

D.T.E. Academy's
Padmashri Babasaheb Vengurlekar Mahavidyalaya Pandurtitha
(Affiliated to University of Mumbai)

Pandur, Tal- Kudal, Dist - Sindhudurg, 416812, Office Tel - 02362-248077

ICT/Computer Skill Program

2022-23

Total = 15
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COMPUTER LITERACY COURSE

SYLLABUS

I. Introduction to computer - 01

A. Computer Basics

1. Overview of computers
2. Uses of computer
3. Using mouse comfortably
4. Using keyboard for typing
5. Understanding Input, Process and Output
6. Computer Hardware and Software

II. Operating System (Windows 10) - 02

1. Overview of Operating System
2. Basic Operations
 - a. How to start and shut down computer
 - b. How to connect a headset to computer
 - c. Learn to interact with computers
3. Personalizing Desktop
 - a. Changing the Desktop Background
 - b. Applying a Screen Saver
 - c. Applying Themes
4. File and Folder Management
5. Using Applications
 - a. Creating pictures with MS Paint
 - b. Using Notepad to create a text document
 - c. Windows Media Player
 - d. Calculator
 - e. Sticky Notes
 - f. Windows Games
 - g. Computer and voice typing
 - h. Gmail

Principal

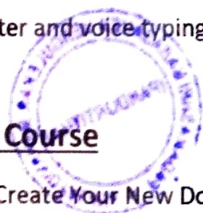
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Mahavidyalaya Pandurtitha



III. MS Word Course

1. Learn To Create Your New Document.

- 02 + 02 = 04



2. Learn How To Change the Page Layout, Background And Borders.
3. Edit Pictures and Shapes.
4. Insert Clip art and Images to Your Document.
5. Learn About Paragraphs.
6. Managing content.
7. Links, Header and footer.

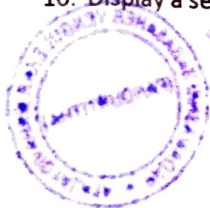
IV. MS Excel Course - 04

1. Create, open and view a workbook.
2. Save and print workbooks.
3. Enter and edit data.
4. Modify a worksheet and workbook.
5. Work with cell references.
6. Learn to use functions and formulas.
7. Create and edit charts and graphics.
8. Filter and sort table data.
9. Work with pivot tables and charts.

V. MS PowerPoint Course - 03 + 01 = 4

1. Examine slide show presentation concepts and explore the Microsoft Office PowerPoint environment.
2. Create a new presentation.
3. Modify presentation themes.
4. Add and edit text to slides.
5. Add new slides to a presentation.
6. Insert clipart images and shapes to slides.
7. Insert and modify tables and charts.
8. Add sound and video to a slide presentation.
9. Insert and edit animations and slide transitions.
10. Display a self-running presentation.


Principal
Padmashri Babasaheb Venkulekar
Mahavidyalaya, Pandurtitha.



COMPUTER LITERACY BATCHES

| Batch 1 | |
|---------|---------------------|
| S.Y.BBI | |
| Sr. no | Student Name |
| 1 | Jadhav Sejal |
| 2 | Wagh Chetana |
| 3 | Thakur Shrushti |
| 4 | Maharao Lhetana |
| 5 | Chavan Ankita |
| 6 | Gosavi Sarika |
| 7 | Raval Sakshi |
| 8 | Parab Kalpita |
| 9 | Nandoskar Manasi |
| 10 | Warang Pragati |
| 11 | Malgaonkar Artikesh |
| 12 | Mangaonkar Kuldeep |
| 13 | Hajankar Raj |
| 14 | Ghadigaonkar Aniket |
| 15 | Dangmodekar Vaibhav |
| 16 | Mestry Sukanya |

| Batch 2 | |
|-----------|-----------------------------|
| S.Y.B.Com | |
| Sr. no | Student Name |
| 1 | Desai Gaurav Nandkumar |
| 2 | Gothankar Kausthub Kamlesh |
| 3 | Khumbhar Prakash Bhikaji |
| 4 | Kawale Siddhesh Sanjay |
| 5 | Khumbhar Anish Mahesh |
| 6 | Sawant Akshay Anil |
| 7 | Sawant Vishnu Arun |
| 8 | Chavan Sahil Ramchandra |
| 9 | Kesarkar Ramchandra Sanjay |
| 10 | Chavan Kavita Harishchandra |
| 11 | Dalvi Sakshi Ravindra |
| 12 | Tilve Roshni Ramchandra |
| 13 | Parab Tanvi Mahendra |
| 14 | Mestry Sanchita Dhaku |
| 15 | Sawant Prachi Mangesh |
| 16 | Ghogale Sanika Shashikant |
| 17 | Parab Sayali Santosh |
| 18 | Parab Sonali Gopal |
| 19 | Teli Tejas Vinod |


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| Batch 3 | |
|-----------|-------------------------------|
| F.Y.B.Com | |
| Sr. no | Student Name |
| 1 | Masurkar Pragati Sanjay |
| 2 | Khanolkar Bhavika Laxshman |
| 3 | Mesrty Ananya Anand |
| 4 | Satam Komal Ramchandra |
| 5 | Chugule Guari Rajesh |
| 6 | Tilwe Aishwarrya Ramchandra |
| 7 | Mesrty Yugandhra Sunil |
| 8 | Narkar Vaishnavi Sandeep |
| 9 | Sawant Suman Pravin |
| 10 | Talgonkar Sayali Rajendra |
| 11 | Tejam Manish Vishnu |
| 12 | Khot Sakshi Vinayak |
| 13 | Gawade Nikhil Vaman |
| 14 | Awalegoankar Prathmesh Gunpat |
| 15 | Parab Tukaram Gunpat |
| 16 | Gawade Nikhil Rajendra |
| 17 | Naik Viraj Ramchandra |
| 18 | Morjkar Sahil Govind |
| 19 | Malgoankar Rakesh Rajendra |
| 20 | Sawant Rohan Laxshman |
| 21 | Rawool Aryan Anand |
| 22 | Pawaskar Narayan Pravin |
| 23 | Sawant Shrvani s |
| 24 | Gawade Santosh |
| F.Y.BBI | |
| 1 | Sawant Maithili Vday |
| 2 | Rane Apurva |


 Principal
 Padmashri Babasaheb Vengurtekar
 Mahavidyalaya Pandhrittha



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Pandur, Tal-kudal, Dist- sindhudurg, 416812, office Tel- 02362-248077

COMPUTER LITERACY COURSE.

Attendance sheet

| Sr. No. | Student Name | Gender | Class | Year 2022-2023 | | | | | | | | | | | | | | Total Present Days |
|---------|------------------------------|--------|-------|----------------|-------|--------|-------|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|--------------------|
| | | | | Jan 2 | Jan 9 | Jan 13 | Jan 7 | Jan 11 | Jan 14 | Jan 16 | Jan 19 | Jan 28 | Feb. 10 | Feb. 12 | Feb. 14 | Feb. 15 | Feb. 16 | |
| 1 | Chawan Ankita Ganpat. | M | SYBBI | P | P | P | P | P | P | P | P | P | P | P | P | P | A | 14 |
| 2 | Dangmodekar Vaibhav Vijay. | M | SYBBI | P | P | A | P | P | P | P | P | P | P | P | P | P | P | 14 |
| 3 | Ghadigaonkar Aniket Anil. | M | SYBBI | P | P | P | P | P | A | P | P | P | A | P | P | P | P | 13 |
| 4 | Gosavi Sarika Yashwant | M | SYBBI | P | P | P | P | P | P | P | A | P | P | P | P | P | P | 14 |
| 5 | Hanjankar Raj Roshan. | M | SYBBI | P | P | P | P | P | P | P | P | P | P | P | P | A | P | 14 |
| 6 | Jadhav Sejal Ashok. | M | SYBBI | P | P | P | P | P | P | P | A | P | P | P | P | P | P | 14 |
| 7 | Maharao Chetana Kamlakar. | M | SYBBI | A | P | P | P | P | P | P | A | P | P | P | P | P | P | 14 |
| 8 | Malgaonkar Aatrikesh Govind. | M | SYBBI | A | P | P | P | P | P | P | P | P | P | P | P | P | P | 14 |
| 9 | Mangaonkar Kuldip Dadu. | M | SYBBI | P | P | P | P | P | A | P | P | P | P | P | P | P | P | 14 |
| 10 | Mestry Sukanya Mahesh | F | SYBBI | P | P | P | P | P | P | P | P | P | P | P | A | P | P | 14 |
| 11 | Nandoskar Mansi Umesh. | F | SYBBI | P | A | P | A | P | P | P | P | P | P | P | P | P | P | 13 |
| 12 | Parab Kalpita Atmaram | F | SYBBI | P | P | A | P | P | P | P | P | P | A | P | P | P | P | 13 |

| | | | | | | | | | | | | | | | | | | | |
|----|--------------------------|---|-------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|
| 13 | Rawal Sakshi Gajanan | F | SYBBI | P | P | P | P | P | A | P | P | P | P | A | P | P | P | P | 13 |
| 14 | Thakur Shrushti Gajanan. | F | SYBBI | P | P | P | A | P | A | P | P | P | P | P | P | P | P | P | 13 |
| 15 | Wagh Chetana Santosh | F | SYBBI | P | P | A | P | P | A | A | A | A | A | A | A | A | A | P | 06 |
| 16 | Warang Pragati Prabhakar | F | SYBBI | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | 14 |
| 17 | Sawant Mansi | F | SYBBI | P | P | P | P | P | P | A | P | A | P | P | P | P | P | P | 13 |

Rsinghan
Course Co-ordinator.



Principai
Principai
Padmasri Babasaheb Vengulekar
Mahavidyalaya, Pandurthitha

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|----|----------------------|---|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|----|
| 17 | Parab Sayali Santosh | F | SYBCOM | P | P | P | P | P | P | P | P | X | P | P | P | P | 12 |
| 18 | Parab sonali Gopal. | F | SYBCOM | P | P | P | P | P | P | P | P | P | P | P | P | P | 13 |
| 19 | Teli Tejas Vinod. | M | SYBCOM | P | P | P | P | P | P | P | P | P | P | P | P | A | 12 |
| 20 | Kumbhar Ankush | M | SYBCOM | P | P | P | P | P | P | P | P | P | P | P | P | A | 12 |

ksingh
Course Co-ordinator.



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Principal
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| | | | | Jan 6 | Jan 8 | Jan 12 | Jan 13 | Jan 14 | Jan 16 | Jan 18 | Jan 19 | Jan 20 | Jan 22 | Jan 28 | Feb. 01 | Feb. 02 | Feb. 03 | Feb. 07 | |
| 1 | Masurkar Pragti Sanjay. | F | FYBCOM | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | 15 |
| 2 | Khanolkar Bhavika Laxshuman | F | FYBCOM | A | P | P | P | P | P | P | P | P | P | P | P | P | P | P | 15 |
| 3 | Mestry Ananya Anand | F | FYBCOM | P | P | A | A | P | P | P | A | P | A | A | A | A | A | A | 07 |
| 4 | Satam Komal Ramchandra | F | FYBCOM | P | P | P | A | P | P | P | A | A | P | A | A | P | P | P | 11 |
| 5 | Chugule Gauri Rajesh | F | FYBCOM | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | 15 |
| 6 | Tilwe Aishwarya Ramchandra | F | FYBCOM | P | P | P | A | P | P | P | P | P | P | P | P | A | A | A | 12 |
| 7 | Mestry Yugandhra Sunil. | F | FYBCOM | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | 15 |
| 8 | Narkar Vaishnavi Sandeep | F | FYBCOM | P | P | P | A | P | P | P | P | P | P | P | P | P | P | P | 15 |
| 9 | Sawant Suman Pravin | F | FYBCOM | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | 16 |
| 10 | Talgoankar Sayali Rajendra | F | FYBCOM | P | P | P | P | P | P | A | P | P | P | P | P | A | A | A | 13 |
| 11 | Tejam Manisha Vishnu | F | FYBCOM | P | A | P | P | P | P | P | P | P | P | P | P | P | P | P | 15 |
| 12 | Khot Sakshi Vinayak | F | FYBCOM | P | P | P | P | P | A | P | P | P | P | P | P | A | A | P | 14 |

| | | | | | | | | | | | | | | | | | | | | |
|----|----------------------------|---|--------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|
| 13 | Gawade Nikhil Vaman. | M | FYBCOM | P | P | A | A | P | P | P | P | P | P | P | P | P | A | P | P | 13 |
| 14 | Awalegoankar Prathmesh G. | M | FYBCOM | P | P | P | P | P | A | A | P | P | P | P | P | P | P | P | P | 14 |
| 15 | Parab Tukaram Ganpat | M | FYBCOM | P | P | P | P | P | A | A | P | P | P | P | P | P | P | P | P | 15 |
| 16 | Gawade Nikhil Rajendra | M | FYBCOM | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | 15 |
| 17 | Naik Viraj Ramchandra | M | FYBCOM | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | 15 |
| 18 | Morjkar Sahil Govind | M | FYBCOM | P | P | P | P | P | P | P | P | A | P | P | P | P | A | P | P | 14 |
| 19 | Malgoankar Rakesh Rajendra | M | FYBCOM | P | P | P | P | A | A | P | P | P | P | P | P | P | P | A | P | 14 |
| 20 | Sawant Rohan Laxshman | M | FYBCOM | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | P | 15 |
| 21 | Rawool Aryan Anand | M | FYBCOM | P | P | P | P | P | P | P | P | A | P | P | P | P | P | P | P | 15 |
| 22 | Pawaskar Narayan Pravin | M | FYBCOM | P | P | P | P | P | P | P | P | P | A | P | A | P | P | P | P | 15 |
| 23 | Sawant Shrvani S | F | FYBCOM | P | A | P | P | P | P | P | A | P | P | P | P | P | A | P | P | 13 |
| 24 | Gawade Santosh | M | FYBCOM | P | P | P | P | P | P | P | P | P | P | A | P | P | P | P | P | 15 |
| 25 | Tilwe Nikhil | M | FYBCOM | P | P | P | A | P | P | P | A | A | P | P | P | P | P | P | P | 13 |
| 26 | Pawaskar Ratnprabhkar. | F | FYBCOM | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | 16 |

P. Singhan
Course Co-ordinator.



Padmasree Babasaheb Vengunekar
Principal
Padmasree Babasaheb Vengunekar
Mahavidyalaya, Pandurthana
Principal.



Dadasaheb Tirodkar Educational Academy's
PADMASHRI BABASAHEB VENGURLEKAR MAHAVIDYALAYA, PANDURTITHA
(Affiliated to University of Mumbai)
Tal. Kudal, Dist. Sindhudurg

CERTIFICATE

This to certify that Shri./Miss

MASURKAR PRAGATI SANJAY

studying in the

F. Y. B. COM

has successfully completed the

COMPUTER LITERACY CERTIFICATE COURSE

organized and conducted by the Department Of Information Technology and Computer Science of the Padmashri Babasaheb

Vengurlekar Mahavidyalaya, Pandurtitha from

JANUARY - 2023

to

FEBRUARY - 2023

Tsinghan
Coordinator



Principals
Principal
Padmashri Babasaheb Vengurlekar
Mahavidyalaya, Pandurtitha



Dadasaheb Tirodkar Educational Academy's
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Tal. Kudal, Dist. Sindhudurg

CERTIFICATE

This to certify that Shri./Miss

TILVE AISHWARYA RAMCHANDRA

studying in the

F. Y. B. COM(B&I)

has successfully completed the

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to

FEBRUARY - 2023

P. Singhani
Coordinator



P. Singhani
Principal
Principal
Padmashri Babasaheb Vengurlekar
Mahavidyalaya, Pandurtitha



Dadasaheb Tirodkar Educational Academy's
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(Affiliated to University of Mumbai)
Tal. Kudal, Dist. Sindhudurg

CERTIFICATE

This to certify that Shri./Miss

RANE APURVA ARVIND

studying in the

F. Y. B. COM(B&I)

has successfully completed the

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FEBRUARY - 2023

Bsinghan
Coordinator



[Signature]
Principal
Padmashri Babasaheb Vengurlekar
Mahavidyalaya, Pandurtitha



Dadasaheb Tirodkar Educational Academy's

PADMASHRI BABASAHEB VENGURLEKAR MAHAVIDYALAYA, PANDURTITHA

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Tal. Kudal, Dist. Sindhudurg

CERTIFICATE

This to certify that Shri./Miss

SAWANT MAITHILI UDAY

studying in the

F. Y. B. COM(B&I)

has successfully completed the

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JANUARY - 2023

to

FEBRUARY - 2023

P. Singh
Coordinator



[Signature]
Principal
Padmashri Babasaheb Vengurlekar
Mahavidyalaya, Pandurtitha



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Tal. Kudal, Dist. Sindhudurg

CERTIFICATE

This to certify that Shri./Miss

KHANOLKAR BHAVIKA LAXSHMAN

studying in the

F. Y. B. COM

has successfully completed the

COMPUTER LITERACY CERTIFICATE COURSE

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Vengurlekar Mahavidyalaya, Pandurtitha from

JANUARY - 2023

to

FEBRUARY - 2023

P. Singh
Coordinator



P. Singh
Principal
Principal
Padmashri Babasaheb Vengurlekar
Mahavidyalaya, Pandurtitha