

Summary Report of Value Added Certificate Course - Basics of Computers

(Code V33407)

2023-24

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Course Outcomes

- Language Skills Improvement through language Integrated tasks
- Knowledge and ability to use key skills for study and life
- Ability to use basic MS office
- Creating presentations
- Improved confidence in e-communication

SYLLABUS

Sahakar Maharshi Late Bhaskarrao Shingne Arts College, Khamgaon,
Dist. Buldana

Value Added Certificate Course - Basic of Computers (Code V33407)

SYLLABUS

❖ Unit 1 – INTRODUCTION

- WHAT IS COMPUTER?
- COMPONENTS OF COMPUTER SYSTEM
- HARDWARE AND SOFTWARE
- INPUT & OUTPUT DEVICES
 - MOUSE, KEYBOARD, MONITOR
 - CPU (CENTRAL PROCESSING UNIT)
 - SPEAKER
 - PRINTER

❖ Unit 2 - KNOWING COMPUTER

- START, SLEEP MODE, POWER SAVING MODE, SHUT DOWN
- START MENU
- PROGRAMME MENU
- RIBBON, ICONS AND TOOLS
- BASIC APPLICATIONS OF COMPUTERS

❖ Unit 3- MS WORD

- INTRODUCTION
- WORD PROCESSING BASIC
- OPENING WORD PROCESSING
- MENU BAR
- TITLE BAR
- DOCUMENT CREATION
- OPENING & CLOSING DOCUMENTS
- TEXT CREATION & EDITING TEXT
- CUT, COPY, PASTE
- SAVE & SAVE AS
- PAGE SETUP
- PRINT PREVIEW
- PRINTING OF DOCUMENTS
- SPELL CHECK
- FORMATTING THE TEXT
- FONT & SIZE SELECTION



A handwritten signature in blue ink, appearing to read "Abesh".

Principal
Sahakar Maharshi Late
Bhaskarrao Shingne Arts College
Khamgaon Dist. Buldana

- INSERT
- ALIGNMENT OF TEXT
- PARAGRAPH INDENTING
- BULLETS & NUMBERING
- TABLES
- CHANGING CELL WIDTH & HEIGHT
- ALIGNMENT OF TEXT IN CELL
- DELETE / INSERTION OF ROWS & COLUMNS
- BORDER & SHADING

❖ Unit 4- MS POWER POINT

- INTRODUCTION
- BASICS OF POWER POINT – OPENING, SAVING
- CREATE A BLANK PRESENTATION
- CREATING A PRESENTATION USING A TEMPLATE
- ENTERING & EDITING TEXT
- INSERTING & DELETING SLIDES IN A PRESENTATION
- INSERTING WORD TABLE OR AN EXCEL SHEET
- ADDING CLIP ART PICTURES
- INSERTING OTHER OBJECTS
- SLIDE SHOW; PRESENTATION OF SLIDES
-

❖ Unit 5 – COMMUNICATIONS

- WHAT IS AN ELECTRONIC MAIL
- E-MAIL ETIQUETTES
- OPENING E-MAIL ACCOUNTS
- MAILBOX: INBOX & OUTBOX
- CREATING & SENDING A NEW E-MAIL
- REPLYING TO AN E-MAIL MESSAGE
- FORWARDING AN E-MAIL MESSAGE
- SORTING & SEARCHING E-MAILS
- INTERNET
- DOWNLOADING



Sahakar

Principal

Sahakar Maharshi Late
Bhaskarrao Shingne Arts College
Khamgaon Dist. Buldan:

Sahakar Maharshi Late Bhaskarrao Shingne Arts College, Khamgaon, Dist. Buldana
Value Added Certificate Course: Basics of Computers (Code: V33407) 2023 -24

BROCHURE

*Become a confident English language
and computer user
Present with Confidence*

Course Outcomes

Language Skills Improvement through language Integrated tasks

Knowledge and ability to use key skills for study and life

Ability to use basic MS office

Creating presentations

Improved confidence in e-communication

Contact: Dr. Nilima Deshmukh, Course Coordinator

Ph: 9552619216

AUTHORITY LETTER

Sahakar Maharshi Late Bhaskarrao Shingne Smruti Arogaya & Shikshan Prasarak Mandal, Khamgaon

Sahakar Maharshi Late Bhaskarrao Shingne Arts College, Khamgaon, Dist- Buldana (M.S.)

Affiliated to Sant Gadge Baba Amravati University, Amravati

College Code:-334

12(B) Dated 11 June 2012

2 (f) Dated 20 Oct 2011

Permanent Affiliation – L.NoSGBAU/8/C-300/2012

Dated 22 Feb 2012, NAAC Accredited 'C' grade

Website:-www.smbcoll.com

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ISO 9001: 2015 Certified

True Copy of the Resolution No. 02 of the College Development Committee meeting

dated 01/01/2022

Subject no. 02: Regarding approval for Add on / certificate course/ Value added courses

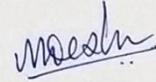
Resolution no.02: The subject of granting permission for the applications received for starting Add on / certificate course/ Value added courses and the attached syllabi was discussed by the members of the committee. The application forms received on 01/01/2022 were discussed in the meeting and the committee unanimously decided to grant approval to the following add on / certificate courses for the benefit of students:

Basic of Computer

Resolution passed unanimously.

Proposed by: Dr. N. D. Deshmukh

Secoinded by: Dr. M. A. Wasnik



Secretary

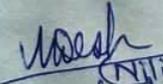
महाविद्यालय विकास समिती
सहकार महर्षी स्व.भारकरराव शिंगणे
कला महाविद्यालय खामगांव

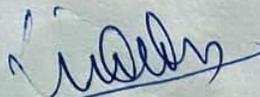
Sahakar Maharshi Late Bhaskarrao Shingne Arts College, Khamgaon

Value Added Certificate Course – Basic of Computers V33407

Session 2023-24 Test Attendance

Sr. No.	Name of Students	Class	Signature
1.	Ganesh K Gurav	B.A. III	Ganesh K.
2.	Ashwini M Mahale	B.A. III	A.M. Mahale.
3.	Shraddha N Fase	B.A. III	S.N. Fase
4.	Gayatri S Belokar	B.A. III	G.S. Belokar
5.	Madhuri B Kalamkar	B.A. III	M.B. Kalamkar
6.	Manisha C Wankhade	B.A. III	M.C. Wankhade
7.	Radha D Zate	B.A. III	R.D. Zate
8.	Sakshi C Tomar	B.A. III	S.C. Tomar
9.	Krushna R Solanke	B.A. III	K.R. Solanke.
10.	Sumedh B Sonone	B.A. III	S.B. Sonone
11.	Satyavijay B Pawar	B.A. III	S.B. Pawar
12.	Shilpa G Ingle	B.A. III	S.G. Ingle
13.	Vaishnavi O Verulkar	B.A. III	V.O. Verulkar
14.	Sumedh B Sonone	B.A. III	
15.	Chintaman M Bhise	B.A. III	C.M. Bhise
16.	Sapna D Gawhande	B.A. II	S.D. Gawhande
17.	Sapna S Jadhav	B.A. II	S.S. Jadhav
18.	Neha M Dabalkar	B.A. III	N.M. Dabalkar
19.	Diksha S Wankhade	B.A. II	D.S. Wankhade
20.	Divya G Gawai	B.A. II	D.G. Gawai
21.	Shubham S Tayade	B.A. III	S.S. Tayade
22.	Vaishnavi K Ugale	B.A. III	V.K. Ugale


Nilima Deshmukh
CO-ordinator


Principal
Sahakar Maharshi
Late Bhaskarrao Shingne Arts
College, Khamgaon: Dist. Buldana

Sahakar Maharshi Late Bhaskarrao Shingne Arts College, Khamgaon

Value Added Certificate Course – Basic of Computers V33407

Course Attendance 2023-24

Sr. No.	Name of Students	03/10/23	04/10	05/10	06/10	07/10	09/10	10/10	11/10	12/10	13/10	14/10	18/10	19/10	20/10	21/10	04/11	11/10	11/11
1.	Ganesh K Gurav	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
2.	Ashwini M Mahale	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P
3.	Shraddha N Fase	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P
4.	Gayatri S Belokar	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
5.	Madhuri B Kalamkar	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6.	Manisha C Wankhade	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
7.	Radha D Zate	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
8.	Sakshi C Tomar	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
9.	Krushna R Solanke	P	A	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P
10.	Sumedh B Sonone	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
11.	Satyavijay B Pawar	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
12.	Shilpa G Ingle	A	P	P	P	P	A	P	P	P	P	P	A	P	P	A	P	P	P
13.	Vaishnavi Verulkar	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
14.	Chintaman M Bhise	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P
15.	Sapna D Gawhande	P	A	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P
16.	Sapna S Jadhao	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
17.	Neha M Dabalkar	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18.	Diksha SWankhade	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P
19.	Divya G Gawai	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P
20.	Shubham S Tayade	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
21.	Vaishnavi K Ugale	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P

Mish
Co-ordinator
(Nilima Deshmukh)

Principel
Principal
Sahakar Maharshi
Late Bhaskarrao Shingne Arts
College, Khamgaon Dist Buldana

SAHAKAR MAHARSHI LATE BHASKARRAO SHINGNE
ARTS COLLEGE, KHAMGAON

CERTIFICATE

THIS IS TO CERTIFY THAT



Mr. / Ms.

SHUBHAM S. TAYADE

has successfully completed the Value Added Certificate
Course Basics of Computers V33407 in the session 23-24.

COORDINATOR

Principal
Sahakar Maharsi
Late Bhaskarrao Shingne Arts
College, Khamgaon Dist. Buldhana
PRINCIPAL