Gokhale Education Society's
R.N.C. Arts, J.D.B. Commerce & N.S.C. Science College, Nashik-Road

Short Term Credit Course
(04 credits, 40 Hours: 30 Hours Lecture, 10 Hours Practicals)
on
Computer Awareness and Its Applications
For
T.Y.B.A. / T.Y.B.Com. /T.Y.B.Sc. regular/T.Y.B.Sc. Biotechnology/
T.Y.B.Sc. Computer Science T.Y.B.B.A./T.Y.B.C.A./

Syllabus of the course

Objectives:

Following are the objectives of the course

1. How to operate computer?
2. To develop basic knowledge in operating computers
3. To create edit and format documents using MS Word
4. To access the internet and find the Useful information for the study
5. To enhance the knowledge for web-based email account and attachment of documents
6. To use various Google tools and Google Drive
7. To enhance the knowledge about digital literacy to understand the concept of online banking

Chapter	Title of chapter	No. of lectures

Chapter 1	**Introduction to computers**
	 1.1 Historical development of computers
	 1.2 information of computer, mobile/ tablet and their applications
	1.3 Computer system components
	   a) Central Processing Unit (CPU)
	   b) Input and output devices
	   c) USB port and pen drive
	   d) Connecting power cord, keyboard, monitor, mouse and printer to CPU
	1.4 Model questions and test
		04

Chapter 2	**Computer system operations**
	2.1 Introduction
	2.2 Operating system and its usage
	2.3 Basic operations
	   a) How to operate Mouse and keyboard
	   b) Start and shutdown of computer
	   c) User interface of desktop computer
	    i) Taskbar
	    ii) Icons and shortcuts
	    iii) Running an application
		04

	iv) Scrollbar v) Help 2.4 File and folder management 2.5 Model questions and test	

Chapter 3	**Using MS word processor to create, edit and format documents**
	3.1 Introduction
	3.2 Basics of word processor
	3.3 Operating MS Word processing package
	3.4 Title bar, menu bar, toolbar and sidebar
	3.5 Creating new documents
	3.6 Opening and closing documents
	    a. Opening documents
	    b. Save and save as documents
	    c. Page setup
	    d. Print preview
	    e. Printing documents
	    f. PDF file and saving documents
	3.7 Document manipulation and formatting, text selection, cut, copy and paste, undo and redo, font, color, style and size selection
	3.8 Alignment of text, spelling and grammar checking, shortcut keys
	3.9 Model questions and test
		05

Chapter 4	**Introduction to spreadsheet** 4.1 Microsoft Excel and Google sheet 4.2 Data entry, copying, moving searching, editing, formatting the data 4.3 Applying formula and functions 4.4 Conditional formatting, searching and filtering data 4.5 Charts: learning about charts, creating charts; Working with graphics, clip arts, smart art 4.6 Model questions and test	05
Chapter 5	**Internet and Google tools** 5.1 Introduction to internet: Concept of internet, WWW, website address and URL 5.2 Applications and usage of internet 5.3 Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering) 5.4 Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox,) 5.5 Exploring the Internet	05

	i. Surfing the web ii. Popular search engines iii. Searching on the internet 5.5 Gmail: creating mail ID sending mail and mail options 5.3 Google forms- creating, posting, updating and time limits, score review 5.4 Google Drive- usage, share, upload and download files 5.5 Google extensions 5.6 model questions and test		
Chapter 6	**Understanding Financial Literacy and e-Governance Services** 6.0 Introduction 6.1 Objectives 6.2 Digital Financial Tools i. Understanding OTP [One Time Password]and QR [Quick Response] Code ii. UPI [Unified Payment Interface] iii. AEPS [Aadhaar Enabled Payment System] iv) USSD [Unstructured Supplementary Service Data] v) Card [Credit / Debit] vi) eWallet vii) PoS [Point of Sale] 6.3 Internet Banking i. National Electronic Fund Transfer (NEFT) ii. Real Time Gross Settlement (RTGS) iii. Immediate Payment Service (IMPS) 6.4 Online Bill Payment 6.5 Overview of e-Governance Services like Railway Reservation, Passport, e-Hospital [ORS] 6.6 Accessing e-Governance Services on Mobile Using "UMANG APP" 6.7 Model Questions and Answers	05	
	Practicals based on above topics	10	
Evaluation	**MCQ based Online Examination of 50 marks**	02	
	Total Lectures in Hours	**40**	

1. Examination: MCQ based Question papers of 50 marks and 2Hr duration.

2. Each question will carry 01 Mark.

Gokhale Education Society's
R.N.C. Arts, J.D.B. Commerce & N.S.C. Science College, Nashik-Road

Schedule of Short-Term Course (3 credits, 30 hours)
On
Computer Awareness and Its Applications
For
T.Y.B.A./ T.Y.B.Com./T.Y.B.Sc. regular/T.Y.B.Sc. Biotechnology/
T.Y.B.Sc. Computer Science/ T.Y.B.B.A (C.A.) and T.Y.B.B.A.

Sr. No.	Day & Date	Timings	Name of the topic	Name of the resource person
	Monday 24/01/2022	**1.10 pm to 1.30 pm**	**Time for joining the participants**	---------
		1.30 pm to 2.00 pm	**Opening Ceremony**	**Dr. Manjusha Kulkarni** Principal **Dr. Vidyullata Hande** Vice Principal, Commerce Faculty **Dr. Anilkumar Pathare** Vice Principal, Arts Faculty **Dr. Kalyanrao Takale** Coordinator, Science Faculty
1	**Monday 24/01/2022**	**2.10 pm to 3.00 pm**	**Introduction to computers** Historical development of computers * Model questions	Asst. Prof. Sonali Joshi
2	**Monday 24/01/2022**	**3.10 pm to 4.00 pm**	**Information of computer, mobile/ tablet and their applications** * Model questions	Asst. Prof. Sonali Joshi
3	**Monday 24/01/2022**	**4.10 pm to 5.00 pm**	**Computer system components and installation of computer system** * Model questions	Asst. Prof. Yogita Sonawane
4	**Tuesday 25/01/2022**	**1.00 pm to 1.50 pm**	**Computer system operations** * Model questions	Asst. Prof. Nimisha Gujar
5	**Tuesday 25/01/2022**	**2.00 pm to 2.50 pm**	**Basic operations:** How to operate Mouse and keyboard, Start and shut down of computer * Model questions	Asst. Prof. Vaishnavi Kulkarni
6	**Tuesday 25/01/2022**	**3.00 pm to 3.50 pm**	**User interface of desktop computer** * Model questions	Asst. Prof. Ketki Kulkarni

7	Tuesday 25/01/2022	4.00 pm to 4.50 pm	**File and folder management** * Model questions	Asst. Prof. Amrapali Jadhav
	Wednesday 26/01/2022	--	**73rd Republic Day Holiday**	--
8	Thursday 27/01/2022	1.00 pm to 1.50 pm	**Operating MS Word processing package** * Model questions	Asst. Prof. Rahul Uplaikar
9	Thursday 27/01/2022	2.00 pm to 2.50 pm	**Window Anatomy:** Title bar, menu bar, toolbar and sidebar * Model questions	Dr. Archana Patil
10	Thursday 27/01/2022	3.00 pm to 3.50 pm	**Creating new documents** * Model questions	Dr. Rajesh Khatri
11	Thursday 27/01/2022	4.00 pm to 4.50 pm	**Document manipulation and formatting Part-I** Document manipulation and formatting, text selection, cut, copy and paste, undo and redo, font, color, style and size selection * Model questions	Asst. Prof. Priya Sonawani
12	Friday 28/01/2022	1.00 pm to 1.50 pm	**Document manipulation and formatting Part-II** Alignment of text, spelling and grammar checking, shortcut keys * Model questions	Dr. Neeta Kedar
13	Friday 28/01/2022	2.00 pm to 2.50 pm	**Introduction to spreadsheet** Microsoft Excel and Google sheet * Model questions	Asst. Prof. D.S. Bobade
14	Friday 28/01/2022	3.00 pm to 3.50 pm	Data entry, copying, moving searching, editing, formatting the data, Applying formula and functions * Model questions	Asst. Prof. Dr. Rajashree D. Naik
15	Friday 28/01/2022	4.00 pm to 4.50 pm	Conditional formatting, searching and filtering data * Model questions	Asst. Prof.Nilesh Mahajan
16	Saturday 29/01/2022	1.00 pm to 1.50 pm	**Charts:** learning about charts, creating charts etc * Model questions	Asst. Prof.Dr. Kishori Dhumal
17	Saturday 29/01/2022	2.00 pm to 2.50 pm	**Working with graphics, clip arts, smart art** * Model questions	Asst. Prof. Priyanka Belgaonkar
18	Saturday 29/01/2022	3.00 pm to 3.50 pm	**Introduction to internet**: Concept of internet, WWW, website address and URL, Applications and usage of internet * Model questions	Dr. Manish Pawar

19	Saturday 29/01/2022	4.00 pm to 4.50 pm	Modes of Connecting Internet (Hotspot, Wi-Fi, LAN Cable, Broadband, USB Tethering) * Model questions	Asst. Prof. Vishal Mane
20	Sunday 30/01/2022	1.00 pm to 1.50 pm	**Using Web Browsers & Exploring the Internet** * Model questions	Asst. Prof. Rajeshwar Singh Panwar
21	Sunday 30/01/2022	2.00 pm to 2.50 pm	**Gmail and Google forms** * Model questions	Dr. Meenakshi Rathi
22	Sunday 30/01/2022	3.00 pm to 3.50 pm	**Google Drive & Google extensions** * Model questions	Dr. Kailas Borase
23	Sunday 30/01/2022	4.00 pm to 4.50 pm	**Understanding Financial Literacy** * Model questions	Asst. Prof. Nitin Joshi
24	Monday 31/01/2022	1.00 pm to 1.50 pm	**Digital Financial Tools:** * Model questions	Dr. U. B. Sonkambale
25	Monday 31/01/2022	2.00 pm to 2.50 pm	**Internet Banking and Online Bill Payment** * Model questions	Asst. Prof. Ganesh Dilwale
26	Monday 31/01/2022	3.00 pm to 3.50 pm	**Overview of e-Governance Services** like Railway Reservation, Passport, e-Hospital [ORS] * Model questions	Asst. Prof. Raviraj Labhade
27	Monday 31/01/2022	4.00 pm to 4.50 pm	**Accessing e-Governance Services on Mobile by using "UMANG APP"** * Model questions	Dr. Shayonti Talwar/ Dr. Satish Chavan
28	Monday 31/01/2022	5.00 pm to 5.30 pm	**Valedictory Function**	**Dr. Manjusha Kulkarni** Principal **Dr. Vidyullata Hande** Vice Principal, Commerce Faculty **Dr. Anilkumar Pathare** Vice Principal, Arts Faculty **Dr. Kalyanrao Takale** Coordinator, Science Faculty
30	Tuesday 01/02/2022	1.00 pm to 3.00 pm	**Online Examination (50 Marks)**	**Compulsory for all students of above classes**

Dr. Manjusha Kulkarni
I/C Principal

Gokhale Education Society's

R.N.C. Arts, J.D.B. Commerce & N.S.C. Science College, Nashik-Road

Short Term Course (3 credits, 30 hours)

on

Computer Awareness and Its Applications

For
T.Y.B.A. / T.Y.B.Com. /T.Y.B.Sc. regular/T.Y.B.Sc. Biotechnology/ T.Y.B.Sc. Computer Science/ T.Y.B.B.A.(C.A.) and T.Y.B.B.A.

Opening Ceremony
Monday, 24 January 2022 at 1.30 pm
Programme Schedule

1.30-1.33 pm: Introduction: Dr. S. M. Chavan
            Coordinator, Short Term Course
1.33-1.35 pm: Guidance by Dr. A.R. Pathare,
            Vice-Principal, Arts faculty
1.35-1.38 pm: Guidance by Dr. K.C. Takale
            Coordinator, Science Faculty
1.39-1.55 pm: Address by   Dr. Manjusha Kulkarni
            Principal
1.55-1.58 pm: Vote of thanks: Dr. Manish Pawar

Please join the following link to attend function:

https://meet.google.com/bna-jivn-apk

Notice for FY BBASem I

All students of FY BBA are hereby informed that the Add on course is scheduled from 4th- 8th December 2020 as per the following timetable.

Skill Enhancement Course (Add on Course)

on

Basic Managerial Skills

Day &Date	Teacher Incharge	Time	Session	Resource Person
Friday 04/12/2020	Dr. Manish Pawar	7.30 am to 8.00 am	Inaugural Programme	Prof. Dr. S. N. Tupe (Principal) Dr. M. D. Auti (Vice Principal)
		8.00 am to 9.00 am	Self Management	Dr. ManeshPawar
		9.00 am to 10.30 am	Exercise on Self Management	Dr. ManeshPawar
		10. 30 am to 10.45 Break		
		10.45 am to 12. 15 pm	Communication Skills	Mrs. Neeta Kedar
		12.15 pm to 1.45 pm	Exercise on Communication Skills	Mrs. Neeta Kedar
		2.00 pm to 3.00 pm	Library Assignment	
Saturday 05/12/2020	Dr. Neeta Kedar	7.30 am to 9.00 am	Stress & Mind Management	Mrs. Sonal Joshi
		9.00 am to 10.30 am	Exercise on Stress & Mind Management	Mrs. Sonal Joshi
		10. 30 am to 10.45 Break		

		10.45 am to 12. 15 pm	How to make an effective Presentation?	Mrs. Mugdha Joshi
		12.15 pm to 1.45 pm	Soft Skills	Mrs. DeeptiBhutada
		2.00 pm to 3.00 pm	Library Assignment	

Day	Coordinator	Time	Topic	Speaker
Monday 07/12/2020	Ms. KetakiKulkarni	7.30 am to 9.00 am	Interview Techniques	Ms. PriyankaUpadhye
		9.00 am to 10.30 am	Exercise on Interview Techniques	Ms. PriyankaUpadhye
		10. 30 am to 10.45 Break		
		10.45 am to 12. 15 pm	Event Management	Dr. Sushumna Kane
		12.15 pm to 1.45 pm	Leadership & Team Building	Dr. S. D. Joshi
		2.00 pm to 3.00 pm	Library Assignment	
Tuesday 08/12/2020	Mr. RajeshwarsingPanwar	7.30 am to 9.00 am	Group Activity / Presentation	Mrs. Neeta Kedar
		9.00 am to 10.30 am	Report Writing & Assignment Submission	Ms. KetakiKulkarni
		10.30 am to 10.45 am Break		
		10.45 am to 11. 45 pm	Valedictory Programme	Prof. Dr. S. N. Tupe (Principal) Dr. M. D. Auti (Vice Principal)
		12.00 noon to 1.00 pm	Examination	Mr. RajeshwarsingPanwar

(Dr. ManishPawar)
Coordinator

Vice Principal

Principal
for PRINCIPAL
R.N.C. Arts, Commerce and
N.S.C. Science College, Nasik Road

Date: 11th June 2021

Notice for FY BBA Sem II

All students of FY BBA are hereby informed that the Add on course is scheduled from 21st - 24thJune2021 as per the following timetable.

Skill Enhancement Course (Add on Course)

on

Personality Development & Soft Skills

Date	Day	Time	Session	Resource Person
21/06/2021	Monday	8.00 am to 9.30 am	Life Skill Management	Dr. Manish Pawar
		9.30 am to 11.00	Personality Development	**Dr. ManishaBhamre**
		11.00 am to 11.15 Break		
		11.15 am to 01.15 pm	Activity/ Exercise	Dr. Manish Pawar
		01.30 pm to 3.30 pm	Library Assignment	
22/06/2021	Tuesday	8.00 am to 9.30 am	Self-Motivation	Ms. PriyankaUpadhye
		9.30 am to 11.00	Activity/ Exercise	Dr. Mrs. Neeta Kedar
		11.00 am to 11.15 Break		
		11.15 am to 01.15 pm	Manners and Etiquettes	Dr. Mrs. Neeta Kedar
		01.30 pm to 3.30 pm	Presentation	

23/06/2021	Wednesday	8.00 am to 9.30 am	Public Speaking	Mrs. DeeptiBhutada
		9.30 am to 11.00	Soft Skills	Mrs. SnehaRatnaparakhi
		11.00 am to 11.15 Break		
		11.15 am to 01.15 pm	Activity/ Exercise	Dr. Mrs. Neeta Kedar
		01.30 pm to 3.30 pm	Group Discussion	
24/06/2021	Thursday	8.00 am to 9.30 am	Positive Thinking and Positive Attitude	Mrs. Sonal Joshi
		9.30 am to 11.00	Group Activity	Mrs. Sonal Joshi
		11.00 am to 11.15 Break		
		11.15 am to 12.15 pm	Report Writing and Assignment Submission	Ms. KetakiKulkarni
		12.30 pm to 1.30 pm	Examination	Mr. RajeshwarsingPanwar

(Dr. M. P. Pawar)
Coordinator

Vice Principal

Principal

for PRINCIPAL
R.N.C. Arts, J. D. Commerce and
N.S.C. Science College, Nasik Road

R. N. C. ARTS, J. D. B. COMMERCE & N. S. C. SCIENCE COLLEGE,
NASHIK ROAD, 422101

Date: 20th June 2021

Notice for SY BBA Sem IV

All students of FY BBA are hereby informed that the Add on course is scheduled from 1st - 05th July2021 as per the following timetable.

Skill Enhancement Course (Add on Course)

on

Communication Skills for Managers

Date	Day	Time	Session	Resource Person
		7.30 am to 8.00 am	Inaugural Programme	Dr. M. D. Auti Dr. S. N. Tupe
01/07/2021	Thursday	8.00 am to 9.30 am	Team Building and Communication Skills for Managers	Dr. Manish Pawar
		9.30 am to 11.00	Activity/ Exercise	Dr. Manish Pawar
		11.00 am to 11.15 Break		
		11.15 am to 01.15 pm	Interpersonal Relationship Skills and Motivational Skills	Mr. AnupMohadkar
		01.30 pm to 3.30 pm	Library Assignment	
02/07/2021	Friday	8.00 am to 9.30 am	Written Communication Skills	Dr. Mrs. Neeta Kedar
		9.30 am to 11.00	Activity/ Exercise	Dr. Mrs. Neeta Kedar

			11.00 am to 11.15 Break	
		11.15 am to 01.15 pm	Negotiation Skills	**Dr. NileshPawar**
		01.30 pm to 3.30 pm	Presentation	

Date	Day	Time	Topic	Faculty
03/07/2021	Saturday	8.00 am to 9.30 am	Oral Communication Skills	Ms. KetakiKulkarni
		9.30 am to 11.00	Activity/ Exercise	Ms. KetakiKulkarni
		11.00 am to 11.15 Break		
		11.15 am to 01.15 pm	Communication for Shaping Relationships at workplace	**Dr. Mrs. KanchanNikam**
		01.30 pm to 3.30 pm	Group Discussion	
05/07/2021	Monday	8.00 am to 9.30 am	Leadership Skills	Mr. RajeshwarsinghPanwar
		9.30 am to 11.00		
		11.00 am to 11.15 Break		
		11.15 am to 12.15 pm	Report Writing and Assignment Submission	Ms. KetakiKulkarni
		12.30 pm to 1.30 pm	Examination	Mr. RajeshwarsinghPanwar

(Dr. M. P. Pawar)
Coordinator

Vice Principal

I/c Principal