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

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

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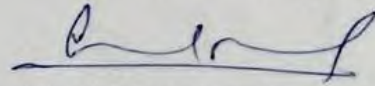
The Faculty of Commerce & Accountancy want to conduct following programs.

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.)
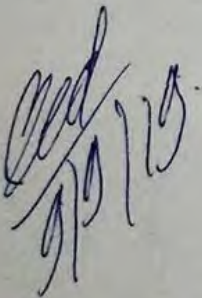6) Life skill Development Program..(30 Hrs.)

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.

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

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:	6th April 2022 To 30th April 2022
Time:	2.00 To 4.00 (Online)
Examination:	100 Marks
E-Certificate:	Minimum 40 marks in the Examination.

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

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

Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's

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CERTIFICATE COURSE IN BASIC COMPUTER APPLICATION

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

Commencement of Course: April, 2022.

Course Duration– 30 Hours

Time: 02:00 pm - 4:00 pm

No of Seats: 30

Registration: 4th April 2022 – 6th April 2022 (Online)

Registration Link: https://forms.gle/ay2kvz5pcp3wyYQu8

Admissions on First-Come-First Served Basis

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

GOLDEN OPPORTUNITY

FREE COURSE

SanjeevanGraminVidyakiya&SamajikSahayataPratishthan's

Arts, Commerce & Science College, Onde

At/Post. Onde Tal. Vikramgad, Dist. Palghar (MS)-401605

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Department of Commerce & Accountancy

Registration No. of Participant Students for Computer Course 2021 – 22
"Certificate Course on Basic Computer Application"

Sr. No.	Registration No.	Name of the Student	Gender	Class
1	ACS/BCA/2021/NO/001	Agiwale Pooja Sanjay	Female	FYBCOM
2	ACS/BCA/2021/NO/002	Bhanushali Jivita Sachin	Female	FYBCOM
3	ACS/BCA/2021/NO/003	Bhoir Mayuri Devnath	Female	FYBCOM
4	ACS/BCA/2021/NO/004	Dhasade Saurabh Sunil	Male	FYBCOM
5	ACS/BCA/2021/NO/005	Gurav Roshan Sudhakar	Male	FYBCOM
6	ACS/BCA/2021/NO/006	Nadage Atul Santosh	Male	FYBCOM
7	ACS/BCA/2021/NO/007	Pagi Vikas Anil	Male	FYBCOM
8	ACS/BCA/2021/NO/008	Shelar Ashwini Sainath	Female	FYBCOM
9	ACS/BCA/2021/NO/009	Singh Shivani Shailendrakumar	Female	FYBCOM
10	ACS/BCA/2021/NO/010	Tandel Rahul Jayram	Male	FYBCOM
11	ACS/BCA/2021/NO/011	Thakur Laxmi Jamunsing	Female	FYBCOM
12	ACS/BCA/2021/NO/012	Vangad Asman Gopal	Male	FYBCOM
13	ACS/BCA/2021/NO/013	Jadhav Shraddha Avikant	Female	FYBSC
14	ACS/BCA/2021/NO/014	Sambare Vaishnavi Pravin	Female	FYBSC
15	ACS/BCA/2021/NO/015	Adhikari Priyanka Vinod	Female	SYBCOM
16	ACS/BCA/2021/NO/016	Nipurte Sayali Suresh	Female	SYBCOM

SanjeevanGraminVidyakiya&SamajikSahayataPratishthan's

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Department of Commerce & Accountancy

<u>Syllabus</u>

"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	6	10	16
2	Appeared	6	10	16
3	Absent	0	0	0
4	Present	6	10	16
5	Pass	6	10	16
6	Failed	0	0	0
7	Percentage	100%	100%	100%

Grade wise Result

Sr. No.	Grade	Male	Female	Total
1	A++	0	0	0
2	A+	0	2	2
3	A	3	4	7
4	B+	3	2	5
5	B	0	2	2
	Total	6	10	16

List of Topper Students

Ranking	Registration No.	Name of Student	Gender	Class	Marks
1st	ACS/BCA/2021/NO/009	Singh Shivani Shailendrakumar	Female	FYBCOM	84
2nd	ACS/BCA/2021/NO/011	Thakur Laxmi Jamunsing	Female	FYBCOM	80
3rd	ACS/BCA/2021/NO/012	Vangad Asman Gopal	Male	FYBCOM	76

Registration Link: -

No	Application	Purpose	Link
1	Google Form	Registration	https://forms.gle/ay2kvzSpcp3wyYQu8

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

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

Online Lecture Notes Link: Application Google Class Room:

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	03/07/2022	11.00 AM To 12.00 PM	https://forms.gle/GD8vZGTSwnfkA6z98

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Year of Establishment: 2002

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 2021 – 2022. The duration of the course was 30 Hrs.

16 students enrolled for the course. The course was completed online from 6th April 2022 To 30th April 2022. 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.
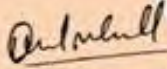
In Charge

Prof. Tandel V. M.

Dept. of Commerce & Accountancy.
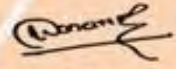
Certificate Sample

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. ... Registration No. ... of ... has successfully completed the course entitled **"Basic Computer Applications"** with grade.....
Conducted by Department of Commerce & Accountancy at Arts, Commerce & Science College, Onde in the academic year 2021 – 2022.

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.