Cycle-1

Assessment & Accreditation by NAAC

CRITERION I: CURRICULAR ASPECTS

QnM-1.2.2: Number of Add on /Certificate programs offered during the last five years

Ref.No. MBPC/ 336 /20222023   Date : 28/02/2023

Declaration

The information, reports, true copies of the supporting documents, numerical data, etc. furnished in this file is verified by IQAC and found correct.
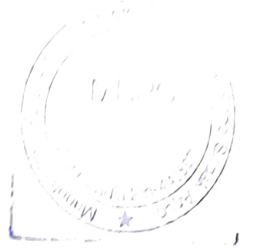
Hence this certificate.

Mr. A. M. Patil
IQAC Coordinator
Manoharbhai Patel College
Sadak Arjuni

Dr. A. S. Dwivedi
Chairman IQAC and Principal
Manoharbhai Patel College
Sadak Arjuni

The Principal

Date: 10/08/2017

Manoharbhai Pate College of Arts, Commerce

& Science College Sadak Arjuni, Dist- Gondia

Subject –Proposal for Certificate Course in "Basic Computer Skills"

Respected Sir,

We wish to start certificate course in Basic Computer Skills in Collabration with Google Computer Institute Sadak Arjuni . This.Course has been especially designed for poor and needy students of the College being offered free of cost as a benevolent gesture by Google computer Institute.

A detailed Proposal is enclosed herewith this letter we request you to kimdly sanction the permission to Conduct Course.
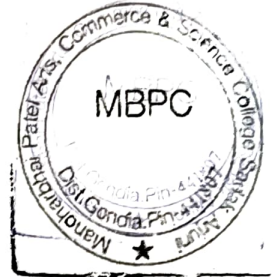
Thanking You.

Yours Faithfully

(Dr. V.K. Sangode)

Principal
Manoharbhai Patel Arts, Commerce
& Science College, Sadak Arjuni,
Dist. Gondia, Pin Code – 441897

MEMORANDUM OF UNDERSTANDING

BETWEEN

MB PATEL COLLEGE OF ARTS COMMERCE

AND SCIENCE SADAK ARJUNI

AND

Google Computer Institute Pvt .LIMITED,

Sadak Arjuni Dist Gondia (Maharshtra)

Gondia Education Society's

MANOHARBHAI PATEL COLLEGE
OF ARTS, COMMERCE & SCIENCE

SADAK ARJUNI, Dist. Gondia.(Maharashtra) 441807
Affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur
E-mail:mbpatelsadakarjuni@gmail.com   Phone (07199) 233224

Estd. 2009

Ref.No. MBPC/   /20   20   Date :   /   /20

In particular, this MOU is intended to

Appreciating the need for creation of large reservoir of highly qualified manpower in all fields related to computer science. - Desiring to club their efforts by pooling their expertise and resources, INTEND to form a nucleus for promoting excellent quality manpower in the fields of engineering, technology and sciences with special emphasis on computer science and related fields etc. NOW, THEREFORE, in consideration of the mutual promises made herein and of good and valuable consideration, the receipt and sufficiency of which both MBPC and GOOGLE COMPUTER INSTITUTE PVT LIMITED hereby acknowledge, MBPC and GOOGLE PVT LTD hereby agree to sign a memorandum of understanding (MOU).

Commitment from Google Computer institute to support students:

- In increasing awareness & adoption of the Free "Career Skills" .

Gondia Education Society's

MANOHARBHAI PATEL COLLEGE
OF ARTS, COMMERCE & SCIENCE

SADAK ARJUNI, Dist. Gondia.(Maharashtra) 441807

Affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur
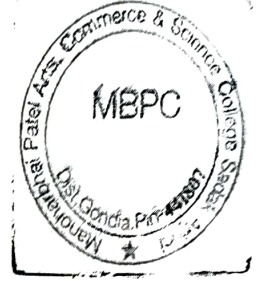
E-mail:mbpatelsadakarjuni@gmail.com   Phone (07199) 233224

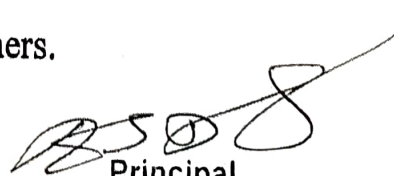Estd. 2009

Ref.No. MBPC/   /20   20   Date :   /   /20

- Improve Employability. Knowing how to use a computer makes you more valuable.

- Increased Productivity. Computers allow you to get more done faster. ...
- Career Advancements. No one wants to get stuck working the same job forever.
- Technologies offer considerable promise for meeting the needs of adult learners, because they can deliver learning in places other than classrooms, facilitate the efficient use of precious learning time, sustain the motivation of adult learners, and reach many different types of learners in the ways they learn best.

- Technology has the potential to eliminate some barriers to participation and address some of the unique needs of adult learners.

Google Computer
Education
Sadak/Arjuni.

Principal
Manoharbhai Patel Arts, Commerce
& Science College, Sadak Arjuni
Dist.Gondia,Pin Code-441807.

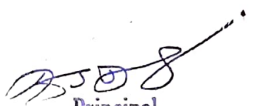# MB PATEL COLLEGE OFARTS COMMERCE AND SCIENCE at its

Sciences AND COMMERCE

Departments is charged with responsibility of training technical and scientific

manpower in various front-line areas of importance for the Nation and is also

contributing to the rapidly growing scientific and technological knowledge

and professional excellence in Science & Technology by undertaking

industrial & applied research and consultancy.

WHEREAS,

GOOGLE COMPUTER INSTITUTE is engaged in Training, Research,

Design and Development and Consultancy in the field of Computer Science

and related fields.

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& Science College, Sadak Arjuni,
Dist. Gondia, Pin Code - 441807

Manoharbhai Patel College of Arts, Commerce & Science

Sadak Arjuni, Dist. Gondia-441807

In Collaboration with

Google Computer Education

SYLLABUS

BASIC COURSE IN COMPUTER SKILLS
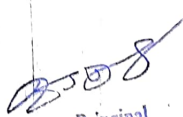
(Effective from 2017-2018)

Manoharbhai Patel College of Arts, Commerce & Science
Sadak Arjuni, Dist. Gondia-441807

WORD PROCESSES

Introduction of word Processing
  Basic Features
  Full-featured Word Processors
  Conclusion
Basics
  Starting Word
  Menus and Toolbars
  Creating, Editing and Saving a Word Document
  Using Word Help
Working with Text-Further Techniques
  Opening a Document
  Moving Multiple Text Selections Simultaneously
  Link Documents
Word Advanced Topics
  Creating a Table
  Working with Graphics
  Mail Merging
  Previewing and Printing a Document
  Shrink a Document to Fit into One Page

Excel

Introduction to Electronic Spreadsheets
  Electronic Spreadsheets
  Spreadsheet Packages
  Conclusion
Excal Basics
  Starting Excel
  Navigating in a Workbook
  Data Entry-Manual and Automatic
  Correcting Mistakes-Spelling Checker,
  Undo and Redo Changes
  Using Excel Help
Formatting the Worksheet
  Workbook File Properties
  Naming the Worksheets
  Entering Labels and Adjusting Layout
  Adding Comments and Data Validation
  Adding Pictures
  Changing Cell Alignment and Wrapping
  Formatting Cells
  Formatting Numbers and Dates
  Adding headers and Footers
  Previewing and Printing a Worksheet
Formulas, Functions and Graphs
  Naming a Range of Cells
  Creating and Using Formulas
  Using Excel Functions
  Creating Graphs and Charts

POWERPOINT

Introduction to Presentations and Presentations Software
- Presentation Basics
- Presentation packages
- Conclusion

PowerPoint Basics
- Starting PowerPoint
- Menus and Toolbars
- Opening and Saving an Existing Presentation
- Creating and Saving a Presentation Using AutoContent Wizard
- Creating a Presentation Using a Design Template
- Creating and Saving a Presentation Using the Blank Presentation
- Using PowerPoint Help

[16] Editing, Formatting and Displaying the Presentation
- The Slide Sorter View
- Inserting Slides from another Presentation
- Inserting Pictures and Graphics
- Setting Slide Transitions
- Slide Show View
- Printing Slides, Notes and Handouts

Internet, E-mail and Outlook

Introduction to Internet
- Internet Basics
- Conclusion
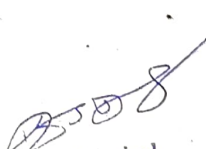
Internet Explorer
- What is a Browser?
- Starting Internet Explorer
- Menus and Toolbars
- Microsoft Internet Explorer
- Setting up an Internet Explorer

Basics of E-mail
- Introduction
- Why use E-mail?
- How E-mail Works?
- E-mail-Advantages and Disadvantages

Outlook
- Introduction
- Starting Outlook
- Menus and Toolbars
- Outlook and E-mail
- Opening and Saving an Attachment

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& Science College, Sadak Arjuni,
Dist. Gondia, Pin Code - 441807

Manoharbhai Patel College of Arts, Commerce & Science

Sadak Arjuni, Dist. Gondia-441807

COURSE PROPOSAL

Name of The Course : **Basic Computer Skills**

Course Co-Ordinator : Dr. V. K. Sangode (Assistant Professor)
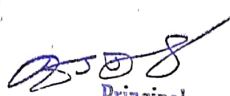
Mr. Jitendra Bramhankar

(Director Google Computer Education)

Duration   : 5 September 2017 to 5 November 2017

(2 days per week)

Total Students   : 10

Total Hours   : 32

Manoharbhai Patel College of Arts, Commerce & Science

Sadak Arjuni, Dist. Gondia-441807

Time table

Year: 2017-2018

(2 Days in week)

Time : 2 Hours

Sr. No.	Day	Time
1	Saturday	4.00 -6.00 pm
2	Sunday	1.00- 3.00 pm

Principal .
Manoharbhai Patel Arts, Commerce
& Science College, Sadak Arjuni,
Dist. Gondia, Pin Code - 441807

Manoharbhai Patel College of Arts, Commerce & Science
Sadak Arjuni, Dist. Gondia-441807

Course in Basic Computer Skills

YEAR: 2017-2018

Test Exam

SR. NO.	STUDENT NAME	TEST /(20) MARKS
1	CHANDANI SUNIL KORE	14
2	GAYTRI HARLAL KATRE	18
3	KETAN VASANT DHAKATE	16
4	NISHA PREMLAL KORE	17
5	PUJA HIVRAJ SAYAM	15
6	FIJA ISHRAIL QURESHI	17
7	MAMITA RAMESH FUNDE	18
8	SONAM SUNIL GANVIR	17
9	DILESH NITARAM BHOYAR	17
10	AMIT MANIRAM SHENDE	16

Principal
Manoharbhai Patel Arts, Commerce
& Science College, Sadak Arjuni,
Dist. Gondia, Pin Code - 441807

Attendence

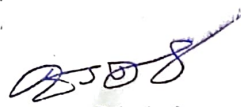| SR. NO.	STUDENT NAME	09-09-17	10-09-17	16-09-17	17-09-17	23-09-17	24-09-17	30-09-17	01-10-17
1	CHANDANI SUNIL KORE	P	P	P	P	P	A	P	P
2	GAYTRI HARLAL KATRE	P	A	P	P	P	P	P	A
3	KETAN VASANT DHAKATE	P	P	P	P	P	P	P	P
4	NISHA PREMLAL KORE	P	P	P	P	P	A	P	P
5	PUJA HIVRAJ SAYAM	P	P	A	P	A	P	P	P
6	FIJA ISHRAIL QURESHI	A	P	P	P	P	A	P	P
7	MAMITA RAMESH FUNDE	P	P	P	P	P	P	P	P
8	SONAM SUNIL GANVIR	P	A	P	P	P	A	P	P
9	DILESH NITARAM BHOYAR	P	P	A	P	P	A	P	P
10	AMIT MANIRAM SHENDE	P	P	P	P	P	P	P	P

SR. NO.	STUDENT NAME	07-10-17	08-10-17	14-10-17	15-10-17	21-10-17	22-10-17	28-10-17	07-10-17
1	CHANDANI SUNIL KORE	P	A	P	P	P	P	P	P
2	GAYTRI HARLAL KATRE	P	P	P	P	P	P	P	P
3	KETAN VASANT DHAKATE	P	P	P	A	P	P	P	P
4	NISHA PREMLAL KORE	P	P	A	P	P	P	P	P
5	PUJA HIVRAJ SAYAM	P	P	P	P	P	P	P	A
6	FIJA ISHRAIL QURESHI	P	P	P	P	P	P	P	P
7	MAMITA RAMESH FUNDE	P	A	P	P	P	P	P	P
8	SONAM SUNIL GANVIR	P	P	P	P	P	P	A	P
9	DILESH NITARAM BHOYAR	P	P	P	A	P	P	P	P
10	AMIT MANIRAM SHENDE	A	P	P	P	P	P	P	P

Principal
Manoharbhai Patel Arts, Commerce
& Science College, Sadak Arjuni,
Dist. Gondia, Pin Code - 441807

Gondia Education Society's

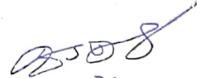# M. B. PATEL COLLEGE OF ARTS, COMMERCE & SCIENCE , SADAK ARJUNI

in Collaboration with

GOOGLE COMPUTER EDUCATION

CERTIFICATE

This is certify that _____ student of
_____ year has participated in certificate course on basic computer skills
organized by M. B. Patel college of Arts, commerce & science, Sadak Arjuni in
collaboration with Google computer education during academic year 2017-2018

Coordinator

Director
Google Computer Education

Principal
Manoharbhai Patel Arts, Commerce
& Science College, Sadak Arjuni,
Dist. Gondia Pin Code - 441807

Principal