To,
The Principal,
Art, Commerce & Science Collage,
Onde, Vikramgad.
Palghar, 401605.

Sub : Conducting the Programs.......

Respected Sir,
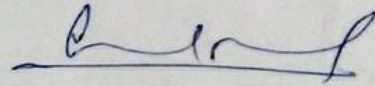
The Faculty of Commerce & Accountancy want to conduct following programs.

The Programs are as follows:
1) Assembly (Conduct by students)
2) Teach in school.
3) Prepared Bank Model.
4) Workshop on Tax.
5) Certificate course on Basic Computer Applications.(40 Hrs.)
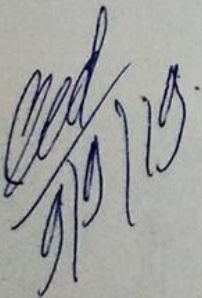6) Life skill Development Program..(30 Hrs.)

With Regards,
Thanking You,

Yours Faithfully,

Vipul Manohar Tandel

From,
Vipul Manohar Tandel
Department of Commerce & Accountancy.
Art, Commerce & Science Collage,
Onde, Vikramgad.
Palghar, 401605.

Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's

Arts, Commerce and Science College, Onde

Tal. Vikramgad, Dist. Palghar 401605

(Affiliated to the University of Mumbai)
NAAC Accredited Grade- C (CGPA-1.85);
ISO 9001:2015 Certified
Year of Establishment: 2002

Date: 2 Dec. 2019

To,
The Principal
Arts, Commerce, and Science College
Onde, Vikramgad.
401605.

Sub: Granting permission to start Certificate Course on Basic Computer
Application ….

Respected Sir,

I, the undersigned, wish to start Certificate Course on Basic Computer Application for the Students in our College. The course will start from December onwards & the duration of the course is 40 hrs. Therefore, I kindly request you to give permission for the said Course.

Kindly consider my request,

If granted, we shall very much be obliged to you.

Thank You.

Yours faithfully,

Prof. Tandel Vipul Manohar

Enclosure: 1) Copy of Syllabus of the Course.

Copy forwarded to:

The Coordinator I.Q.A.C. A.C.S. College Onde.

Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's

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CERTIFICATE COURSE IN BASIC COMPUTER APPLICATION

Eligibility: F.Y./S.Y./T.Y./B.A./B.COM./B.Sc. Students

Commencement of Course: February, 2021.

Course Duration – 30 Hours

Time: Every Thursday and Saturday 02:00 pm - 4:00 pm

No of Seats: 30

Registration: 6th February 2021 – 14th February 2021 (Online)

Registration Link: https://forms.gle/kNCver6yZKMiL2Mg9

Admissions on First-Come-First Served Basis

Contact :
Prof. V. M. TANDEL
Department of Commerce & Accountancy
Mo. No. :- 9975351130

GOLDEN OPPORTUNITY

FREE COURSE

Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's

Arts, Commerce and Science College, Onde

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Department of Commerce & Accountancy

Organizes

"CERTIFICATE COURSE ON BASIC COMPUTER APPLICATION"

No Admission Fees

- About the Course:-
  The purpose of this Course is to aware students about the Basic Computer Applications. In this Course Computer Fundamental Applications will be highlighted. In Higher Education, computer knowledge has a special value to improve Soft skills among the students. It contributes directly to the development of the students.

Duration: 1st March 2021 To 30th April 2021

Time: 2.00 To 4.00

Examination: 100 Marks

E-Certificate: Minimum 40 marks in the Examination.

IN - CHARGE
PROF. TANDEL Y. M.
DEPT. OF ACCOUNTANCY
CONTACT NO - 9975351130

I/C PRINCIPAL
DR. SONAVANE V. S.
ARTS COM & SCI COLLEGE

Sanjeevan Gramin Vidyakiya & Samajik Sahayata Pratishthan's

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Department of Commerce & Accountancy

Registration No. of Participant Students for Computer Course 2020-21
"Certificate Course on Basic Computer Application"

Sr. No.	Registration No.	Name of the Student	Gender	Class
1	ACS-BCA-2020-NO-001	ADHIKARI PRIYANKA VINOD	FEMALE	FYBCOM
2	ACS-BCA-2020-NO-002	AKRE SUMIT VASANT	MALE	FYBCOM
3	ACS-BCA-2020-NO-003	JADHAV MANIK SANJAY	MALE	FYBCOM
4	ACS-BCA-2020-NO-004	KARALE GAURAV NARAYAN	MALE	FYBCOM
5	ACS-BCA-2020-NO-005	MORE VASUDHA SHASHIKANT	FEMALE	FYBCOM
6	ACS-BCA-2020-NO-006	PATIL HARSHITA VINOD	FEMALE	FYBCOM
7	ACS-BCA-2020-NO-007	TANDEL SANJIVANI LAXMIKANT	FEMALE	FYBCOM
8	ACS-BCA-2020-NO-008	TOKARE RAJU SONYA	MALE	FYBCOM
9	ACS-BCA-2020-NO-009	TUMBADA AVINASH BHAGWAN	MALE	FYBCOM
10	ACS-BCA-2020-NO-010	AUSARKAR RUCHIRA EKNATH	FEMALE	SYBCOM
11	ACS-BCA-2020-NO-011	DONGARE RAHUL KISAN	MALE	SYBCOM
12	ACS-BCA-2020-NO-012	GIMBHAL AJIT YASHWANT	MALE	SYBCOM
13	ACS-BCA-2020-NO-013	GOTARNE RASIKA JAYVANT	FEMALE	SYBCOM
14	ACS-BCA-2020-NO-014	KHUTADE CHANDANA KASHINATH	FEMALE	SYBCOM
15	ACS-BCA-2020-NO-015	MALI MONALI RAVINDRA	FEMALE	SYBCOM
16	ACS-BCA-2020-NO-016	MORE DIKSHA VIJAY	FEMALE	SYBCOM
17	ACS-BCA-2020-NO-017	PADGHA NEHA DILIP	FEMALE	SYBCOM
18	ACS-BCA-2020-NO-018	PATIL JAGRUTI DILIP	FEMALE	SYBCOM
19	ACS-BCA-2020-NO-019	RAUT PRANALI GURUNATH	FEMALE	SYBCOM
20	ACS-BCA-2020-NO-020	THAKARE VISHAKHA BABAN	FEMALE	SYBCOM
21	ACS-BCA-2020-NO-021	GHARAT KAUSHAL LANKESH	MALE	TYBCOM
22	ACS-BCA-2020-NO-022	KHANIT MONIKA LAXMAN	FEMALE	TYBCOM
23	ACS-BCA-2020-NO-023	MAHALE AMOL PRAKASH	MALE	TYBCOM
24	ACS-BCA-2020-NO-024	BHOYE ANKITA KRISHNA	FEMALE	SYBCOM
25	ACS-BCA-2020-NO-025	PATIL TRUPTI DINESH	FEMALE	SYBCOM
26	ACS-BCA-2020-NO-026	THAKUR GUDEEYA NANDKUMAR	FEMALE	SYBCOM

Department of Commerce & Accountancy

Syllabus

"Certificate Course on Basic Computer Application"

1. Computer Fundamentals.   **2 hours**
• Introduction to Computer
• Computer System
  • Essentials and part of computers to run the system
  • Memory, Input-Output Devices

2. Operating System.   **2 hours**
• Introduction, Overview
• Windows Operating System

3. MS-Word.   **6 hours**
• Introduction
• Document – Creation, Editing, Printing
• Making Tables
• Spell Check and Grammar Check
• Finding, Replacing and Proofing Text
• Bullets & Numbering; Tabs
• Paragraph Formatting; Page Formatting
• Insertion of Page no; Header and Footer
• Security Features in MS Word
• Converting word document to web document, PDF Files

4. MS Excel.   **18 hours**
• Introduction
• Creating a workbook
• Using sheets in a workbook
• Editing, Copying, Formatting Data
• Cell Referencing; Ranges; Application of Auto/Advance Filter, Sorting, Subtotal
• Mathematical, Logical, Statistical and Financial function
• Application of V/H look up and validation; Pivot Tables and Charts

5. MS PowerPoint.   **8 hours**
• Introduction
• Opening a presentation; Adding Slides
• Fonts, Styles, Effect, Alignment, Text Direction
• Background Themes and Styles
• Tables, Charts, Graphs
• Project on preparation of Power point presentation

6. Web Technology.   **4 hours**
• Basic Concept of Internet
• Types of Internet Connection, Address, Protocol, Browsers
• Difference between Internet, Intranet, Extranet, www

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Department of Commerce & Accountancy

Academic Year: 2020 – 2021

"Certificate Course on Basic Computer Application"

RESULT

Sr. No.		Male	Female	Total
1	Enrolled	09	17	26
2	Appeared	09	17	26
3	Absent	01	01	02
4	Present	08	16	24
5	Pass	08	16	24
6	Failed	00	00	00
7	Percentage			100 %

Grade wise Result

Sr. No.	Grade	Male	Female	Total
1	A++	00	00	00
2	A+	03	08	11
3	A	00	04	04
4	B+	02	01	03
5	B	03	03	06
	Total	08	16	24

LIST OF TOPPER STUDENTS

Ranking	Registration No.	Name of Student	Gender	Class	Marks
1st	ACS-BCA-2020-NO-001	Adhikari Priyanka Vinod	Female	FYBCOM	82
1st	ACS-BCA-2020-NO-014	Khutade Chandana Kashinath	Female	SYBCOM	82
2nd	ACS-BCA-2020-NO-004	Karale Gaurav Narayan	Male	FYBCOM	78
2nd	ACS-BCA-2020-NO-006	Patil Harshita Vinod	Female	FYBCOM	78
2nd	ACS-BCA-2020-NO-010	Ausarkar Ruchira Eknath	Female	SYBCOM	78
2nd	ACS-BCA-2020-NO-021	Gharat Kaushal Lankesh	Male	TYBCOM	78
3rd	ACS-BCA-2020-NO-005	More Vasudha Shashikant	Female	FYBCOM	76
3rd	ACS-BCA-2020-NO-007	Tandel Sanjivani Laxmikant	Female	FYBCOM	76
3rd	ACS-BCA-2020-NO-022	Khanit Monika Laxman	Female	TYBCOM	76
3rd	ACS-BCA-2020-NO-023	Mahale Amol Prakash	Male	TYBCOM	76
3rd	ACS-BCA-2020-NO-024	Bhoye Ankita Krishna	Female	SYBCOM	76

Registration Link: -

No	Application	Purpose	Link
1	Google Form	Registration	https://forms.gle/kNCver6vZKMiL2Mg9

Links of Study Material, Lecture & Exam Provided to the Students: -

No	Application	Code / Topic	Link
1	Google Class Room	ceq3jcx	https://classroom.google.com/c/Mjg0MzQwODg2Njc5?cjc=ceq3jcx
2	WhatsApp		https://chat.whatsapp.com/JrSk2HpZloO5guRVqurBwa

Online Lecture Notes Link: Application Google ClassRoom:

No	Topic	Link
1	Computer Fundamentals	1) https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/Mjk4MDg5Nzg2NjIx/details 2) https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/Mjk4MDg5Nzg2NzY2/details 3) https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/Mjk4MDg5Nzg2Nzc4/details
2	Operating System	1) https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg0NDMwMTA5/details
3	MS-Word	1) https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg4MzczOTU4/details 2) https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg3MjUxNzk3/details 3) https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg2ODE0ODI5/details
4	MS-Excel	1) https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTgwOTIyMjMx/details 2) https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg4MTQ2MzIw/details
5	MS-PowerPoint	1) https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg1NDc1MjIw/details
6	Web Technology	1) https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzU3Njc2NDcxODgy/details 2) https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzU3Njc2NDcxOTI4/details

Online Lecture Notes Link: Application You Tube: -

No.	Topic	Link
1	Computer Fundamentals	1) https://www.youtube.com/watch?v=l4plCAriwSs 2) https://www.youtube.com/watch?v=ZGGKRg-Rf7w
2	Operating System	1) https://www.youtube.com/watch?v=QPz39_0zW1w
3	MS-Word	1) https://www.youtube.com/watch?v=F4Eti8xl-ec 2) https://www.youtube.com/watch?v=z1SJA7zJ_7s
4	MS-Excel	1) https://www.youtube.com/watch?v=sBpdL8YthcQ 2) https://www.youtube.com/watch?v=dW9XFKEeJ5g
5	MS-PowerPoint	1) https://www.youtube.com/watch?v=tcj2BhhCMN4 2) https://www.youtube.com/watch?v=69J6wvqSgdk 3) https://www.youtube.com/watch?v=tymXqDnyF6c
6	Web Technology	1) https://www.youtube.com/watch?v=_PZv8I8fHG4 2) https://www.youtube.com/watch?v=FFcZ8MVYqRs

Online Examination Link: Application Google Form: -

No	Date	Time	Link
1	24/05/2021	10:00 AM To 11.00 AM	https://forms.gle/Xm3di1SYibrQcVYH6
2	29/05/2021	10:00 AM To 11.00 AM	https://forms.gle/yR4vLLWvs5noAxoGA

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Email: ondecollege@yahoo.com: ondecollege401605@gmail.com

Website: www.acscollegeonde.ac.in

Department of Commerce & Accountancy

Report of

"Certificate Course on Basic Computer Application"

Department of Commerce & Accountancy conducted certificate course entitled "Certificate Course on Basic Computer Application" for the students of college in the academic year 2020 – 2021. The duration of the course was 30 Hrs.

26 students enrolled for the course. The course was completed online from 1st March 2021 To 30th April 2021. Prof. Tandel V. M. is an In – charge of the course. The examination of the course was conducted online.

After the completion of this course, participants are able to handle **MS – Word, Excel, Power Point, Internet, etc**. computer applications.

In Charge

Prof. Tandel V. M.

Dept. of Commerce & Accountancy.

Certificate Sample

Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's

Arts, Commerce and Science College, Onde

Tal-Vikramgad, Dist-Palghar (MS) - 401 605

Affiliated to the University of Mumbai

NAAC Accredited- Grade – "c" (CGPA - 1.85)

ISO-9001:2015 Certified

CERTIFICATE

This is to certify that Mr./Ms. **xxxxxxxxxxxxxxxxxxxxx** Registration No. **xxxxxxxxx** of **xxxxx** has successfully completed the course entitled *"Basic Computer Applications"* with grade **xxx** organized by Department of Commerce & Accountancy at Arts, Commerce & Science College, Onde in the academic year 2020 – 2021.

Mr. V. M. Tandel
In Charge
(Department of Accountancy)

Dr. V. S. Sonavane
Principal
(Principal, AC&S College)

Certificate ID: ACS – CC – BCA – No: - xxxxx

GRADATION: - A++ = Above 90; A+ = 75 to 89; A = 60 to 74; B+ = 50 to 59; B = 40 to 49.