓	a	✓		✓	✓	✓				
14	c. Chandu	✓	✓	✓	✓		a	✓	✓				
15	S. Srikanth	✓	✓	✓	✓		✓	✓	a				
16	G. Nagendra babu	✓	✓	✓	✓		✓	✓	a				
17	J. Kadiri pathi	a	✓	✓	✓		✓	✓	✓				
18	H. Vamsi	✓	✓	a	✓		✓	✓	✓				
19	J. Raga vendra	✓	✓	✓	✓		a	✓	✓				
20	B. Rajesh	✓	✓	✓	a		✓	✓	✓				
21	N. Nagaraja	✓	✓	✓	✓		✓	✓	a				
22	B. Giri vardhan	✓	✓	a	✓		✓	✓	✓				
23	S. shanthosh	✓	✓	✓	✓		✓	✓	a				
24	k. Vinod kumar	a	✓	✓	✓		✓	✓	✓				
25	G. Bhargavi	✓	✓	a	✓		✓	✓	✓				
26	kusuma	✓	✓	✓	✓		a	✓	✓				
27	J. Srikanth	✓	✓	✓	✓		✓	a	✓				
28	T. Rajesh	✓	a	✓	✓		✓	✓	✓				
29	Giri	✓	✓	✓	✓		✓	a	✓				
30	G. Ravi kumar	a	✓	✓	✓		✓	✓	✓				





SRIHARAM GOVT DEGREE COLLEGE PUNGANUR
INAUGURATION
FUNCTION FOR PGDCA
2022-2023



SUBHARAM GOVT DEGREE COLLEGE

PUNGANUR, CHITTOOR DIST,, A.P – 517247
AFFILIATED TO SRI VENKATESWARA UNIVERSITY



Accredited with NAAC Grade “B”

DEPARTMENT OF COMPUTERS

Certificate of Completion

Cert No: _____/2018-19

This is to certify that Mr / Ms _____
S/O / D/O _____ Class _____
Register No _____ has successfully completed Certificate course
on PGDCA, for 30 days during the Academic Year _____

Department In charge

PRINCIPAL