



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.

Golden
Opportunity

Free
Course

Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's
Arts, Com. and Sci. College, Onde Tal.-Vikramgad, Dist- Palghar, 401605.

Certificate Course on Basic Computer Application

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

Commencement of Course : December, 2019.

Course Duration – 40 Hours.

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

No of Seats: 30

Registration: 9th December 2019 – 18th December 2019 (10:30 am to 2:00 pm)

Admissions on First-Come-First Served Basis

Free
Course

Contact :

Mo. No. :- 9975351130

Prof. V. M. TANDEL

Department Of Commerce & Accountancy

Golden
Opportunity





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Department of Commerce & Accountancy

Organizes

**"CERTIFICATE COURSE ON BASIC
COMPUTER APPLICATION"**

• 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.

Note

- ❖ No Admission Fees.
- ❖ E-Certificate will be provided to candidates who secured minimum 40 marks in the Examination.
- ❖ Please fill your details properly.

Who Can Join ?

FY / SY / TY / BA / BCom / BSc Students

IN - CHARGE

PROF. TANDEL V. M.

DEPT. OF ACCOUNTANCY

CONTACT NO - 9975351130

PRINCIPAL

DR. H. M. PEDNEKAR

ARTS COM & SCI COLLEGE



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Registration No. of Participant Students for Computer Course 2019-20
"Certificate Course on Basic Computer Application"

Sr. No.	Registration No.	Name of the Student	Gender	Class
1	ACS-BCA-2019-NO-001	CHAUDHARI MANIK MOHAN	Male	FYBCOM
2	ACS-BCA-2019-NO-002	DIKSHA VIJAY MORE	Female	FYBCOM
3	ACS-BCA-2019-NO-003	GUDEEYA NANDKUMAR THAKUR	Female	FYBCOM
4	ACS-BCA-2019-NO-004	SHALU RAJESH LOHAR	Female	FYBCOM
5	ACS-BCA-2019-NO-005	SUVARNA RUPJI VALVI	Female	FYBCOM
6	ACS-BCA-2019-NO-006	TEJAS SITARAM MALI	Male	FYBCOM
7	ACS-BCA-2019-NO-007	TUMBADA SIDDHESH SANJAY	Male	FYBCOM
8	ACS-BCA-2019-NO-008	AMOL PRAKASH MAHALE	Male	SYBCOM
9	ACS-BCA-2019-NO-009	ASHWINI DEVRAM KANOJA	Female	SYBCOM
10	ACS-BCA-2019-NO-010	KOMAL VINOD PATIL	Female	SYBCOM
11	ACS-BCA-2019-NO-011	PATIL MAYURI ASHOK	Female	SYBCOM
12	ACS-BCA-2019-NO-012	PRITI RAMAN MOKASHI	Female	SYBCOM
13	ACS-BCA-2019-NO-013	RAHUL ROHIDAS SATAVI	Male	SYBCOM
14	ACS-BCA-2019-NO-014	RESHMA DASHARATH PATIL	Female	SYBCOM
15	ACS-BCA-2019-NO-015	RISHIKESH AUSARKAR	Male	SYBCOM
16	ACS-BCA-2019-NO-016	RUPALI GANESH BANDE	Female	SYBCOM
17	ACS-BCA-2019-NO-017	MONIKA SASU KHARPADE	Female	TYBCOM
18	ACS-BCA-2019-NO-018	NAYAN NANU BELKADE	Male	TYBCOM
19	ACS-BCA-2019-NO-019	PRITI SANJAY LOHAR	Female	TYBCOM
20	ACS-BCA-2019-NO-020	PRIYANKA SADANANDA JABAR	Female	TYBCOM
21	ACS-BCA-2019-NO-021	SAGAR SADANAND JABAR	Male	TYBCOM
22	ACS-BCA-2019-NO-022	SHIVAM ANANTA DAVALA	Male	TYBCOM
23	ACS-BCA-2019-NO-023	SHRIKANT DATTA TUMBADA	Male	TYBCOM
24	ACS-BCA-2019-NO-024	SHWETA BHAGWAN BHOIR	Female	TYBCOM
25	ACS-BCA-2019-NO-025	MUKANE BHUSHITA EKNATH	Female	FYBCOM



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Syllabus

“Certificate Course on Basic Computer Application”

- | | |
|---|-----------------|
| 1. Computer Fundamentals. | 2 hours |
| <ul style="list-style-type: none">• Introduction to Computer• Computer System<ul style="list-style-type: none">• Essentials and part of computers to run the system• Memory, Input-Output Devices | |
| 2. Operating System. | 2 hours |
| <ul style="list-style-type: none">• Introduction, Overview• Windows Operating System | |
| 3. MS-Word. | 6 hours |
| <ul style="list-style-type: none">• 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 |
| <ul style="list-style-type: none">• 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 |
| <ul style="list-style-type: none">• 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 |
| <ul style="list-style-type: none">• Basic Concept of Internet• Types of Internet Connection, Address, Protocol, Browsers• Difference between Internet, Intranet, Extranet, www | |



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Academic Year: 2019 – 2020

“Certificate Course on Basic Computer Application”

RESULT

Sr. No.		Male	Female	Total
1	Enrolled	10	21	31
2	Appeared	10	15	25
3	Absent	01	00	01
4	Present	09	15	24
5	Pass	09	15	24
6	Failed	00	00	00
7	Percentage			100 %

LIST OF TOPPER STUDENTS

Ranking	Registration No.	Name of Student	Gender	Class	Marks
1 st	ACS-BCA-2019-NO-014	Reshma Dasharath Patil	Female	SYBCOM	92
2 nd	ACS-BCA-2019-NO-015	Rishikesh Eknath Ausarkar	Male	SYBCOM	88
	ACS-BCA-2019-NO-020	Priyanka Sadananda Jabar	Female	TYBCOM	88
	ACS-BCA-2019-NO-021	Sagar Sadanand Jabar	Male	TYBCOM	88
3 rd	ACS-BCA-2019-NO-004	Shalu Rajesh Lohar	Female	FYBCOM	84
	ACS-BCA-2019-NO-007	Tumbada Siddhesh Sanjay	Male	FYBCOM	84
	ACS-BCA-2019-NO-017	Monika Sasu Kharpade	Female	TYBCOM	84
	ACS-BCA-2019-NO-019	Priti Sanjay Lohar	Female	TYBCOM	84
	ACS-BCA-2019-NO-025	Mukane Bhushita Eknath	Female	FYBCOM	84



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Email: ondacollege@yahoo.com: ondacollege401605@gmail.com

Website: www.acscollegeonda.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 2019 – 2020. The duration of the course was 40 Hrs.

31 students enrolled for the course. The course was completed offline & online from December 2019 to March 2020. 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.

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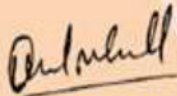
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CERTIFICATE

This is to certify that Mr./Ms. xxxxxxxxxxxx Registration No. xxxxxx of xxxx 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 2019 – 2020.



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



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

Certificate ID: ACS – CC – BSA – No: - 0001

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