



GOVERNMENT COLLEGE

An Autonomous Institution Since 2000 :: RAJAHMUNDRY, ANDHRA PRADESH, INDIA



**OFFLINE TRAINING FOR
GRADUATES ON
COMPUTER FUNDAMENTALS**
in association with
APSSDC
MARCH-2026

REPORT ON OFFLINE TRAINING PROGRAM ON COMPUTER FUNDAMENTALS FOR GRADUATES(BA History & Tourism)-2026

(In association with Andhra Pradesh State Skill Development Corporation – APSSDC)

Introduction:

As per the instructions of the Commissioner of Collegiate Education, an offline training program on *Computer Fundamentals* was organized for B.A History and Tourism students in collaboration with the Andhra Pradesh State Skill Development Corporation (APSSDC). The training was conducted in the JKC Lab from **23.03.2026 to 01.04.2026** with the objective of enhancing basic computer knowledge and digital skills among students. through the Jawahar Knowledge Centre (JKC) in collaboration with the Department of History and Tourism.

Objectives of the Training:

- To provide fundamental knowledge of computers and their applications.
- To improve digital literacy among graduates.
- To equip students with essential skills required for employment opportunities.
- To familiarize students with commonly used software and internet applications.

Training Details:

- **Venue:** JKC Lab
- **Duration:** 10 Days (23rd March 2026 to 1st April 2026)
- **Target Group:** Graduate Students
- **Resource Organization:** APSSDC
- **Mode of Training:** Offline (Classroom & Practical Sessions)

Topics Covered:

The training program included both theoretical and practical sessions covering:

- Basics of Computers (Hardware & Software)
- Operating Systems and File Management
- MS Office Tools (MS Word, Excel, PowerPoint)
- Internet Basics and Email Communication
- Digital Safety and Cyber Security Awareness
- Introduction to Online Services and E-Governance

Participation:

A good number of graduate students actively participated in the training program. The sessions were interactive, and students were encouraged to practice hands-on exercises in the JKC Lab.

Outcomes of the Training:

- Students gained basic knowledge of computer operations.
- Improved proficiency in MS Office tools.
- Enhanced confidence in using digital platforms.
- Awareness about cyber security and safe internet practices.

- Better preparedness for job opportunities requiring computer skills.

Support and Coordination:

The program was successfully conducted with the support of the Principal, JKC Coordinator, APSSDC trainers, and faculty members. The cooperation of the teaching and non-teaching staff ensured smooth execution of the training sessions.

Conclusion:

The offline training program on Computer Fundamentals was successfully completed and proved to be highly beneficial for graduate students. It helped bridge the digital knowledge gap and enhanced employability skills. The institution expresses its sincere gratitude to the Commissioner of Collegiate Education and APSSDC for providing this valuable opportunity to students.

Photo:



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Welcome: Governme...



Computer Fundamentals-ESC

Approved

Sector Name:

IT-ITeS

Batch Id:

IT-CF00322026-03-14 14:50:52

NSQF:

-

Batch Capacity:

500

Registration Start Date:

14 Mar 2026

Registration End Date:

23 Mar 2026

Batch Start Date:

16 Mar 2026

Batch End Date:

01 Apr 2026 (Offline)

Batch Start Time:

03:00 PM

Batch End Time:

05:30 PM

Trainer:

Yeduresu Umadevi

Course Duration(hrs):

30

Total Learners:

24

Course Type Name:

Short-Term Courses

[View Batch Details](#)

[New Applications : 0](#)



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