

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



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

Respected Sir,

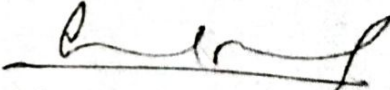
The Faculty of **Commerce & Accountancy** want to conduct following programs.

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.)

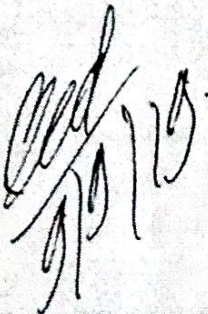
With Regards,  
Thanking You,

Yours Faithfully,

  
Vipul Manohar Tandel

From,

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

  
9/9/15



Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's

Arts, Commerce and Science College, Onda

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  
Onda, 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 Onda.

Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's  
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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: 11<sup>th</sup> February 2023 To 29<sup>th</sup> April 2023

Day: Every Saturday

Time: 1.00 To 3.00

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. PATIL C. Y.**  
**ARTS COM & SCI COLLEGE**



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**CERTIFICATE COURSE IN BASIC COMPUTER APPLICATION**

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

**Commencement of Course: February, 2023.**

**Course Duration: 30 Hours**

**Time: 01:00 PM To 3:00 PM**

**No of Seats: 30**

**Registration: 2<sup>nd</sup> February 2023 – 8<sup>th</sup> February 2023 (Online)**

**Registration Link: <https://forms.gle/JYLDWTdvofC2ZVJk7>**

**Admissions on First-Come-First Served Basis**

**Contact :**

**Prof. V. M. TANDEL**

**Department of Commerce & Accountancy**

**Mo. No. :- 9975351130**

**GOLDEN  
OPPORTUNITY**

**FREE  
COURSE**

**V/C PRINCIPAL**  
**ARTS, COMMERCE & SCIENCE COLLEGE**  
Onde, Tal. Vikramgad, Dist. Palghar.  
Pin-401605



*Sanjeevan Gramin Vidyakiya & Samajik Sahayata Pratishthan's*  
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**Syllabus**



**“Certificate Course on Basic Computer Application”**

- |   |                 |
|---|-----------------|
| <b>1. Computer Fundamentals.</b>  | <b>2 hours</b>  |
| <ul style="list-style-type: none"><li>• Introduction to Computer</li><li>• Computer System<ul style="list-style-type: none"><li>• Essentials and part of computers to run the system</li><li>• Memory, Input-Output Devices</li></ul></li></ul>   |                 |
| <b>2. Operating System.</b>   | <b>2 hours</b>  |
| <ul style="list-style-type: none"><li>• Introduction, Overview</li><li>• Windows Operating System</li></ul>   |                 |
| <b>3. MS-Word.</b>  | <b>6 hours</b>  |
| <ul style="list-style-type: none"><li>• Introduction</li><li>• Document – Creation, Editing, Printing</li><li>• Making Tables</li><li>• Spell Check and Grammar Check</li><li>• Finding, Replacing and Proofing Text</li><li>• Bullets &amp; Numbering; Tabs</li><li>• Paragraph Formatting; Page Formatting</li><li>• Insertion of Page no; Header and Footer</li><li>• Security Features in MS Word</li><li>• Converting word document to web document, PDF Files</li></ul> |                 |
| <b>4. MS Excel.</b>   | <b>18 hours</b> |
| <ul style="list-style-type: none"><li>• Introduction</li><li>• Creating a workbook</li><li>• Using sheets in a workbook</li><li>• Editing, Copying, Formatting Data</li><li>• Cell Referencing; Ranges; Application of Auto/Advance Filter, Sorting, Subtotal</li><li>• Mathematical, Logical, Statistical and Financial function</li><li>• Application of V/H look up and validation; Pivot Tables and Charts</li></ul>  |                 |
| <b>5. MS PowerPoint.</b>  | <b>8 hours</b>  |
| <ul style="list-style-type: none"><li>• Introduction</li><li>• Opening a presentation; Adding Slides</li><li>• Fonts, Styles, Effect, Alignment, Text Direction</li><li>• Background Themes and Styles</li><li>• Tables, Charts, Graphs</li><li>• Project on preparation of Power point presentation</li></ul>  |                 |
| <b>6. Web Technology.</b>   | <b>4 hours</b>  |
| <ul style="list-style-type: none"><li>• Basic Concept of Internet</li><li>• Types of Internet Connection, Address, Protocol, Browsers</li><li>• Difference between Internet, Intranet, Extranet, www</li></ul>  |                 |

*[Signature]*  
H.C. PRINCIPAL  
**ARTS, COMMERCE & SCIENCE COLLEGE**  
Onde, Tal. Vikramgad, Dist. Palghar.  
Pin-401605



Sanjeevan Gramin Vidyakiya & Samajik Sahayata Pratishthan's  
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Year of Establishment: 2002

Department of Commerce & Accountancy

Academic Year: 2022 – 2023



**“Certificate Course on Basic Computer Application”  
RESULT**

Sr. No.		Male	Female	Total
1	Enrolled	21	26	47
2	Appeared	21	24	45
3	Absent	01	01	02
4	Present	20	23	43
5	Pass	20	23	43
6	Failed	00	00	00
7	Percentage			100

**Grade wise Result**

Sr. No.	Grade	Male	Female	Total
1	A++	01	01	02
2	A+	08	08	16
3	A	09	10	19
4	B+	02	03	05
5	B	00	01	01
Total		20	23	43

**LIST OF TOPPER STUDENTS**

Ranking	Registration No.	Name of Student	Gender	Class	Marks
1 <sup>st</sup>	ACS/BCA/2022/NO/012	Gopal Asman Vangad	M	1 <sup>ST</sup>	92
2 <sup>nd</sup>	ACS/BCA/2022/NO/001	Patil Dhanashri Rajan	F	1 <sup>ST</sup>	90
	ACS/BCA/2022/NO/018	Malkari Sandesh Kashinath	M	1 <sup>ST</sup>	90
3 <sup>rd</sup>	ACS/BCA/2022/NO/047	Kakad Aniket Jayesh	M	1 <sup>ST</sup>	86
	ACS/BCA/2022/NO/031	Patil Disha Dilip	F	1 <sup>ST</sup>	86
	ACS/BCA/2022/NO/023	Bhoye Pallavi Kishor	F	1 <sup>ST</sup>	86
	ACS/BCA/2022/NO/039	Bhoye Vishal Santosh	M	1 <sup>ST</sup>	86

*Opal*  
I/C-PRINCIPAL  
**ARTS, COMMERCE & SCIENCE COLLEGE**  
Onde, Tal. Vikramgad, Dist. Palghar.  
Pin-401605

Registration Link: -

No	Application	Purpose	Link
1	Google Form	Registration	<a href="https://forms.gle/JYLDWTdvoFC2ZLKR">https://forms.gle/JYLDWTdvoFC2ZLKR</a>



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

No	Application	Code / Topic	Link
1	Google Class Room	lwgez3b	<a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5?cjc=lwgez3b">https://classroom.google.com/c/Mjg0MzQwODg2Njc5?cjc=lwgez3b</a>
2	WhatsApp		<a href="https://chat.whatsapp.com/Hbtvu1EMUzf2jNpaQcoxQO">https://chat.whatsapp.com/Hbtvu1EMUzf2jNpaQcoxQO</a>

Online Lecture Notes Link: Application Google Classroom:

No	Topic	Link
1	Computer Fundamentals	1) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/Mjk4MDg5Nzg2NjIx/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/Mjk4MDg5Nzg2NjIx/details</a> 2) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/Mjk4MDg5Nzg2NzY2/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/Mjk4MDg5Nzg2NzY2/details</a> 3) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/Mjk4MDg5Nzg2Nzc4/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/Mjk4MDg5Nzg2Nzc4/details</a>
2	Operating System	1) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg0NDMwMTA5/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg0NDMwMTA5/details</a>
3	MS-Word	1) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg4MzcwOTU4/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg4MzcwOTU4/details</a> 2) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg3MjUxNzk3/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg3MjUxNzk3/details</a> 3) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg2ODE0ODI5/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg2ODE0ODI5/details</a>
4	MS-Excel	1) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTgwOTIyMjMx/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTgwOTIyMjMx/details</a> 2) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg4MTQ2MzIw/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg4MTQ2MzIw/details</a>
5	MS-PowerPoint	1) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg1NDc1MjIw/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg1NDc1MjIw/details</a>
6	Web Technology	1) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzU3Njc2NDcxODgy/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzU3Njc2NDcxODgy/details</a> 2) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzU3Njc2NDcxOTI4/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzU3Njc2NDcxOTI4/details</a>

Online Lecture Notes Link: Application You Tube: -

No.	Topic	Link
1	Computer Fundamentals	1) <a href="https://www.youtube.com/watch?v=l4plCAriwSs">https://www.youtube.com/watch?v=l4plCAriwSs</a> 2) <a href="https://www.youtube.com/watch?v=ZGGKRg-Rf7w">https://www.youtube.com/watch?v=ZGGKRg-Rf7w</a>
2	Operating System	1) <a href="https://www.youtube.com/watch?v=QPz39_0zW1w">https://www.youtube.com/watch?v=QPz39_0zW1w</a>
3	MS-Word	1) <a href="https://www.youtube.com/watch?v=F4Eti8xl-ec">https://www.youtube.com/watch?v=F4Eti8xl-ec</a> 2) <a href="https://www.youtube.com/watch?v=z1SJA7zJ_7s">https://www.youtube.com/watch?v=z1SJA7zJ_7s</a>
4	MS-Excel	1) <a href="https://www.youtube.com/watch?v=sBpdL8YthcQ">https://www.youtube.com/watch?v=sBpdL8YthcQ</a> 2) <a href="https://www.youtube.com/watch?v=dW9XFKEeJ5g">https://www.youtube.com/watch?v=dW9XFKEeJ5g</a>
5	MS-PowerPoint	1) <a href="https://www.youtube.com/watch?v=tcj2BhhCMN4">https://www.youtube.com/watch?v=tcj2BhhCMN4</a> 2) <a href="https://www.youtube.com/watch?v=69J6wvqSgdk">https://www.youtube.com/watch?v=69J6wvqSgdk</a> 3) <a href="https://www.youtube.com/watch?v=tymXqDnyF6c">https://www.youtube.com/watch?v=tymXqDnyF6c</a>
6	Web Technology	1) <a href="https://www.youtube.com/watch?v=PZv8I8fHG4">https://www.youtube.com/watch?v=PZv8I8fHG4</a> 2) <a href="https://www.youtube.com/watch?v=FFcZ8MVYqBsl">https://www.youtube.com/watch?v=FFcZ8MVYqBsl</a>

Online Examination Link: Application Google Form: -

No	Date	Time	Link
1	24/04/2023	10.00 AM To 12.00 PM	<a href="https://forms.gle/ess2fTFwKvznmwK97">https://forms.gle/ess2fTFwKvznmwK97</a>
2			

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**Email:** [ondecollege@yahoo.com](mailto:ondecollege@yahoo.com); [ondecollege401605@gmail.com](mailto:ondecollege401605@gmail.com)

**Website:** [www.acscollegeonda.ac.in](http://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 2022 – 2023. The duration of the course was 30 Hrs.

47 students enrolled for the course. The course was completed online from 11<sup>st</sup> February 2023 To 29<sup>th</sup> April 2023. 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.

*(Signature)*  
VC PRINCIPAL

**ARTS, COMMERCE & SCIENCE COLLEGE**

Onda, Tal. Vikramgad, Dist. Palghar.  
Pin-401605

*(Signature)*  
In Charge

Prof. Tandel V. M.

Dept. of Commerce & Accountancy.