

**Certificate Course on Basic Computer
Skills and Information Problem Solving**



Babu Jagjivan Ram Government Degree College
Narayanaguda, Hyderabad. (T.S.) 500029

REPORT ON CERTIFICATE COURSE (2019-2020)

1. Name of the Course: Certificate Course on Basic Computer Skills and Information Problem Solving
2. Department: Computer Science
3. Duration: 05.02.2020 to 29.02.2020 No. of hours – 30 Hours, No. of days - 15 Days
4. Whether brochure containing details of curriculum, assessment, procedures, etc., is enclosed? Yes
5. Number of students enrolled: 30 No.s
6. Whether list of students is enclosed? (Yes/No): Yes
7. Brief Report of the Certificate Course along with the outcome:

Objectives:

The course is designed to impart a basic level of understanding of a computer and its usage with the intent of solving information based problems encountered in real-world situations.

Report:

A total of 30 Students have joined the certificate course. These students are quite punctual and found enthusiastic while learning the course.

Outcome: Participants could able to work with computer for solving information based real world problems.


Signature of I/C of Dept.:.....

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NOTICE

02.02.2020

This is to inform all the students of B.A, B.Com and B.Sc that the department of computer science is organizing a certificate course titled "Basic Computer Skills and Information Problem Solving" to be scheduled from 05.02.2020 through 29.02.2020 for a period of 30 Hours. Interested students are requested to contact the in-charge, department of computer science and register for the course on or before 03.02.2020.


Principal
PRINCIPAL
J.R. Govt. Degree College
Vittal Wadi, Narayanguda,
Hyderabad. T.S.



BJR Government Degree College, Hyderabad
Department of Computer Science

Certificate Course on
Basic Computer Skills and Information
Problem Solving

Important Computer Skills



Email, Social Media,
& Blogging



Software &
Hardware
Development



Spreadsheets & Databases



Graphic Design &
Word Processing



IT Trouble
shooting

About the Course: This course imparts the basic computer skills and Information Problem Solving Skills to UG students

Duration: 05.02.2020 - 29.02.2020
(30 Hours)

Registration: Please register on or before 03.02.2020

Contact: Incharge, Department of Computer Science

Course Brochure

Syllabus

BASIC COMPUTING SKILLS FOR INFORMATION PROBLEM SOLVING

Objectives: The course is designed to impart a basic level of understanding of a computer and its usage with the intent of solving information based problems encountered in real-world situations.

Outcomes: After completion of the course, the student could able to work with computer for solving information based real world problems.

Basic Computing Skills

- Understanding the importance of Computer, Applications, IO Devices, Memory Units, Hardware, Software, Data and Information, Operating Systems.
- Working with Word Documents, creating, editing, formatting, Thesaurus, Printing.
- Working with Spread Sheets, creating, editing, formulae, formatting, graphical representation.
- Working with Presentation, Creating, formatting, design layouts, graphical entities.

Problem Solving Skills

- Introduction to Problem-Solving Skills, Need of problem solving, articulations, issues involved
- Categorise Problems & The Problem-Solving Process, descriptive and analytical problem types
- Understanding Problems, Generating Solutions & Solution Paths, Tools, Theories, Formulae.

Suggestive Readings:

1. Introduction to Computers, Peter Norton, Mc GrawHill, 2012.
2. Using Information Technology, Brain K Williams, Stacey C Sawyer, Tata Mc GrawHill
3. David Moursund, Introduction to Problem Solving in the Information Age, 2004.

List of Students enrolled

BA 2019 -2020 Students List

1	107019111008	ARELLA DURGAPRASAD	ARELLA YAKAIAH
2	107019111020	BATTU SAI KUMAR	BATTU MALLES
3	107019111024	BIYYANI VAMSHI	BIYYANI YADAPPA
4	107019129001	ADURU SHIVA PRASAD	ADURU RAMANJANEYULU
5	107019129002	AJMEERA SWAPNA	AJMEERA GANGADHAR
6	107019129004	AKULAPALLY VIJAY KUMAR	AKULAPALLY RAMASWAMI
7	107018156005	AREPALLI SRIKANTH	AREPALLI MALLAIAH
8	107019156006	AMREEN SANA	MD RUKNUDDIN
9	107019156012	AVULA SRIKANTH	AVULA MALLAIAH
10	107019111027	B SHASHIDHAR REDDY	B BHEEM REDDY
11	107019111035	CHITHRAM MADHU	CHITHRAM NARSIMHA
12	107019129007	ANUPATI BHANUPRASAD	ANUPATI NARSA REDDY
13	107019129010	ARRA BHANU PRASAD	A SHANKARAIAH
14	107019156013	BADETI PAVAN	BADETI SHANKARAIAH
15	107019156015	BANDAPALLY THARUN	LAXMAIAH

BSC 2019 -2020 Students List

1	107019156006	AMREEN SANA	MD RUKNUDDIN
2	107019156012	AVULA SRIKANTH	AVULA MALLAIAH
3	107019341002	AJMEERA RESHMA MADHURI	AJMEERA JAGAN
4	107019341004	ALALA HARSHITHA	ALALA SHEKAR
5	107019342011	ARUTLA DIVYA	A VIJAYENDER REDDY
6	107019342016	AVULA SRINIVAS	AVULA THIRUPATHI
7	107019441003	AERRA SHIVA KUMAR	AERRA SATTAIAH
8	107019441015	ARAVIND	K LAXMANNA
9	107019443004	LOLAM SAI KUMAR	LOLAM SRINIVAS
10	107019443042	C RAMUDU	C YELLAIAH
11	107019445001	ABBURI JANARDHAN	ABBURI VENKATESHWARLU
12	107019445015	ATHRAM HANUMANTH RAO	ATHRAM GUNWANTH RAO
13	107019464007	ANAM FIRDOUZ	MOHAMMED YASEEN
14	107019464012	ARUVA SRILATHA	ARUVA NARSIMLU
15	107019489024	BAQTIYAR UNISSA	HABEEB MOHIUDDIN
16	107019489025	BATHULA ROHITH	BATHULA VENKATESH



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Certificate Course on Basic Computer Skills and Information Problem Solving

Final Assessment – Question Paper

10 Marks

I. Answer the all multiple choice Question. All Question carry equal Marks

10*1/2=5

M

1. Monitor is a _____ device. ()
a) Software b) Input c) Output d) Control
2. _____ is considered as a brain of computer ()
A) CU b) CPU c) MU d) ALU
3. _____ is a volatile memory. ()
a) RAM b) ROM c) EEPROM d) PROM
4. The central core of UNIX operating system that directly interacts with a hardware is called as _____
a) Shell b) Linux c) Kernel d) None of ()
- 5) Mouse is a popular _____ device
a) Input b) Output c) Peripheral d) Secondary storage ()
- 6) The first generation computers used
a) Vacuumtubes A/c b) transistors c) Integrated d) Microprocessor ()
- 7) _____ computers does not generate accurate or reliable result
a) Analog b) Digital c) mini d) micro ()
- 8) _____ computers work on continuous data
a) Super b) analog c) Digital d) mini ()
- 9) _____ computers are relatively small and inexpensive computers
(a) Analog (b) Digital (c) Micro (d) Mini ()
- 10) _____ is considered as a brain of computers
a) CU b) CPU c) MU d) ALU

II. Fill in the blanks .All Question carry equal Marks

10*1/2=5 M

1. A _____ is a electronic device that can store, retrieve and execute Instructions provided by users.
2. _____ stores program and application data needed by the computers.
3. _____ are those memories which does not loose its data.
4. Present generation computers offers a maximum storage capacity of _____ .



5. A software is a collection of _____ and _____
6. _____ is the physical components of computers.
7. Personal Computers are example of _____ is prepared.
8. _____ devices are used for inputting data on graphical workstations
9. Camera is a _____ device
10. Printers are hard copy _____ device.

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5	107019129002	AJMEERA SWAPNA	Course Completed
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9	107019156012	AVULA SRIKANTH	Course Completed
10	107019111027	B SHASHIDHAR REDDY	Course Completed
11	107019111035	CHITHRAM MADHU	Course Completed
12	107019129007	ANUPATI BHANUPRASAD	Course Completed
13	107019129010	ARRA BHANU PRASAD	Course Completed
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5	107019342011	ARUTLA DIVYA	Course Completed
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BJR GOVERNMENT DEGREE COLLEGE
Narayanguda, Hyderabad



Department of Computer Science/Applications

Certificate

This is to certify that **Mr./Ms. ARELLA. DURGA PRASAD**
bearing registered no. **1070 - 19 - 111 - 008** has successfully completed the certificate
course on **Basic Computing Skills and Information problems Solving**
held during **05.02.2020** to **29.02.2020**.


Coordinator


Principal

B. R. Govt. Degree Collr
Vittal-Wada, Narayanguda
Hyderabad, T.S.

