



PSC & KVSC GOVERNMENT COLLEGE NANDYALA,
KURNOOL (Dist.)

(RE ACCREDITED BY NAAC WITH B GRADE)

DEPARTMENT OF COMMERCE

2021-22

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CERTIFICATE COURSE FOR III B.COM(G)
M.S. OFFICE

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Course Coordinators

Dr. P. Venkateswarlu – Lecturer in charge-Dept. of Commerce

Smt. K.J. Vijaya Lakshmi - Lecturer in Commerce

Sri. P. Nataraja Gupta – Lecturer in Commerce

Sri. Jishnu Naga Vijay – Lecturer in Physics & APSSDC College Coordinator

Mentors

Smt. K.J. Vijaya Lakshmi - Lecturer in Commerce

Smt. Revathi – APSSDC Mentor



PSC & KVSC GOVERNMENT COLLEGE NANDYALA
KURNOOL (Dist.)

DEPARTMENT OF COMMERCE- 2021-22

CERTIFICATE COURSE: M.S. OFFICE- III B.COM(G)

COURSE OBJECTIVES & SYLLABUS

COURSE OBJECTIVES:

1. To provide the knowledge relating to career opportunities, beside the subject knowledge
2. To encourage the students towards Self-Employment opportunities.
3. To improve themselves as a skilled professional after the completion of the course.

MODULE-1 INTRODUCTION TO M.S. OFFICE- III B.COM(G)- III B.COM(G)- OUT LOOK- WINDOS-INTERNET-ACCESS

----- 10 hours

MODULE-2 WORD-ACCESS

-----10 hours

MODULE-3 EXCELL- ACCESS

----- 10 hours

MODULE-4 POWERPOINT – PRACTICE

----- 4 hours

MODULE-5 HAND ON PRACTICE

----- 6 hours

REPORT ON EVENT

We the Department of Commerce, PSC & KVSC Government College, Nandyala, Kurnool Dist., was organized 40 hours Certificate Course in MS Office, in association with APSSDC from 22-10-2021 to 29-11-2021, total 16 days for I, III-year B. Com & M.Com., Students. Students attended the classes daily 2 to 3 hours, for class sessions and hand on practice. Minimum attendance is 04 and Maximum 25. Students express their satisfaction in learning such useful courses for enhancing their skills, which were necessary their career. we express our sincere thanks to our Principal Dr. N. Sasikala madam and Dr. Y. Jishnu Nag Vijay, Lecturer in Physics & College Co-Ordinator of APSSDC, who gave their support to organize this program successfully.

FACULTY OF COMMERCE

K. J. VIJAYA LAKSHMI

Lecturer in Commerce & Course Convenor
PSC & KVSC Government College, Nandyala.

P. NATARAJA GUPTA

Lecturer in Commerce & Course Convenor
PSC & KVSC Government College, Nandvala.

Dr. P. VENKATESWARLU

Course Convenor

Lecturer In charge

PSC & KVSC Govt College, Nandyala.

Dr. N. SASIKALA

Signature of the Principal

PSC & KVSC Govt. College, Nandyala.

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PSC & KVSC GOVERNMENT DEGREE COLLEGE NANDYALA, KURNOOL(Dist.)
DEPARTMENT OF COMMERCE- 2021-22 - PHOTOS FOR CERTIFICATE COURSE

M.S. OFFICE- III B.COM(G) - 22-10-2021-----DAY-1

INTRODUCTION AND LAB WORK – Mentors: Smt. K. J. Vijaya Lakshmi & Smt. Revathi



III B.COM (G) STUDENTS ATTENDED - 10





PSC & KVSC GOVERNMENT DEGREE COLLEGE NANDYALA, KURNOOL(Dist.)

DEPARTMENT OF COMMERCE- 2021-22 - PHOTOS FOR CERTIFICATE COURSE

M.S. OFFICE- III B.COM(G) - 22-10-2021-----DAY-1

INTRODUCTION AND LAB WORK – Tutors Smt. K. J. Vijaya Lakshmi & Smt. Revathi



Smt. Revathi, Mentor, APSSCD - III B.COM (G) STUDENTS ATTENDED - 10



Smt. K. J. Vijaya Lakshmi, Lecturer in Commerce

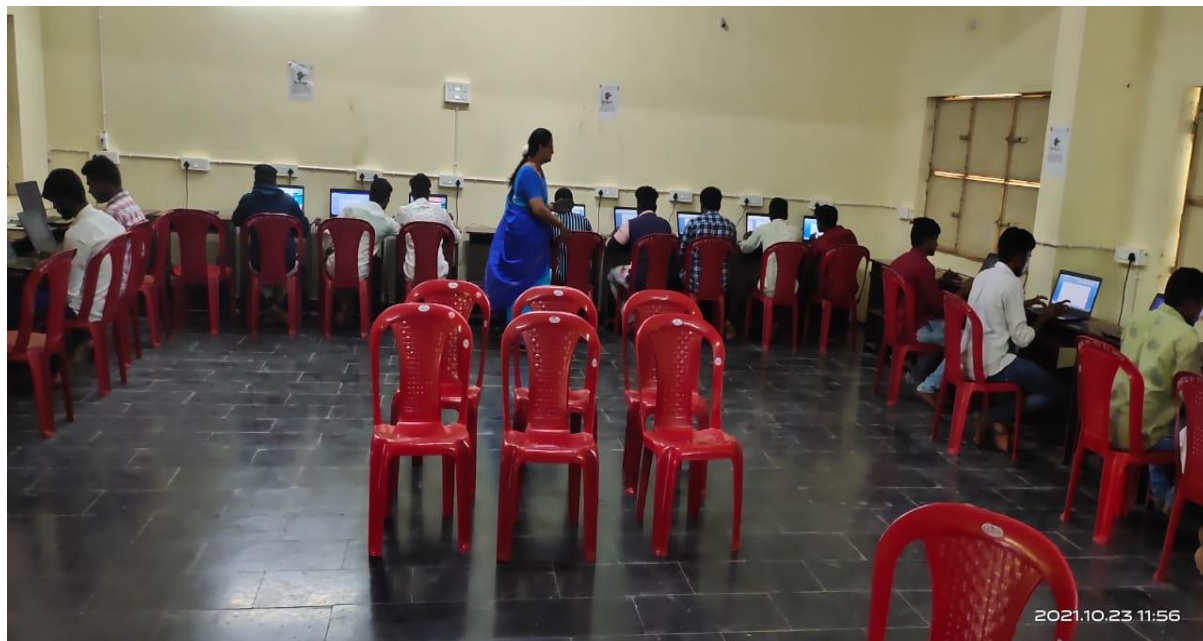


PSC & KVSC GOVERNMENT DEGREE COLLEGE NANDYALA, KURNOOL(Dist.)

DEPARTMENT OF COMMERCE- 2021-22

PHOTOS FOR CERTIFICATE COURSE

M.S. OFFICE- III B.COM(G) - 23-10-2021-----DAY-2



**Smt. K. J. Vijaya Lakshmi, Lecturer in Commerce with III B. Com (G) Students
III B.COM (G) STUDENTS ATTENDED - 17**





PSC & KVSC GOVERNMENT DEGREE COLLEGE NANDYALA, KURNOOL(Dist.)

DEPARTMENT OF COMMERCE- 2021-22

PHOTOS FOR CERTIFICATE COURSE - M.S. OFFICE- III B.COM(G) - 23-10-2021-----DAY-2



**Smt. K. J. Vijaya Lakshmi, Lecturer in Commerce with III B. Com (G) Students
III B.COM (G) STUDENTS ATTENDED - 17**





PSC & KVSC GOVERNMENT DEGREE COLLEGE NANDYALA, KURNOOL(Dist.)

DEPARTMENT OF COMMERCE- 2021-22

PHOTOS FOR CERTIFICATE COURSE ON SKILL DEVELOPMENT

M.S. OFFICE- III B.COM(G)- III B.COM(G) - 23-10-2021-----DAY-2



**Smt. K. J. Vijaya Lakshmi, Lecturer in Commerce with III B. Com (G) Students
III B.COM (G) STUDENTS ATTENDED - 17**





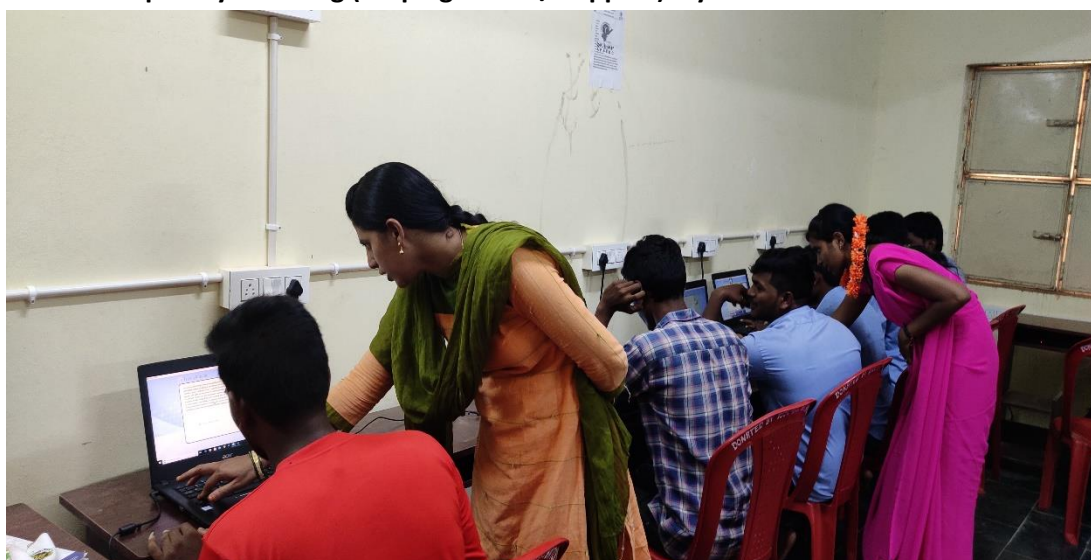
PSC & KVSC GOVERNMENT DEGREE COLLEGE NANDYALA, KURNOOL(Dist.)

DEPARTMENT OF COMMERCE- 2021-22

CERTIFICATE COURSE-M.S. OFFICE- III B.COM(G) 25-10-2021-DAY-3-STUDENTS ATTENDED- 15+2



**Smt. Revathi- Mentor- APSSDC with III B. Com (G) Students - Students attended- 15
Inter Disciplinary Teaching (Helping hands / Support) by M. Com students to III B. Com**



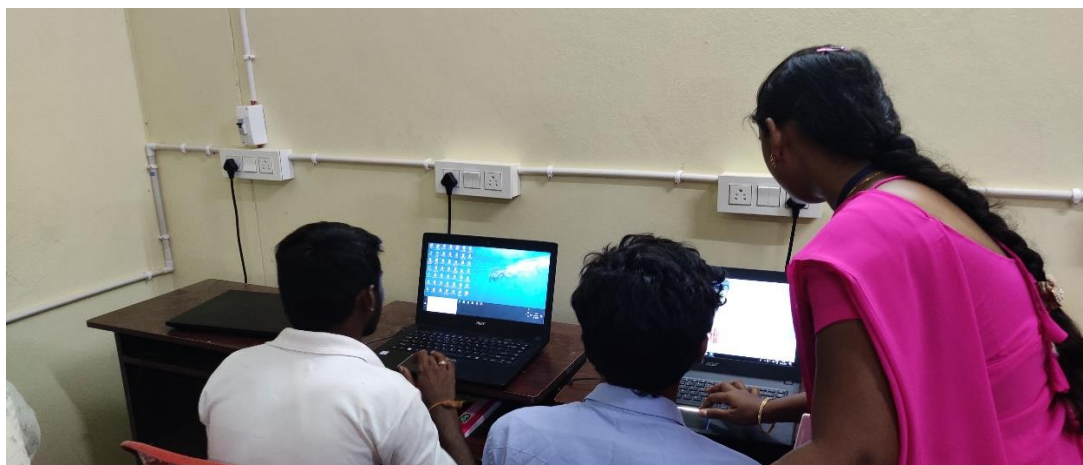


PSC & KVSC GOVERNMENT DEGREE COLLEGE NANDYALA, KURNOOL(Dist.)

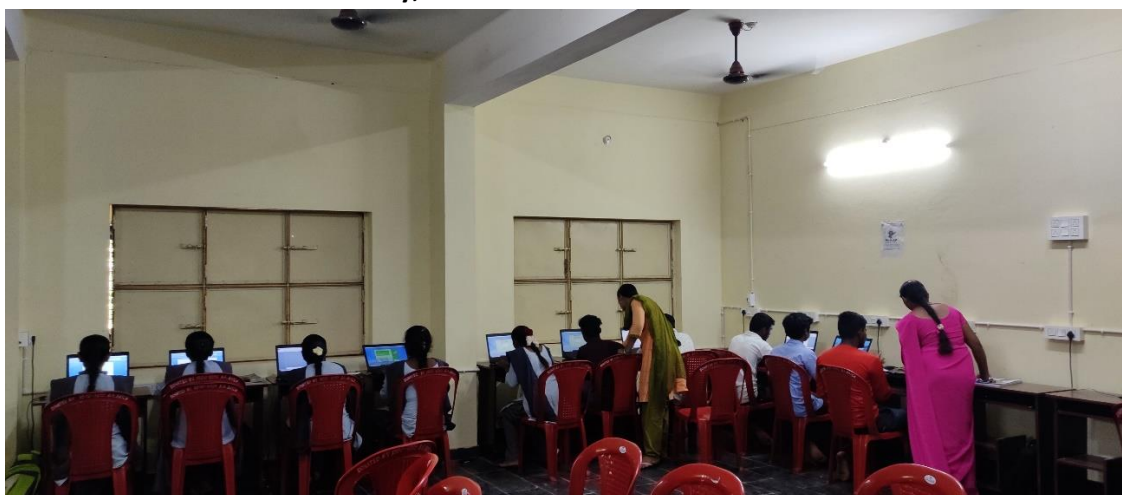
DEPARTMENT OF COMMERCE- 2021-22

CERTIFICATE COURSE - M.S. OFFICE- III B.COM(G)- 25-10-2021--DAY-3

STUDENTS ATTENDED- 15+2



**Inter Disciplinary Teaching (Helping hands / Support) by M. Com students to III B. Com students
Maheswary, Venkata Lakshmi - M. Com students**





PSC & KVSC GOVERNMENT DEGREE COLLEGE NANDYALA, KURNOOL(Dist.)

DEPARTMENT OF COMMERCE- 2021-22

CERTIFICATE COURSE - M.S. OFFICE- III B.COM(G)- III B.COM(G) - 25-10-2021--DAY-3

STUDENTS ATTENDED- 15



HAND ON PRACTICE BY III B. COM(G) STUDENTS





PSC & KVSC GOVERNMENT DEGREE COLLEGE- NANDYALA, KURNOOL(Dist.)

DEPARTMENT OF COMMERCE- 2021-22

CERTIFICATE COURSE - M.S. OFFICE- III B.COM(G)26-10-2021-DAY-4- STUDENTS ATTENDED- 11+3=14



Inter Disciplinary Teaching Support by M. Com students: Maheswary, Reshma and Venkata Lakshmi to III B. Com students





PSC & KVSC GOVERNMENT DEGREE COLLEGE- NANDYALA, KURNOOL(Dist.)

DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE

M.S. OFFICE- III B.COM(G)28-10-2021-DAY-5- STUDENTS ATTENDED- 17





PSC & KVSC GOVERNMENT DEGREE COLLEGE- NANDYALA, KURNOOL(Dist.)

DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE

M.S. OFFICE- III B.COM(G)- III B.COM(G) - 29-10-2021--DAY-6- STUDENTS ATTENDED-25





PSC & KVSC GOVERNMENT DEGREE COLLEGE- NANDYALA, KURNOOL(Dist.)
DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE
M.S. OFFICE- III B.COM(G) - 30-10-2021-- DAY-7- STUDENTS ATTENDED-07+03



Inter Disciplinary Teaching Support by M. Com students: Shaik Naaz, Reshma and Venkata Lakshmi to III B. Com students
TYPING MASTER PRACTICE BY STUDENTS





PSC & KVSC GOVERNMENT DEGREE COLLEGE- NANDYALA, KURNOOL(Dist.)
DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE
M.S. OFFICE- III B.COM(G) - 02-11-2021-- DAY-8- STUDENTS ATTENDED- 12+6+4





PSC & KVSC GOVERNMENT DEGREE COLLEGE- NANDYALA, KURNOOL(Dist.)

DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE

M.S. OFFICE- III B.COM(G) - 05-11-2021-- DAY-9 - STUDENTS ATTENDED- 24



HAND ON PRACTICE BY STUDENTS





PSC & KVSC GOVERNMENT DEGREE COLLEGE- NANDYALA, KURNOOL(Dist.)

DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE

M.S. OFFICE- III B.COM(G) - 06-11-2021-- DAY-10 - STUDENTS ATTENDED- 24



**HAND ON PRACTICE BY STUDENTS & WATCHING ONLINE M.S. OFFICE CLASS ON YOUTUBE
COMPUTER ADDA SITE**





PSC & KVSC GOVERNMENT DEGREE COLLEGE- NANDYALA, KURNOOL(Dist.)

DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE

M.S. OFFICE- III B.COM(G) - 20-11-2021-- DAY-11 - STUDENTS ATTENDED- 08



PSC & KVSC GOVERNMENT DEGREE COLLEGE- NANDYALA, KURNOOL(Dist.)

DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE

M.S. OFFICE- III B.COM(G) - 23-11-2021-- DAY-12 - STUDENTS ATTENDED- 04





PSC & KVSC GOVERNMENT DEGREE COLLEGE- NANDYALA, KURNOOL(Dist.)
DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE
M.S. OFFICE- III B.COM(G) - 24-11-2021-- DAY-13 - STUDENTS ATTENDED- 5+5



Smt. REVATHI, MENTOR, APSSDC OBSERVATION OF HAND ON PRACTICE BY STUDENTS





PSC & KVSC GOVERNMENT DEGREE COLLEGE- NANDYALA, KURNOOL(Dist.)
DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE
M.S. OFFICE- III B.COM(G) - 25-11-2021-- DAY-14 - STUDENTS ATTENDED- 11+10=21



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DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE
M.S. OFFICE- III B.COM(G) - 26-11-2021-- DAY-15 - STUDENTS ATTENDED- 20+5





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DEPARTMENT OF COMMERCE- 2021-22 - CERTIFICATE COURSE
M.S. OFFICE- III B.COM(G) - 29-11-2021-- DAY-16 - STUDENTS ATTENDED- 15+10



C. RAMANJANEYULU & D. BALASUBBAIAH- III B.COM(G) IN HAND ON PRACTICE

Signature of the program Coordinators

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