

Department of Computer Science
Govt. Degree College, Rajampet, ,Annamayya ,A.P.-516115.

Departmental Staff Resolution

The faculty members of the Dept. of Computer Science, Govt. Degree College, Rajampet had a discussion on 21.01.2025 at 11.00 a.m. and made the following resolutions unanimously.

1. It is resolved to conduct a 30 hours **Certification Course on Digital Office Productivity**.
2. The Certificate course shall be conducted daily from 4.00 p.m. to 5.00 p.m.
3. The certificate course is conducted for the benefit of the UG students of this college and outsiders.
4. The following faculty members of the Department shall act as resource persons.

1. Sri. P.Naresh Behera , Lecturer in Computer Science -
2. Sri. A. Anand Kumar, Lecturer in Computer Applications -

Certification Course on Digital Office Productivity

Department of Computer Science

Govt. Degree College, Rajampet, Annamayya, A.P. 516115.

2024-25

Departmental Staff Resolution

Rajampet,

25.01.2025.

The faculty members of the Dept. of Computer Science Govt. Degree College, Rajampet have met in the Departmental Staff room on 25.01.2025 at 11.00 a.m. and made the following resolutions unanimously.

- 1) The Board of Studies has approved the Departmental proposal to offer a 30 hour **Digital Office Productivity**. Hence it is resolved to start the course in February, 2025.
- 2) It is unanimously resolved to nominate Sri P.Naresh Behera as the Course Coordinator for the year 2024-25. Hence the Principal is requested to issue Proceeding for the nomination.
- 3) The certificate course is conducted for the benefit of the UG students of this college and outsiders. Hence the Principal is requested to issue an Admission notification with the necessary details of the course.
- 4) The faculty members of the Department Sri P.Naresh Behera, and Sri. A. Anand Kumar shall act as resource persons for the course.

Faculty members:

1. Sri. P.Naresh Behera , Lecturer in Computer Science -
2. Sri. A. Anand Kumar, Lecturer in Computer Science -

Certification Course on Digital Office Productivity

Department of Computer Science

Govt. Degree College, Rajampet,A.P.516115.

1. **Title of the Course:** Digital Office Productivity
2. **Pre-requisites:** basic understanding of computer and internet
3. **Target Group:** Students and staff of GDC, Rajampet
4. **Aim of the Course:** Mastering in MS office and optimizing the use of digital tools
5. **Course Objectives:**

- Create, edit, and format professional documents.
- Create and manipulate spreadsheets for data analysis and reporting.
- Design and deliver engaging presentations.
- Manage email effectively, including organization, filtering, and archiving.
- Organize and manage digital files efficiently.
- Utilize cloud storage for secure and accessible file sharing.
- Understand data security and backup best practices.

6. **Course Design:**

Eligibility : Intermediate and UG students

Course Duration :30 Hours

Resource Person : Faculties of COmputer Science Department

Timings : Every Tuesday and Thursday (4:00pm to 5:00pm)

7. **Course Content:**

Chapter -1: Microsoft Word (6 hours)

- 1.1. Document creation, formatting, and editing
- 1.2. Working with text styles, fonts, and layouts
- 1.3. Inserting tables, images, and charts
- 1.4. Using templates and document styles

Chapter-2: Microsoft Excel (8 hours)

- 2.1. Spreadsheet basics: cells, rows, and columns
- 2.2. Basic formulas and functions (SUM, AVERAGE, IF, etc.)
- 2.3. Data formatting and conditional formatting
- 2.4. Creating and managing charts and graphs
- 2.5. Using pivot tables for data analysis

Chapter-3 : Microsoft PowerPoint (6 hours)

- 3.1. Creating effective presentations
- 3.2. Inserting slides, text, images, and multimedia
- 3.3. Designing slide layouts and themes
- 3.4. Adding transitions and animations

Chapter-4 G-Suite (10 hours)

- 4.1. Google drives
- 4.2. Google docs
- 4.3. Google sheets
- 4.4. Google slides
- 4.5. Google forms

8. **Course Evaluation**

- Practical exercises and assignments.
- Quizzes and tests.
- A final project or exam.

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2024-25

Proceedings of the Principal

Principal is pleased to appoint Sri. P. Naresh Behera as a coordinator for **Digital Office Productivity** certificate course and as instructors Sri. P. Naresh Behera, Lecturer in Computer Science, Sri. A. Anand Kumar, Guest Lecturer in Computer Science.

It is hereby informed that as per the BOS meeting held in 25th January 2025. I am directed to the Course coordinator to give the notification for admission of students and other denizens of Rajampeta in **Digital Office Productivity** certificate course.

Certification Course on Digital Office Productivity

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2024-25

Notification for Admission

01.01.2025

Applications are invited from the eligible candidates for admission into the Certificate Course in **Digital Office Productivity** for the year 2024-25.

Eligibility: Under Graduate in any discipline.

Duration of Course:30 Hours

The admission schedule:

Last date of receipt of application: 04.02.2025

Class Details: Classes of the course shall be conducted on Tuesday and Thursday from 04.02.2025, (timings: 4.00 pm to 5.00 pm.)

Note: The enclosed form is for the collection of student details for registration in the certificate course.

P. Naresh Behera

Course Coordinator

Lectuer in Computer Science

Principal

Govt. Degree College, Rajampet.

Department of Computer Science
Govt. Degree College, Rajampet, ,Annamayya ,A.P.-516115.
2024-25

Registration form

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