



TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (WOMEN)
HRD campus, DEVARAKONDA, NALGONDA-508248 (College code: 4133)
Recognized by UGC, India; Affiliated to Mahatma Gandhi University, Nalgonda.



DEPARTMENT OF COMPUTER SCIENCE

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Best practice title: Certificate Course Program

Year of inception of the practice: 2018-19

Introduction:

The Computer Science Department at our college conducted certificate course, The course is necessary for beginners in computer science or people with zero programming knowledge to gain fundamental knowledge of basic computer and computing concepts. The course will also introduce you to, MS-office, Google workspace software development, fundamentals of DBMS and user-defined methods which are essential knowledge in web and app development.

Objectives:

- To know how to use the most common Microsoft Office programs
- To be able to create documents for printing and sharing
- To be able to create and share presentations
- To be able to manage and store data in a spreadsheet
- Learn how products like Gmail, Docs, Drive, and Meet help your team reimaging the way they work and how deeply they collaborate.
- Make students study to know everything included in Google Workspace, such as business email, online file storage, shared calendars, and video meetings, whether you're a Workspace developer, administrator, or end user.
- After this course students would be aware to do computer operations. Help desk operator & data entry operators.

Program Process:

Planning and Coordination: The planning for the CERTIFICATE COURSE begins months in advance, involving the formation of organizing committees, securing necessary approvals.

- ❖ Preparation of certificate course brochure.
- ❖ Preparation of syllabus and time table.
- ❖ Preparation of certificates for students.
- ❖ Preparing question papers for exam.

Problems Encountered:

- ❖ A dedicated lab facility with good internet connectivity will be beneficial for the learning groups to practice hands-on.
- ❖ Making them to realize to put extra effort beyond curriculum was a real challenge.
- ❖ Motivating students to start self learning is one big challenge.
- ❖ Encouraging them to face state level competition and high standard certification.
- ❖ Exams is another challenge.

Outcomes:

- Acquire confidence in using computer techniques available to students.
- Recognize the basic components of computers and terminology.
- Understand data, information and file management.
- Managing and searching emails in Microsoft Outlook.
- Create documents using word processor, spread sheet and presentation software.
- Students will to learn the latest trend in various subjects of computers It will equip the students with skills required for developing applications in I.T.

Evidence of success:

Majority of the students go their placement with the DCA certificate for the academic year 2018-19.





TTWRDC(W)-DEVRAKONDA

AFFILIATED TO MAHATHMA GANDHI UNIVERSITY

Dept of computer science invites you



CERTIFICATE COURSE ON DCA Diploma in Computer Applications

DETAILS OF THE COURSE

Course Outline: MS-OFFICE, Browsers, Programming languages & Databases.

Duration : 45 days starting from August 20 2018

Mode : Offline

Eligibility : ALL FIRST YEAR STUDENTS

Organized by:
B. Supriya
Dept of Computer
Science



