Mangaon Taluka Education Society's

Doshi Vakil Arts College and G.C.U.B. Science & Commerce College,
Goregaon-Raigad
Department of Commerce Organizes
One week Short term Certificate Course in

BASIC COMPUTER APPLICATIONS
Monday, 17th May 2021 – Saturday, 23rd May 2021

Week No.	Syllabus	
DAY 1 17TH MAY 21	INTRODUCTION TO COMPUTER HARDWARE, SOFTWARE'S & OTHER PERIPHERALS	
DAY 2 18TH MAY 21	CREATE, EDIT VARIOUS TYPES OF DOCUMENT USING MICROSOFT WORD	
DAY 3 19TH MAY 21	CREATE AND MANAGE MICROSOFT EXCEL WORKSHEET	
DAY 4 20TH MAY 21	SLIDES DESIGN AND PRESENTATION OF SLIDES USING MICROSOFT POWERPOINT	
DAY 5 21TH MAY 21	HOW TO CREATE GOOGLE FORM, HOW TO OPERATE GOOGLE DRIVE, QUIZZ APP, PEAR DECK APP FOR ONLINE EXAMINATION	
DAY 6 22TH MAY 21	HOW TO CONVERT FILES : PDF TO JPG, JPG TO PDF, WORD TO PDF, PDF TO WORD, FILE JOINING, SEPARATION OF VARIOUS FILE	
Evaluation Process		
Assessment	3 Assignment and 20 marks MCQ Test	Total Marks : 30 + 20 = 50
Other Information about course		
Note that	Submission of every assignment compulsory for certification.	
Lectures	Lecture upload on google classroom on everyday 5 to 6 pm These lecture link available for you 24x7 upto 25th May 2021 on Google Classroom	
Minimum qualification of the course	12th pass (i.e. all under graduate and post graduate students)	
Certification Criteria	Attendance Compulsory for all lectures Minimum passing Percentage 40% i.e 20 marks	
Fees for this Course	No Fees	
Admission Procedure		
For admission Click on the following link	Documents for admission – scanned 12th mark sheet, scanned photograph, scanned signature Application link : https://forms.gle/EZSo9Lv5nvWiohxF9 JOIN GOOGLE CLASSROOM AFTER ENROLLMENT : https://classroom.google.com/c/MzMzODMyMjA2MzE1?cjc=hb4ga2l	

Dr. Parag V. Pimplapure   **Principal**
HOD, Commerce & Course Convener

LECTURE SCHEDULE (Computer Course)

Topic	Lecturer	Lecturer
DAY 1 17TH MAY 21	INTRODUCTION TO COMPUTER HARDWARE, SOFTWARE'S & OTHER PERIPHERALS	DR. PARAG V. PIMPLAPURE
DAY 2 18TH MAY 21	CREATE, EDIT VARIOUS TYPES OF DOCUMENT USING MICROSOFT WORD	DR. PARAG V. PIMPLAPURE
DAY 3 19TH MAY 21	CREATE AND MANAGE MICROSOFT EXCEL WORKSHEET	DR. PARAG V. PIMPLAPURE
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