

WAVOO WAJEEHA WOMEN'S COLLEGE OF ARTS & SCIENCE

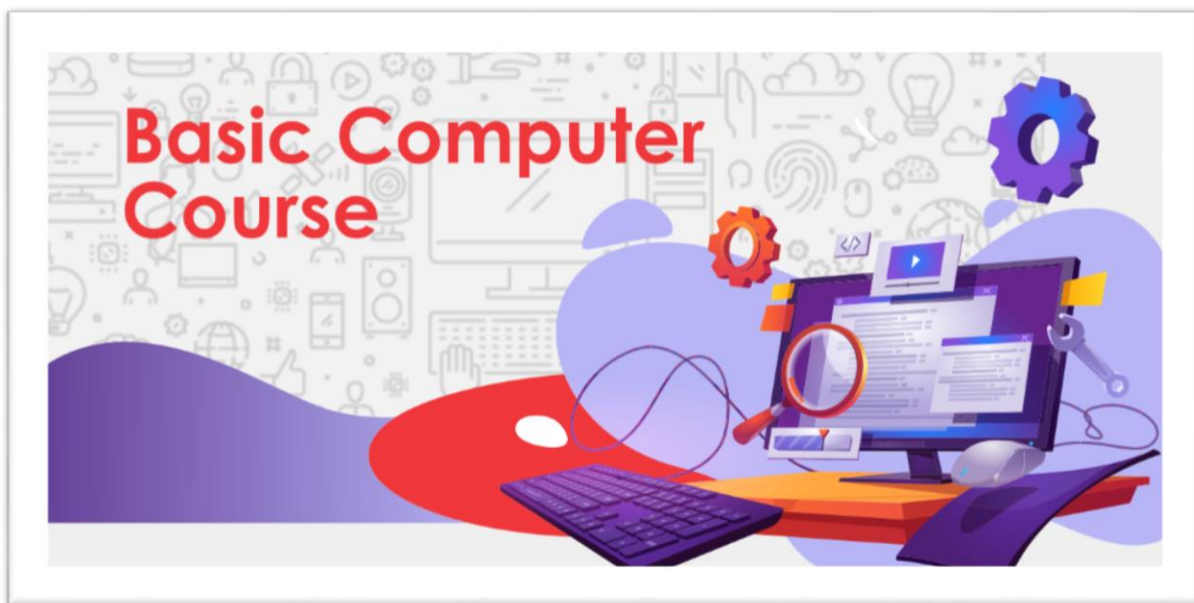


KAYALPATNAM

WAJEEHA SKILL ACADEMY



SKILL BASED COURSE ACTIVITIES 2012 ONWARDS



This is taken up by those arts students who have no access to the basic computer learning within their syllabi. Computer study is rather the air that we breathe or the water that we drink or the food that we eat to maintain our livelihood and computer study can be compared to any of the three essentials of life.



WAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS AND SCIENCE, KAYALPATNAM
(Affiliated to Manonmaniam Sundaranar University)
WAVOO SAR EDUCATIONAL TRUST



WAJEEHA SKILL ACADEMY
SKILL BASED COURSE – BASIC COMPUTER
SYLLABUS (2017 ONWARDS)

UNIT – I

MS Word: Usage of Numbering – Bullets – Indents – Headers and Footers – Prepare a Calendar – Design a Wedding Invitation.

UNIT – II

Usage of Spell Check – Find and Replace – Picture Insertion – Alignment.

MS Excel: Prepare a semester wise mark statement – Employee Details and calculate their salary – Mathematical Functions.

UNIT – III

Statistical Functions – Logical Functions – To Plot a different type of charts for mark statement – Sorting and filtering data – Formula Auditing.

UNIT – IV

MS PowerPoint: Presentation about herself – presentation with Various Designs and Animations – Working with Tables – Working with Charts.

UNIT – V

Internet Basics – Web Browsers – Creation of EMAIL – Search Engines – Introduction about Operating System.


PRINCIPAL
WAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS AND SCIENCE
Tiruchengur Road, Kayalpatnam - 628 204
Thoothukudi Dist., Tamil Nadu.

Wavoo Wajeeha Women's College of Arts and Science, Kayalpatnam						
Wajeeha Skill Academy 2022-2023						
Aug 2022 to Nov 2022						
Skill Based Course Activities - Basic Computer						
Sec- A				No.of.Students:54		
S.No	Class	Name		S.No	Class	Name
1	I B.A ENG	AFRIN KUFRA .H		1	I B.A ENG	IRUTHIYA MAHIMA RAVISHA
2		ANUSHA		2		JESILA FATHIMA J.H
3		ASIKA.A		3		NIVETHA.B
4		AYSHA NAHLA K.A.M		4		NIVETHA.B
5		BACKIYA SELVI .P		5		BHARATHI .A
6	I ECO	R.ROHINI		6	I ECO	DURGA.C
7		A. KAVITHA		7		GAYATHIRI.K
8		LAVANYA.J		8		MALA.V
9		THARIKA .R		9		MUTHU SELVI .A
10		JEYA.A		10		JEYA SHARMILI .M
11	I B.COM	SANGEETHA .P		11	I PHY	KUMUTHA.S
12		ABISHA .S		12		NILOFER ROSHAN S.N
13		ARIFA AFRIN S.A.K		13		NISMIYA RIFANA.B
14		NISHIKA .B		14		FATHIMA NAFIYA
15		FATHIMA SAMYA.S		15	I BBA	HEPSIBA JEBE SWEETLIN.R
16	I PHY	HARINI		16		DHANALAKSHMI.B
17		HARISHA.K		17		JAZEERA A.L
18		IRUDHAYA SUBITSHA.J		18		JAINUL ARAFA.F
19		AYSHA SIDDIKA.J		19		PADMA PRIYA.A
20	I TAMIL	BALA NITHYASHREE.R		20	I TAMIL	SUHAINA SAHULA J.M
21		DEVA KIRUBA JERLINE.A		21		HIUS SIBANA.S
22		PAVITHRA.V		22		MUTHU ESAKKI.B
23		PAVITHRA.S		23		ESAKKIAMMAL.N
24		THEPORAL.A		24	B.SC MATHS	SATHYA PRIYA.C
25		DEVIBALA.C		26		MUTHU VANITHA.M
26		AKILA		27		RIFKA RAJAB.M
27		KUMUTHAMALAR .M				


(S.A.K.Muthu Mohudoom Fathima)

CO-ORDINATOR
WAJEEHA SKILL ACADEMY
Wavoo Wajeeha Women's College of Arts & Science
Tiruchendur Road,
Kayalpatnam - 628 204.


(Dr. R.C.Vasuki)

PRINCIPAL
WAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS AND SCIENCE
Tiruchendur Road, Kayalpatnam-628 204,
Thoothukudi Dist., Tamil Nadu.

Wavoo Wajeeha Women's College of Arts and Science, Kayalpatnam					
Wajeeha Skill Academy 2022-2023					
Dec 2022 to April 2023					
Skill Based Course Activities - Basic Computer No.of.Students:46					
Sec- A			Sec- B		
S.No	Class	Name	S.No	Class	Name
1	Eco	L.Abisha	1	Eco	A.M.Julfa
2		A.Sangika	2		B.Kamali
3		K.Swathy	3		J.Suvitha
4		S.Malathi	4		J.Bhuvaneshwari
5	English	H.M.Nihla	5	Eng	G.Joshika
6		V.Suvitha	6		A.Gomathi Nayaki
7		N.Vallinayaki	7		M.N.Muthu Mbthiga
8	BBA	G.Saranya	8	BBA	P.N.Palayam Aysha Halima
9		P.Shanmuga Sundari	9		A.Mariyam Faleela
10		P.Praveena	10		Khatheerja Ifreen
11	B.Com	A.Haritha	11	B.Com	S.Fathima Sabina Begum
12		N.Aburose Fathima	12		H.Mariyam Sara
13		P.Aishwarya Banu	13		S.A.Y.Mymoon Nusaiba
14		J.R.Ayesha	14		A.K.Najmunisha
15		J.S.Fathima Nahla	15		H.Rouzan Jessera Begum
16		S.I.Fathima Irbana	16		M.T.Shameeha
17	Maths	M.N.Fathima Sulaiha	17	Maths	K.Alagammal
18		M.Kavishree	18		I.Nasrin Sathika
19		M.Sornalatha	19		S.F.Hameedha Fathima
20	Physics	G.Rameesha	20	Physics	S.Rohini
21		T.Joshiha	21		U.Sakthimari
22		S.Lakshmi	22		S.Santhiya
23		M.Sackthi	23		R.Suji

(S.A.K.Muthu Mohudoom Fathima)

CO-ORDINATOR
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Kayalpatnam - 628 204.

(Dr.V.Rama)

PRINCIPAL
WAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS AND SCIENCE
Tiruchendur Road, Kayalpatnam - 628 204,
Thoothukudi Dist., Tamil Nadu.

Wajeeha Skill Academy 2022 - 2023

Venue :

CS Lab

Staff Name: A. Nesa Agnes Bellinta

[illegible]

[illegible]

CO-ORDINATOR
WAJEEHA SKILL ACADEMY
Wavoo Wajeetha Women's College of Arts & Science
Tiruchendur Road,
Kavalpatnam - 628 204.

Wajecha Skill Academy 2022 - 2023

Basic Computer

Venue :

CS Lab

PRINCIPAL

Tiruchendur Road, Kayaipatnam - 628 204.
Thoothukudi Dist., Tamil Nadu.

CO-ORDINATOR
WAJEEHA SKILL ACADEMY
Wavoo Wajeeha Women's College of Arts & Science
Tiruchendur Road,
Kavalpatnam - 628 204.

CO-ORDINATOR

WAJEEHA SKILL ACADEMY

Wavoo Wajeetha Women's College of Arts & Science

Tiruchendur Road,

Kayalpatnam - 628 204.

NO. OF ABSENTS	3	4	2	7	8	5	3	4	2	4	3	2	-	2	5	3	1	3	2	6	1	3	4	4	3	2	2	3	3	6
STAFF SIGNATURE	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF	MF

MF

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Kayaipatnam - 628 204.



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Tiruchendur Road, KAYALPATNAM - 628 204.

RUN BY : WAVOO SAR EDUCATIONAL TRUST

CERTIFICATE OF MERIT

This is to certify that Durga C.
of I Economics in the year 2022 - 2023 has successfully completed
Basic Computer with B Grade, conducted by
Wajeetha Skill Academy.

R. C. Vasanthi
Principal


Co-ordinator


Director



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OF ARTS AND SCIENCE
Tiruchengur Road, Kavalpatnam - 628 204.
Theolhukudi Dist., Tamil Nadu.

UNIT4 SPEAKINGTHROUGH GUESSING

Dumb charade, word puzzle
Word prediction, gender differences
Puzzle in general English
Just a minute, general issues speaking activity
Story telling

UNIT 5WRITING

Poem Recitation
FormingPlurals
Howispentmyvacations
Framing simple Questions Oral drilling of Genders, animal sounds, Young ones
animals

- Students discuss about their friends and get to know them in a better way
- Students are encouraged to grow more trees.(Topic) Speaking(fluency)

Reference

1. Mku's spoken English courses Essential syllabus need for an hour
2. Jayashree Balan. *Spoken English* (Vijaya Publication).



PRINCIPAL
WAVOO WAJEEHA WOMEN'S
OF ARTS AND SCIEN
Tiruchendur Road, Kayalpatna
Thoothukudi Dist., Tamil

Wavoo Wajeetha Women's College of Arts and Science, Kayalpatnam						
Wajeetha Skill Academy 2019-2020						
July 2019 to October 2019						
Skill Based Course Activities - Basic Computer No.of.Students:44						
Sec- A				Sec- B		
S.No	Class	Name		S.No	Class	Name
1	I Maths	S. Bala Sneha		1	I Maths	P. Sona
2		R. Gowsalya		2		P. Divya
3		M. Vijaya Lakshmi		3		M. Sumithra
4		G. Sangeetha		4		C. Maharasi
5		B. Muthumari		5		K. Bharani
6		A. Jobila		6		M.Suba
7		V. Grabtina		7		A. Vijayalakshmi
8		E. Gayathri		8		
9	I English	V. Rashika	9	P. Santhya Devi		
10		S. Keerthi Sundari	10	A.L. Sakthi Sri		
11		C. Swetha	11	S. Godfina		
12		R. Rabijoe	12	R. Yoga Lingeshwari		
13		E. Sowmya	13	P. Vana Priya		
14	I BBA	R. Filona		14	I BBA	S. Karthika
15		N. Santha Sri		15		K.S. Lathifa
16		K. Suhila		16		J.H. Fathima Rumaiza
17		S. Selvalakshmi		17		M. Pradeepa
18		M. Induja		18		K. Nanthini Devi
19		L. Suganya		19		B. Sahaya Prahi Minila
20		A. Maheswari		20		S. Muthu Aruna
21		A. Sudamani		21		L. Georgamma
22		J. Maha Lakshmi				
23		S. Esakiammal				


(S.A.K.Muthu Mohudoom Fathima)

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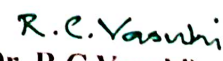

(Dr. R.C.Vasuki)

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 Thoothukudi Dist., Tamil Nadu.

Wavoo Wajeeha Women's College of Arts and Science, Kayalpatnam						
Wajeeha Skill Academy 2019-2020						
Dec 2019 to Mar 2020						
Skill Based Course Activities - Basic Computer						
Sec- A				No.of.Students:42		
S.No	Class	Name		S.No	Class	Name
1	I TAMIL	PAVITHIRA.V		1	I TAMIL	ABINAYA.R
2		PONMALA.P		2		ESTHER AGNES .P
3		PONNAMMAL.S		3		GAYATHIRI.M
4		PRAISY.S		4		ISWARYA.T
5		PRIYANDAL.A		5		JOYCE GRACIA
6		PRIYANKA.K		6		MALKIYA.T
7		RANIS		7		MONIKA.S
8		SHOBANA.S		8		MUTHU SELVI.S
9		VINOTHINI.M		9		NIROSHINI.D
10		VITHYA.K		10		PADMA JYOTHI.M
11	I ECO	PRIYADHARSHINI.U		11	I ECO	AJINA .A
12		SANTHANAMARI.G		12		JENIFER.M
13		SATHYA SUTHANTHIRA.P		13		KAVIYA.C
14		VANA MARI.M		14		KAYATHRI.A
15		VENI.C		15		MUTHUKKALA.A
16		MUTHU ASWINI.P		16	I PHY	BHARU MONICKA SORNA .T
17		MUTHU RAMYA.P		17		DEVADHARSHINI.A
18		SUBBHU RATHINAM.M		18		ESAI AHALAKSHMI.S
19		SUNDARI.M		19	I B.COM	CHRISTIANA B
20	I B.COM	MARY VENNILA.E		20		FATHIMA.J
21		RAMALAKSHMI .A		21		KAHALYA.D


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(Dr. R.C.Vasuki)

PRINCIPAL
WAVOO WAJEEHA WOMEN'S COLLEGE
OF ARTS AND SCIENCE
Tiruchendur Road, Kayalpatnam - 628 204,
Thoothukudi Dist., Tamil Nadu.

Basic Computer

Staff Name: MYA J. SHARNINE MARY JANAKI

Venue :

ALLIED LAB

WAVOO WAJEEDA WOMEN'S COLLEGE
OF ARTS & SCIENCE
Tiruchendur Road, Kavalpatnam-628 204,

Wajeeha Skill Academy 2019-20

Basic Computer

Basic Computer

Allyed Lab

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WAVOO WAJEEHA WOMEN'S COLLEGE OF ARTS AND SCIENCE

Tiruchendur Road, KAYALPATNAM - 628 204.

RUN BY : WAVOO SAR EDUCATIONAL TRUST



CERTIFICATE OF MERIT

This is to certify that Bala Sneha S.
of I MATHS in the year 2019 - 2020 has successfully completed
BASIC COMPUTER with B Grade, conducted by
Wajeetha Skill Academy.

R. C. Vasanthi
Principal


Co-ordinator


Director



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Tiruchengalur Road, Kayalpatnam - 628 204.
Thoothukudi Dist., Tamil Nadu.

UNIT 4 SPEAKING THROUGH GUESSING

Dumb charade, word puzzle

Word prediction, gender differences

Puzzle in general English

Just a minute, general issues speaking activity

Story telling

UNIT 5 WRITING

Poem Recitation

Forming Plurals

How I spent my vacations

Framing simple Questions Oral drilling of Genders, animal sounds, Young ones of animals

- Students discuss about their friends and get to know them in a better way.
- Students are encouraged to grow more trees. (Topic) Speaking (fluency)

Reference

1. Mku's spoken English courses Essential syllabus need for an hour
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Thoothukudi Dist., Tamil Nadu.

Wavoo Wajeeha Women's College of Arts and Science, Kayalpatnam					
Wajeeha Skill Academy 2018-2019					
July 2018 to October 2018					
Skill Based Course Activities - Basic Computer No.of.Students:49					
Sec- A			Sec- B		
S.No	Class	Name	S.No	Class	Name
1	I ENG	Monisha B	1	I ENG	Chrisha J
2		Antony Lenciya J	2		Shiphrah V
3		Sona Priyadhashini M	3		Sudha T
4		Jones S	4		Vishnu Devi S
5		Pavithra J	5		Hajara M R
6		Thangamari M	6		Haleema L.A
7		Nisha A	7		Rabiyathul Athaviya H
8		Sasikala R	8		Ajitha S
9		Siva Nandhini S	9		Rajulda R
10	I BBA	Santhiya S	10	I B.COM	Parvathi Raja Priya S
11		Jannathul Firthous S	11		Sangeetha P
12		Abarna C	12		Rajeshwari J
13		Eswari P	13		Anto Liby G
14		Banupriya M	14		Rinostina R
15		Subila S	15		Selvasutha M
16		Abirami V	16		Mary Santha Viji J
17		Bhavani M	17	I BBA	Fahmidha I A
18		Anifa A	18		Rabiya Thasleema N
19	I BBA	Muthu Divya K	19		Arunasalapetchi M
20		Saraswathi M	20		Beronika L
21		Vidhya V	21		Fathima Sameeha M R
22		Noorul Murshidha S.A	22		Kaviyapriya D
23		Jeyasri V	23		Benitta P
			24		Nambi Naachiar S
			25		Ponlakshmi S
			26		Ponesakki E

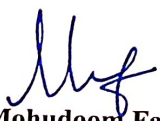

 (S.A.K.Muthu Mohudoom Fathima)

CO-ORDINATOR
WAJEEHA SKILL ACADEMY
 Wavoo Wajeeha Women's College of Arts & Science
 Tiruchendur Road,
 Kayalpatnam - 628 204.


 (R.C.Vasuki)

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 Thoothukudi Dist., Tamil Nadu.

Wavoo Wajeeha Women's College of Arts and Science, Kayalpatnam					
Wajeeha Skill Academy 2018-2019					
Dec 2018 to April 2019					
Skill Based Course Activities - Basic Computer No.of.Students:51					
Sec- A			Sec- B		
S.No	Class	Name	S.No	Class	Name
1	I B.A Eco	Abarna N	1	I Tamil	Reshma R
2		Abirami N	2		Sathya M
3		Abitha P	3	I B.Sc Maths	Anju@Iswarya A
4		Alagu Parvathi K	4		Annapoorani G
5		Banumathi M	5		Indhumathi M 21.05.01
6		Divya E	6		Mariselvi M 25.06.01
7		Esakkiammal P	7		Miruna M
8		Gomathi Eswari A	8		Muthulakshmi B
9		Iswarya K	9		Parameswari E
10		Krishnaveni M	10		Pavithra S
11		Mutharasi M	11		Santhiya M
12		Pavithra P	12		Shalini S
13		Rama Durga C	13		Swetha J
14		Santhana Mari V	14		Vimini T
15		Selvi E	15	I Physics	Harini S
16	I B.A Tamil	Abinsha Melini J	16		Jaisha Gethztal K
17		Annalakshmi M	17		Kamali M
18		Antony Francis Puvitha A	18		Keerthana C
19		Balavishnudevi M	19		Megalamallika S
20		Bathuri J	20		Merlinabisha D
21		Gomathi R	21		Monika A
22		Kanagamuthumari T	22		Muthu Lakshmi C
23		Mahalakshmi A	23		Pon Monisha A
24		Packiyalakshmi A	24		Priya Raman A
25		Pattulakshmi M	25		Selva Haritha @ Prasanna L
			26		Sharmila Devi R


 (S.A.K.Muthu Mohudoom Fathima)

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Wavoo Wajeeha Women's College of Arts and Science

Kayalpatnam

Wajeeha Skill Academy 2018-2019

July to October

Basic Computer

Staff Name: J. Shamine Mary Janaki

Venue :

120

Allied computer Lab					
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WAVOO WAJEEHA WOMEN'S COLLEGE OF ARTS AND SCIENCE

Tiruchendur Road, KAYALPATNAM - 628 204.

RUN BY : WAVOO SAR EDUCATIONAL TRUST



CERTIFICATE OF MERIT

This is to certify that MONTISHA B.

of I ENGLISH in the year 2018 - 2019 has successfully completed
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Wajeeha Skill Academy.

R.C.Vasuthi
Principal


Co-ordinator


Director