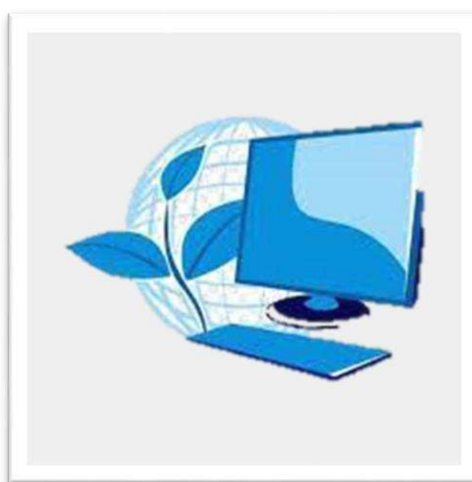


G. S Science, Arts and Commerce College, Khamgaon
Department of Commerce

Certificate Course in
Computer Skills
(Proposed for the session 2022-23)



Submitted by
Dr. M. S. Gaikwad
Coordinator
Certificate Course in Computer Skills

Members of Committee

(Board of Studies)

For the conduct of certificate course in **Computer Skills (CS)**, I hereby constitute the following committee -

Sr. No.	Faculty	Designation	Department	Name of Institute
1	Dr. V. R. Gawhale	Professor and Head	Commerce	G S Science, Arts and Commerce College, Khamgaon
2	Dr. M. S. Gaikwad	Professor & Coordinator	Commerce	G S Science, Arts and Commerce College, Khamgaon
3	Mr. Rajkumar R. Fate	Assistant Professor (Contract Basis)	Commerce	G S Science, Arts and Commerce College, Khamgaon
4	Miss. Ravina Chhatwani	Assistant Professor (Clock hour Basis)	Commerce	G S Science, Arts and Commerce College, Khamgaon

Plan of Action (Requirements)

NAME OF COURSE	:	Certificate course in Computer Skills (CS)
ELIGIBILITY OF ADMISSION	:	Any bonafide student of our college with Commerce as a subject
NO. OF TEACHING HOURS	:	36 h (6 h / week)
EXAMINATION PATTERN	:	Multiple choice Question
FACULTY PROFILE	:	1. Dr. M. S. Gaikwad 2. Mr. Rajkumar R. Fate 3. Miss. Ravina Chhatwani 4. Any other (as per requirement)
COURSE FEES	:	Rs 400
COURSE COMMENCEMENT	:	First week of January, 2023
REGISTRATION FROM	:	Proposed as under

Registration Form

Course Name: **Certificate course in Computer Skills (CS)**

Name			
	First Name	Middle Name	Surname
Gender	Male/Female		
Category	SC/ST/OBC/VJ-NT/SBC/General (Tick appropriate)		
Program Name	B.Com./ M.Com.		
Contact Number			
	Primary	Secondary	Parent
Email			
	Primary	Secondary	
ADHAR/ UID			
Admission receipt number			

Proposed Syllabus (2022-23)

- 1. Human computer interface**
- 2. Functional units of computer system**
- 3. Input and Output devices**
- 4. Memory**
- 5. Data representation**
- 6. Concept of computing**
- 7. Types of languages**
- 8. Word processing**
- 9. Microsoft Excel**
- 10. Microsoft PowerPoint**
- 11. The impact of computing and the internet on society- Electronic Payment System**

Course Outcome (Proposed)

This is a very comprehensive course for Commerce designed for all University level students with basic Commerce knowledge. Probable Course Outcomes are:

- Understanding the concept of input and output devices of Computers.
- Learn the functional units and classify types of computers, how they process information and how individual computers interact with other computing system and devices.
- Understand an operating system and its working and solve common problems related to operating systems.
- Learn basic word processing, spreadsheet and presentation graphics software's skills.
- Study to use the internet safely, legally and responsibly.

Reference Book:

1. Introduction to information technology, ITL education Solutions Limited, Pearson Education.
2. Computer Fundamentals, a Goel, 2010 Pearson Education.
3. Fundamentals of Computers, P. K. Sinha and P Sinha 2007, BPB Publishers.
4. It tools, R. K. Jain, Khanna publishing house
5. "Introduction to Information Technology" Satish Jain Amrish Rai and Shashi Singh paperback edition BPB Publications 2014.



Figure 1 Prof. Raj Fate engaging a lecture



Figure 2 Prof. Mahesh Gaikwad engaging a lecture

TOTAL 110 STUDENTS WERE ADMITTED IN THE SHORT TERM COURSE IN COMPUTER SKILLS & 95 STUDENTS WERE COMPLETED THE COURSE SUCCESSFULLY.