

# CERTIFICATE COURSE ON "OFFICE AUTOMATION TOOLS"

<b>Organized by</b>	: Department of Computer Science and Applications
<b>Date of Inauguration</b>	: 22 <sup>nd</sup> January, 2026
<b>Venue</b>	: COMPUTER LAB
<b>Chief-Guest</b>	: Dr.K.Peddi Raju Sir, Principal
<b>Total No.of Registered Students</b>	30

## **Introduction**

The Department of Computer Science and Applications successfully organized the inauguration of the one-month certificate course on "Office Automation Tools" on 22<sup>nd</sup> February, 2026. This course is designed to provide students with a solid foundation in the Basic topics of MS-Office, Windows, Internet Concepts, the fundamental key skills for everyone who wish to their pursue their career in the Software side in these latest technological days.

## **Inaugural Session**

The inauguration ceremony was held in the Computer Lab and commenced at 12:00 PM. The event was attended by 30 students who had registered for the course. The ceremony was graced by the chief guest, **Dr. K. Peddi Raju**, Principal, who was welcomed with great enthusiasm by both the faculty and students. His presence added significant value to the event, and his speech was a highlight of the ceremony.

## **Course Overview**

The "Office Automation Tools" certificate course is intended to offer hands-on learning and foundational knowledge in MS-Office Software.

The course covers the following core topics:

1. Basics of Computers
2. Desk Top Management
3. Windows Environment
4. Creation of Folders and various types of Files
5. Notepad, WordPad, Typing Tutor
6. Microsoft Word, Excel, Power point, Access
7. Internet : Browsing, Downloading, Uploading Files  
E-Mail creation, etc.

The course aims to equip students with the basic skills needed to do prepare documents, letters, visiting cards etc., using MS-Word, Creating Datasheets, Charts, Mathematical, Logical, Statistical operations etc., using MS-Excel, Creating Powerpoint Presentations, Animations etc., using MS-Powerpoint & Creating databases, Forms, Reports, Modules etc., for the Institutions, Organizations etc., using MS-Access, Internet Concepts in real time etc.

## **Chief-Guest Address**

During the inauguration, **Dr. K. Peddi Raju**, Principal addressed the students and emphasized the most popular and versatile software technologies widely used in various industries for tasks ranging from the Basics of Computers to Artificial Intelligence & Machine Learning.

**Dr. K. Peddi Raju** Sir had given encouragement to the students to engage fully in the course, stressing the importance of practical learning and benefits. He also advised them to maintain a strong commitment throughout the duration of the course and to make the most of the learning opportunities available to them.

## **Student Registration and Participation**

A total of **30 students** were officially registered for the course. The participants come from diverse academic backgrounds, reflecting a broad interest in learning Office Automation Tools. The students appeared enthusiastic and eager to begin their journey in Python programming, with many expressing a desire to apply their newly acquired skills in real-world scenarios.

## **Conclusion**

The inauguration of the "Office Automation Tools" one-month certificate course was a successful event that marked the beginning of an exciting educational journey for the registered students. With the support of the faculty and guidance from **Dr. K. Peddi Raju**, Principal, the students are poised to gain valuable skills that will help them in their academic and professional careers.

The Department of Computer Science and Applications is committed to offering courses that provide students with industry-relevant skills and knowledge, and we look forward to the successful completion of this program.

CIRCULAR :

Number  
22/1/26

Notice

Date: 22-01-26

It is hereby informed that the department of Computer Science and Computer Application is organizing an inauguration Ceremony for the Certificate course on "Office Automation Tools" at 12.00 PM in Computer Lab. Therefore the students of all the departments are welcome to register for this Certificate course.

KSN Om 22/1/26  
LECTURER IN COMPUTER SCIENCE  
V.K.V. GOVT. DEGREE COLLEGE  
KOTHAPETA-533223, A.P.

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- ⑦ IIBSC
- ⑧ IIBZC

All the Teaching staff

- ① f. Rev
- ② G. Rev
- ③ AS
- ④ AS
- ⑤ AS
- ⑥ H. Rev
- ⑦ Mad
- ⑧ AS
- ⑨ AS
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Our Hon'ble Principal, Dr. K Peddi aju delivering his valuable speech about the Latest Software technologies



Our student Priyanka of I BSc I sem CS single Major Class giving her speech



Students participated & joined in the Course