



Shri Gajanan Maharaj Shikshan Prasarak Mandal's
Sharadchandra Pawar Arts and Commerce College
Dudulgaon, (Alandi) Pune-412105
(Affiliated to Savitribai Phule Pune University, Recognised by Govt. of Maharashtra)



Criterion 1 – Curricular Aspects (100)

Key Indicator- 1.2 Academic Flexibility (30)

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

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Alborat
PRINCIPAL
Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune



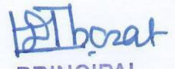
Shri Gajanan Maharaj Shikshan Prasarak Mandal's
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Academic Year

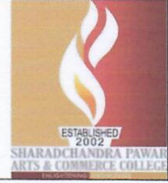
2021-2022




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Date: 15/01/2022

NOTICE

**Course Name- Spoken English and Communication Skills
Development Program**
Class-F.Y.B.A/F.Y.B.Com. /F.Y.B.B.A. (C.A.) Duration- 36 Days
Academic Year 2021-2022
Department of English

Subject: About Certificate Course

All the students from various departments are hereby informed that, Department Of English have been stated short term certificate course entitled "Spoken English and Communication Skills Development Program ". The course duration will be 36 hours including practical sessions and will begin from Monday, 18/01/2022. Students for F.Y.B.A/F.Y.B.Com./F.Y.B.B.A.(C.A.) can do this course and no fees will be charged.

This course will provide basic knowledge of Grammar, Vocabulary, Writing Skills and Communication Skills. Students who are interested can enroll names as early as possible. To enroll, contact to the course coordinator Dr. Chhaya Joshi.

HOD

Department Of English
Head of English Department
Sharadchandra Pawar Arts and Commerce College,
Dudulgaon (Alandi), Pune.

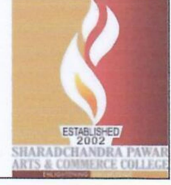


Principal

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Class-F.Y.B.A/F.Y.B.Com. /F.Y.B.B.A. (C.A.) Duration- 36 Days
Academic Year 2021-2022

Sr.NO	Name of the Topic	Name of the Teacher
1	Grammar	Prof. Seema Salunke
2	Vocabulary	Prof. Vishwanath Vyavhare
3	Writing Skills	Prof. Pravin Dolas
4	Communication Skills	Dr. Chhaya Joshi

Board of Studies:

Dr.Hansraj Thorat (Chairman)
Prof.Kailas Astarkar (Faculty Incharge)
Prin. Dr. Rajendra Latane (Subject Expert)
Prof. Dr. Mrunalini Shekhar (Subject Expert)
Prof.Adv. Ayub Shaikh (Subject Expert)
Prof.Esak Shaikh (Subject Expert)
Dr.Chhaya Kishor Joshi (Coordinator)
Prof.Seema Salunke (Co-coordinator)
Prof.Vyavhare V.J (Co-coordinator)
Prof.Pravin Dolas (Co-coordinator)

Dr. Chhaya Joshi
(H.O.D., Department of English)

Head of English Department
Sharadchandra Pawar Arts and Commerce College,
Dudulgaon (Alandi), Pune.

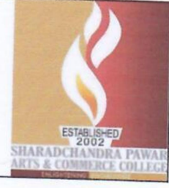
Prin. Dr.Hansraj Thorat
(Sharadchandra Pawar Arts and Commerce College)

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Development Program**
Class-F.Y.B.A/F.Y.B.Com. /F.Y.B.B.A. (C.A.) Duration- 36 Days
Academic Year 2021-2022

Course Duration- 36 Days
Theory - 24
Practical - 12

BOARD OF STUDIES:

Dr.Hansraj Thorat (Chairman)
Prof.Kailas Astarkar (Faculty Incharge)
Prin. Dr. Rajendra Latane (Subject Expert)
Prof. Dr. Mrunalini Shekhar (Subject Expert)
Prof.Adv. Ayub Shaikh (Subject Expert)
Prof.Esak Shaikh (Subject Expert)
Dr.Chhaya Kishor Joshi (Coordinator)
Prof.Seema Salunke (Co-coordinator)
Prof.Vyavhare V.J (Co-coordinator)
Prof.Pravin Dolas (Co-coordinator)

OBJECTIVES:

1. To develop oral and written communication skills of the students
2. To enable students to speak in English
3. To familiarize students with various components of language
4. To develop the confidence of students for speaking at social places
5. To improve listening and reading skills of the students.

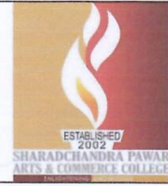


H. Thorat
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SYLLABUS

Level 1- GRAMMAR

09 Lectures

- 1.1 Parts of Speech
- 1.2 Articles
- 1.3 Tense
- 1.4 Model Auxiliary verbs
- 1.5 Types of sentences
- 1.6 Sentence structure
- 1.7 Verb agreement
- 1.8 Voice
- 1.9 Determiners and quantifiers
- 1.10 Degree of Comparison

Level 2- VOCABULARY

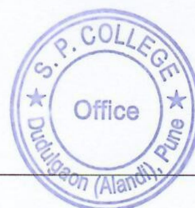
09 Lectures

- 2.1 Word Formation
- 2.2 Prefix and Suffix
- 2.3 Synonyms and antonyms
- 2.4 Words often confuse
- 2.5 Using right word
- 2.6 Word meaning and Context
- 2.7 Phrases
- 2.8 One word substitution
- 2.9 Subject Wise and field wise vocabulary
- 2.10 Using Dictionary/Encyclopedia/Thesaurus
- 2.11 Use of words in day to day as well as in professional life

Level 3- WRITING SKILLS

09 Lectures

- 3.1 Letter Writing (informal/formal-Job Application, Apology, letter of complaint, leave etc.)
- 3.2 Writing messages
- 3.3 Bio data/Resume/CV (Curriculum Vitae)
- 3.4 Notice Writing
- 3.5 Report Writing
- 3.6 Email Writing
- 3.7 Minutes writing
- 3.8 Agenda writing
- 3.9 Dialogue Writing
- 3.10 Expansion of Ideas



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Level 4- COMMUNICATION SKILLS

09 Lectures

- 4.1 Self-Introduction
- 4.2 Introduction of others
- 4.3 Interview skills/techniques
- 4.4 Public speaking
- 4.5 Verbal and non-verbal communication
- 4.6 Group Discussion
- 4.7 Communication at informal situations
- 4.8 Communication at formal places
- 4.9 Practice of Reading and Writing
- 4.10 Practice of listening and speaking

LEARNING OUTCOMES

Students will be familiar with four modes of English language e.g. listening, speaking, reading and writing.

1. Speaking ability of the students will be developed.
2. Students will be able to use dictionary properly.
3. The vocabulary of the students of English language will be increased.
4. Students will be familiar with E-learning.
5. Students will be familiar with grammatical forms of English and the use of these forms in specific communicative contexts.
6. Students will increase their reading speed as well as proper pronunciation of the words.
7. The students will be able to introduce themselves
8. The students will be familiar with interview skills.
9. Students will strengthen their ability to write informal as well as formal contexts or documents.



S.P. Pawar

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JOB OPPORTUNITIES

- IT sector
- Mass Communication and Journalism
- Teaching/Coaching
- Professional Translator
- Civil services
- BPO services
- Professional jobs all over the world

REFERANCE BOOKS

- *Bansal R.K. and J.B. Harrison (2005), Spoken English for India Mumbai, Orient Longman.
- *Leech G.(1988), English Grammar Today:A New Introduction,London/New York: Macmillan.
- *Tickoo M.L. (2004),Teaching and Learning English:A sourcebook for Teachers and Teacher-Trainers,New Delhi; Orient Longman.
- *Widdowson H.G.(1985), Teaching Language as Communication, Oxford University Press.
- *Yardi V.V.(2002), English Conversation for Indian Students, Hyderabad: Orient Longman.



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Course Name- Spoken English and Communication Skills Development Program Time Table:12.00 to 01.00

Date	Topic to be covered	Name of the Teacher
	1.GRAMMAR	
18/01/2022	1.1 Parts of Speech 1.2 Articles	Prof. Seema Salunke
19/01/2022	1.3 Tense 1.4 Model Auxiliary verbs	Prof. Seema Salunke
20/01/2022	1.5 Types of sentences 1.6 Sentence structure	Prof. Seema Salunke
21/01/2022	1.7 Verb agreement 1.8 Voice	Prof. Seema Salunke
22/01/2022	1.9 Determiners and quantifiers 1.10 Degree of Comparison	Prof. Seema Salunke
	2.VOCABULARY	
24/01/2022	2.1 Word Formation 2.2 Prefix and Suffix	Prof. Vishwanath Vyavhare
25/01/2022	2.3 Synonyms and antonyms 2.4 Words often confuse	Prof. Vishwanath Vyavhare
26/01/2022	2.5 Using right word 2.6 Word meaning and Context	Prof. Vishwanath Vyavhare
27/01/2022	2.7 Phrases 2.8 One word substitution	Prof. Vishwanath Vyavhare
28/01/2022	2.9 Subject Wise and field wise vocabulary 2.10 Using Dictionary/Encyclopedia/Thesaurus	Prof. Vishwanath Vyavhare
29/01/2022	2.11 Use of words in day to day as well as in professional life	Prof. Vishwanath Vyavhare
	3.WRITING SKILLS	
31/01/2022	3.1 Letter Writing (informal/formal-Job Application, Apology, letter of complaint, leave etc.) 3.2 Writing messages	Prof. Pravin Dolas
01/02/2022	3.3 Bio data/Resume/CV (Curriculum Vitae) 3.4 Notice Writing	Prof. Pravin Dolas
01/02/2022	3.5 Report Writing 3.6 Email Writing	Prof. Pravin Dolas
01/02/2022	3.7 Minutes writing 3.8 Agenda writing	Prof. Pravin Dolas
02/02/2022	3.9 Dialogue Writing 3.10 Expansion of Ideas	Prof. Pravin Dolas
	4.COMMUNICATION SKILLS	
03/02/2022	4.1 Self-Introduction 4.2 Introduction of others	Dr. Chhaya Joshi
04/02/2022	4.3 Interview skills/techniques 4.4 Public speaking	Dr. Chhaya Joshi
05/02/2022	4.5 Verbal and non-verbal communication 4.6 Group Discussion	Dr. Chhaya Joshi
06/02/2022	4.7 Communication at informal situations 4.8 Communication at formal places	Dr. Chhaya Joshi
07/02/2022	4.9 Practice of Reading and Writing 4.10 Practice of listening and speaking	Dr. Chhaya Joshi

Course Coordinator



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**Short Term Course: Spoken English and Communication
Skills Development Program Certificates
A.Y. 2021-2022**

Sr.No	Name of the Students	Class
1	KALE SATISH DATTATRAY	FYBA
2	KANWALE ABHISHEK SURESH	FYBA
3	KHEDKAR AKASH SURESH	FYBA
4	LOKHANDE KUMAR SANTOSH	FYBA
5	LONDHE PAVAN SANTOSH	FYBA
6	MHASATKAR VISHAKHA SHIVKUMAR	FYBA
7	MULE PRAKASH JAYRAM	FYBA
8	NANAWARE SIDDHI BHAGWAN	FYBA
9	NARSALE AKSHADA DATTATRAY	FYBA
10	NEHARKAR LAXMAN DHARMA	FYBA
11	SIRSAT GAURI MUKUND	FYBA
12	RENUSE SUYASH DIPAK	FYBA
13	RASKAR APURVA SAMBHAJI	FYBA
14	PRASAD ACHAL JAGDISH	FYBA
15	NEHARKAR RAM DHARMA	FYBA
16	BOTULE ABHISHEK SAGAR	FYBA
17	BORATE BHAGYASHREE MINANATH	FYBA
18	BORATE AKSHADA SANTOSH	FYBA
19	BHAWARI RUTUJA DILIP	FYBA
20	BANKAR MITALI ASHOK	FYBA
21	BANDAL HRUSHIKESH RAMDAS	FYBA
22	AWATE ROHIT DADASAHEB	FYBA
23	ANDIL VISHRANTI TUKARAM	FYBA
24	BUDHWAT NILESH SHIVAJI	FYBA
25	CHAUDHARI NAYAN AVINASH	FYBA



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Sr.No	Name of the Students	Class
26	CHAVAN ABHISHEK BHAGWAN	FYBA
27	CHAVHAN TEJASWINI SANTOSH	FYBA
28	DHAYARKAR SURAJ RAMESH	FYBA
29	GAIKWAD SUMITKUMAR LAXMAN	FYBA
30	GAWADE AKANKSHA JALINDAR	FYBA
31	GAWADE ANIKET TULSHIRAM	FYBA
32	GHULE POURNIMA SANTOSH	FYBA
33	JAGTAP ABHISHEK RISHIRAJ	FYBA
34	GUNJAL ASHISH BAJRANG	FYBCOM
35	GORE YASH KISHOR	FYBCOM
36	GORE ADITI MAHADEV	FYBCOM
37	GHODKE PAYAL SIDHESHWAR	FYBCOM
38	ABHANG ABHISHEK BHASKAR	FYBCOM
39	BAGAL SAURABH VASANT	FYBCOM
40	HATKAR SHUBHAM RAMESH	FYBCOM
41	GURAV PRATIKSHA UDDHAV	FYBCOM
42	GAWADE KSHITIJ SHIVAJI	FYBCOM
43	DOLAS ANKITA ARUN	FYBCOM
44	DHULDHULE SHITAL SANJAY	FYBCOM
45	DEVKAR ROHIT ARJUN	FYBCOM
46	CHAVAN SHUBHAM MANOHAR	FYBCOM
47	BORADE SUDARSHAN BALASAHEB	FYBCOM
48	BHOSALE NIKITA KAILAS	FYBCOM
49	KAMBLE ABHISHEK BHIVAJI	FYBCOM
50	KALE PRASAD DASHRATH	FYBCOM
51	KAKADE NIKITA PANDHARINATH	FYBCOM
52	KADAM YASHWANT LAXMAN	FYBCOM
53	KADAM TEJAS SANJAY	FYBCOM
54	JOGDAND VAISHNAVI GANESH	FYBCOM
55	JAWALE AKANKSHA SANJAY	FYBCOM



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56	JARE KANCHAN GAJANAN	FYBCOM
57	JAGTAP PRATIK DATTATRAY	FYBCOM
58	MORE SANTOSH DAGADU	FYBCOM
59	MOMIN MUSKAN IMTIYAJ	FYBCOM
60	LOKHANDE SAURABH SANTOSH	FYBCOM
61	LOKHANDE KAUSHAL SHANKAR	FYBCOM
62	LAHANE PRATIKSHA MANOJ	FYBCOM
63	KSHIRSAGAR SANDEEP MACCHINDRA	FYBCOM
64	KOLHE SURAJ RAJESH	FYBCOM
65	KATE PRANAY SANDEEP	FYBCOM
66	KAMBLE ANAND KUMAR	FYBCOM
67	SASTE PALLAVI BALASAHEB	FYBCOM
68	SANDBHOR SIDDHI VIKAS	FYBCOM
69	RAUT ROHIT SARJERAO	FYBCOM
70	RANE RUSHIKESH SANJAY	FYBCOM
71	PAWAR KAJAL PRALHAD	FYBCOM
72	PATIL DNYANESH BHAGVAN	FYBCOM
73	NARKHEDE NEHA GAJANAN	FYBCOM
74	NAGARGOJE ABHISHEK BAJIRAO	FYBCOM
75	MUNGASE KSHITIJ DATTATRAY	FYBCOM
76	MORE SARITA SAKHARAM	FYBCOM
77	TARATE RUSHIKESH SATISH	FYBCOM
78	TAPKIR TUSHAR LAHU	FYBCOM
79	THAKUR UDAYSINGH RAJUSINGH	FYBCOM
80	TAPKIR DNYANESHWARI SANTOSH	FYBCOM
81	TAPKIR ANIKET ASHOK	FYBCOM
82	TALEKAR SANIKA SACHIN	FYBCOM
83	TAJANE VARSHA SANDEEP	FYBCOM
84	SUARNKAR SAKSHI VAMAN	FYBCOM
85	SHINDE ROHIT SUNIL	FYBCOM
86	SHINDE RAJESH LIMBAGEE	FYBCOM



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87	WALKE RUCHITA BHANUDAS	FYBCOM
88	WAGHE VAIBHAV GANPATI	FYBCOM
89	VARPE ROHAN PRAKASH	FYBCOM
90	BANSODE OMKAR SHAHAJI	FYBCOM
91	BARDE PRASHANT PRAKASH	
92	BHISE ASHVINI GORAKHNATH	FYBCOM
93	JADHAV ROHINI POPAT	FYBCOM
94	JADHAV SHWETA BHIKAJI	FYBCOM
95	SASTE SAHIL GANPAT	FYBCOM
96	THORAVE PRAJAKTA PANKAJ	FYBCOM
97	UBALE SUNIL SUBHASH	FYBCOM
98	VARPE ADITYA MARUTI	FYBCOM
99	MOTE SWAPNIL BALASAHEB	FYBBA
100	KOTALE DNYANESHWAR VISHNU	FYBBA
101	JALAMKAR DEVYANI VASUDEV	FYBBA
102	JAKATE PRITI RAVINDRA	FYBBA
103	JAGTAP ADITYA VIJAY	FYBBA
104	HARNE SAKSHI VINAYAK	FYBBA
105	HARNE JAYSHRI VILAS	FYBBA
106	GORE VISHAL SUBHASH	FYBBA
107	GORE SANKET NAVNATH	FYBBA
108	GAIKWAD UJWALA KHANDERAO	FYBBA
109	GAIKWAD PAYAL YOSEF	FYBBA
110	DOKE PRANALI GANESH	FYBBA
111	WAGH GAURI VASANT	FYBBA
112	VAHILE VAISHNAVI JANARDAN	FYBBA
113	SURYAVANSHI SHRAVANI SUNIL	FYBBA
114	SHINDE SOURABH SHRIMANT	FYBBA
115	SHAIKH FIJA SHAIKAT	FYBBA
116	ALHAT YASH SANTOSH	FYBBA



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117	BAGADE PRAMOD ANIL	FYBBA
118	BANDEKAR AAKARSH ARESH	FYBBA
119	BORUL VAISHNAVI VITTHAL	FYBBA
120	CHAUDHARI GAYATRI AVINASH	FYBBA
121	PASALKAR SUMIT DATTATRAY	FYBBA
122	PATIL MAYUR PRAKASH	FYBBA
123	SAGAR MAYURI ANANT	FYBBA



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Certificate



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Certificate of Participation

This is to certify that Mr./Ms. BUDHAVANT POOJA PRAKASH (Fy. BBA C.A.) has actively participated in short-term course on *Spoken English and Communication Skills Development Program* organized by Department of English at Sharadchandra Pawar Arts and Commerce College in 2021-2022.

Prof. Pravin Dolas
Coordinator

Dr. Chhaya Joshi
Head Dept. of English

Dr. Hansraj Thorat
Principal

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Date :-06/01/2022

NOTICE

Course Name: - Computer Awareness Program
Class-S.Y.B.A/S.Y.B.Com. /S.Y.B.B.A. (C.A.) Duration- 36 Days
Academic Year 2021-2022
Department of BBA (CA)

All the students of the College are informed that the **Computer Awareness Program Short-term** Course is being started in the College and Students who want to participate should attend the seminar hall of the college on 12/01/2022

Prasanna

Coordinator

Prasanna

Principal



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Course Name: - Computer Awareness Program
Class-S.Y.B.A/S.Y.B.Com. /S.Y.B.B.A. (C.A.) Duration- 36 Days
Academic Year 2021-2022
Department of BBA (CA)
Syllabus Design Committee Member

Sr.No.	Name of Teacher	Post
1	Prof.Shahuraj Yevte	Chairman
2	Prof.Prerana Patil	Coordinator
3	Dr. Ranjeet Patil	Member

BOARD OF STUDIES:

Prof.Shahuraj Yevte (Chairman)
Prof.Prerana Patil (Coordinator)
Dr. Ranjeet Patil
Dr. Vikas Mhandale
Prof.Hanmant Jagtap

SYLLABUS FOR
BASICS OF COMPUTER COURSE

OBJECTIVE:

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows a common man or housewife to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.



H. S. Patil
PRINCIPAL

Sharadchandra Pawar Arts & Commerce College
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DURATION:

- 36 Days
- Theory: 24
- Practical's: 12

SYLLABUS OUTLINE:

1. **Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of ICT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.
2. **Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.
3. **Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.
4. **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
5. **Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing software's, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website
6. **Communications and collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.
7. **Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation /handouts.

Reference Books:

Fundamentals of Computers. by Rajaraman V Paperback.

Computer Fundamentals Goel, Anita Pearson



H. S. Pawar
PRINCIPAL

Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune



DETAILED SYLLABUS:

1. KNOWING COMPUTER

07 lectures

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is Computer?
 - 1.2.1 Basic Applications of Computer
- 1.3 Components of Computer System
 - 1.3.1 Central Processing Unit
 - 1.3.2 Keyboard, mouse and VDU
 - 1.3.3 Other Input devices
 - 1.3.4 Other Output devices
 - 1.3.5 Computer Memory
- 1.4 Concept of Hardware and Software
 - 1.4.1 Hardware
 - 1.4.2 Software
 - 1.4.2.1 Application Software
 - 1.4.2.2 Systems software
- 1.5 Concept of computing, data and information
- 1.6 Applications of IECT
 - 1.6.1 e-governance
 - 1.6.2 Entertainment
- 1.7 Bringing computer to life
 - 1.7.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 1.7.2 Checking power supply
- 1.8 Summary

2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

07 Lectures

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Basics of Operating System
 - 2.2.1 Operating system
 - 2.2.2 Basics of popular operating system (LINUX, WINDOWS)
- 2.3 The User Interface
 - 2.3.1 Task Bar
 - 2.3.2 Icons
 - 2.3.3 Menu
 - 2.3.4 Running an Application
- 2.4 Operating System Simple Setting
 - 2.4.1 Changing System Date And Time
 - 2.4.2 Changing Display Properties
 - 2.4.3 To Add Or Remove A Windows Component
 - 2.4.4 Changing Mouse Properties
 - 2.4.5 Adding and removing Printers
- 2.5 File and Directory Management



H. S. Joshi
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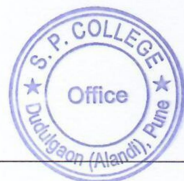


- 2.5.1 Creating and renaming of files and directories
- 2.6 Common utilities
- 2.7 Summary

3. UNDERSTANDING WORD PROCESSING

07 Lectures

- 3.0 Introduction
- 3.1 Objectives
- 3.2 Word Processing Basics
 - 3.2.1 Opening Word Processing Package
 - 3.2.2 Menu Bar
 - 3.2.3 Using The Help
 - 3.2.4 Using The Icons Below Menu Bar
- 3.3 Opening and closing Documents
 - 3.3.1 Opening Documents
 - 3.3.2 Save and Save as
 - 3.3.3 Page Setup
 - 3.3.4 Print Preview
 - 3.3.5 Printing of Documents
- 3.4 Text Creation and manipulation
 - 3.4.1 Document Creation
 - 3.4.2 Editing Text
 - 3.4.3 Text Selection
 - 3.4.4 Cut, Copy and Paste
 - 3.4.5 Spell check
 - 3.4.6 Thesaurus
- 3.5 Formatting the Text
 - 3.5.1 Font and Size selection
 - 3.5.2 Alignment of Text
 - 3.5.3 Paragraph Indenting
 - 3.5.4 Bullets and Numbering
 - 3.5.5 Changing case
- 3.6 Table Manipulation
 - 3.6.1 Draw Table
 - 3.6.2 Changing cell width and height
 - 3.6.3 Alignment of Text in cell
 - 3.6.4 Delete / Insertion of row and column
 - 3.6.5 Border and shading
- 3.7 Summary



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4. USING SPREAD SHEET

07 Lectures

- 4.0 Introduction
- 4.1 Objectives
- 4.2 Elements of Electronic Spread Sheet
 - 4.2.1 Opening of Spread Sheet
 - 4.2.2 Addressing of Cells
 - 4.2.3 Printing of Spread Sheet
 - 4.2.4 Saving Workbooks
- 4.3 Manipulation of Cells
 - 4.3.1 Entering Text, Numbers and Dates
 - 4.3.2 Creating Text, Number and Date Series
 - 4.3.3 Editing Worksheet Data
 - 4.3.4 Inserting and Deleting Rows, Column
 - 4.3.5 Changing Cell Height and Width
- 4.4 Formulas and Function
 - 4.4.1 Using Formulas
 - 4.4.2 Function
- 4.5 Summary

5. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

07 Lectures

- 5.0 Introduction
- 5.1 Objectives
- 5.2 Basic of Computer Networks
 - 5.2.1 Local Area Network (LAN)
 - 5.2.2 Wide Area Network (WAN)
- 5.3 Internet
 - 5.3.1 Concept of Internet
 - 5.3.2 Applications of Internet
 - 5.3.3 Connecting to the Internet
 - 5.3.4 Troubleshooting
- 5.4 World Wide Web (WWW)
- 5.5 Web Browsing Software's
 - 5.5.1 Popular Web Browsing Software's
- 5.6 Search Engines
 - 5.6.1 Popular Search Engines / Search for content
 - 5.6.2 Accessing Web Browser
 - 5.6.3 Using Favorites Folder
 - 5.6.4 Downloading Web Pages
 - 5.6.5 Printing Web Pages



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- 5.7 Understanding URL
- 5.8 Surfing the web
 - 5.8.1 Using e-governance website
- 5.9 Summary
- 5.10 Model Answers

6. COMMUNICATIONS AND COLLABORATION

07 Lectures

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basics of E-mail
 - 6.2.1 What is an Electronic Mail
 - 6.2.2 Email Addressing
- 6.3 Using E-mails
 - 6.3.1 Opening Email account
 - 6.3.2 Mailbox: Inbox and Outbox
 - 6.3.3 Creating and Sending a new E-mail
 - 6.3.4 Replying to an E-mail message
 - 6.3.5 Forwarding an E-mail message
 - 6.3.6 Sorting and Searching emails
- 6.4 Document collaboration
- 6.5 Instant Messaging and Collaboration
 - 6.5.1 Using Instant messaging
 - 6.5.2 Instant messaging providers
 - 6.5.3 Netiquettes
- 6.6 Summary

7. MAKING SMALL PRESENTATIONS

08 Lectures

- 7.0 Introduction
- 7.1 **Objectives**
- 7.2 Basics
 - 7.2.1 Using PowerPoint
 - 7.2.2 Opening A PowerPoint Presentation
 - 7.2.3 Saving A Presentation
- 7.3 Creation of Presentation
 - 7.3.1 Creating a Presentation Using a Template
 - 7.3.2 Creating a Blank Presentation
 - 7.3.3 Entering and Editing Text
 - 7.3.4 Inserting And Deleting Slides in a Presentation
- 7.4 Preparation of Slides
 - 7.4.1 Inserting Word Table or An Excel Worksheet



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- 7.4.2 Adding Clip Art Pictures
 - 7.4.3 Inserting Other Objects
 - 7.4.4 Resizing and Scaling an Object
 - 7.5 Presentation of Slides
 - 7.5.1 Viewing A Presentation
 - 7.5.2 Choosing a Set Up for Presentation
 - 7.5.3 Printing Slides And Handouts
 - 7.6 Slide Show
 - 7.6.1 Running a Slide Show
 - 7.6.2 Transition and Slide Timings
 - 7.6.3 Automating a Slide Show
 - 7.7 Summary
-

Pooja Sati

Course Coordinator

Sawate

HOD

Head of B.B.A.(CA) Department
Sharadchandra Pawar Arts and Commerce College,
Dudulgaon (Alandi), Pune.

H. Hosat

Principal

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Time Table

Date	Topic to be Covered	Name of the Teacher
12/01/22	What is Computer, Basic Applications of Computer; Components of Computer System	Prof Tapkir Sonali M
13/01/22	Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices	Prof Tapkir Sonali M
14/01/22	Computer Memory, Concepts of Hardware and Software; Concept of Computing	Prof Tapkir Sonali M
15/01/22	Data and Information; Applications of IECT; Connecting keyboard,	Prof Tapkir Sonali M
18/01/22	Mouse, monitor and printer to CPU and checking power supply.	Prof Tapkir Sonali M
19/01/22	What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse	Prof Tapkir Sonali M
20/01/22	Using right Button of the Mouse and Moving Icons on the screen	Prof Tapkir Sonali M
21/01/22	Use of Common Icons, Status Bar, Using Menu and Menu-selection	Prof Tapkir Sonali M
22/01/22	Running an Application, Viewing of File, Folders and Directories	Prof Tapkir Sonali M
24/01/22	Creating and Renaming of files and folders, Opening and closing of different Windows	Prof Tapkir Sonali M
25/01/22	Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.	Prof Tapkir Sonali M
26/01/22	Word Processing Basics; Opening and Closing of documents	Prof Tapkir Sonali M
27/01/22	Text creation and Manipulation; Formatting of text	Prof Tapkir Sonali M
28/01/22	Table handling; Spell check, language setting and thesaurus; Printing of word document	Prof Tapkir Sonali M
29/01/22	Basics of Spread sheet; Manipulation of cells	Prof Tapkir Sonali M
31/01/22	Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.	Prof Tapkir Sonali M
01/02/22	Basic of Computer networks; LAN, WAN	Prof Tapkir Sonali M
02/02/22	Concept of Internet; Applications of Internet; connecting to internet; What is ISP	Prof Tapkir Sonali M
03/02/22	Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web	Prof Tapkir Sonali M
04/02/22	Web Browsing software's, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website	Prof Tapkir Sonali M
05/02/22	Basics of electronic mail; Getting an email account	Prof Tapkir Sonali M
08/02/22	Sending and receiving emails; Accessing sent emails	Prof Tapkir Sonali M
09/2/22	Using Emails; Document collaboration; Instant Messaging; Netiquettes.	Prof Tapkir Sonali M
10/02/22	Basics of presentation software	Prof Tapkir Sonali M
11/02/22	Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.	Prof Tapkir Sonali M

Poozmagati

Course Coordinator

Jewate

HOD

Thozal

Principal



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Short Term Course: Computer Awareness Program A.Y. 2021-2022

STUDENT LIST

Sr. No	Student Name	Class
1	BAVALE TANUJA BHAUSAHEB	S.Y.B.A.
2	BHALCHIM SANTOSH KHADNDU	S.Y.B.A.
3	BHORE ABHISHEK BHIMRAO	S.Y.B.A.
4	BOTWE PRATHMESH DILIPRAO	S.Y.B.A.
5	CHAUDHARI SAKSHI SANTOSH	S.Y.B.A.
6	CHAVAN MUKESH SUBHASH	S.Y.B.A.
7	DARAWADE PAYAL VIKAS	S.Y.B.A.
8	DAREKAR KOMAL BAPUSO	S.Y.B.A.
9	DEVANPALLE BALAJI PRAKASH	S.Y.B.A.
10	GENGAJE KIRAN DATTATRAY	S.Y.B.A.
11	GHADGE VEDANT PRAMOD	S.Y.B.A.
12	HINGMIRE KUNAL ANIL	S.Y.B.A.
13	IGHE KALIDAS ROHIDAS	S.Y.B.A.
14	KAMBLE VIKAS SHRIRAM	S.Y.B.A.
15	KATHE AKSHADA SAVKAR	S.Y.B.A.
16	KOKATE SANSKRUTI SUNIL	S.Y.B.A.
17	KURHADE SIDDHI NITIN	S.Y.B.A.
18	MOHITE HANUMANT LAXMAN	S.Y.B.A.
19	MUNDHE ROHAN RAMAKANT	S.Y.B.A.
20	PALANDE APOORVA VISHNU	S.Y.B.A.
21	PAWAR BABULAL MOHANLAL	S.Y.B.A.
22	RANE RADHIKA SATISH	S.Y.B.A.
23	SAYYAD MUSKAN AJIJ	S.Y.B.A.
24	SHINDE RAVINA SADASHIV	S.Y.B.A.
25	SUTAR YASHWANT CHANDRAKANT	S.Y.B.A.
26	TALEKAR OMAKAR BALU	S.Y.B.A.
27	THAKUR PRADNYA SHANKAR	S.Y.B.A.
28	VASAVE AMITA ARVIND	S.Y.B.A.
29	AAMLE POOJA MACHINDRA	S.Y.Bcom.
30	BANDE SHITAL TATOBA	S.Y.Bcom.
31	BHALERAO SARJERAO JAYVANTRAO	S.Y.Bcom.
32	BHANDWALKAR SHWETA TANAJI	S.Y.Bcom.
33	CHAVAN SAKSHI VILAS	S.Y.Bcom.
34	DARATE DHIRAJ BALAJI	S.Y.Bcom.



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36	GARUD DIVYA SACHIN	S.Y.Bcom.
37	GAWADE AKSHAY BALASHEB	S.Y.Bcom.
38	HANDIBAG TEJAS VYANKATRAO	S.Y.Bcom.
39	HUMBE POONAM BANDU	S.Y.Bcom.
40	JADHAV VISHAL SANJAY	S.Y.Bcom.
41	JOSHI HARISH SUNIL	S.Y.Bcom.
42	KADAM SOMESH SHIVAJI	S.Y.Bcom.
43	KALE BHAGYASHREE RAJENDRA	S.Y.Bcom.
44	KAMBLE SURAJ SATISH	S.Y.Bcom.
45	KAUTE SATISH TULSIRAM	S.Y.Bcom.
46	KHANDAVE NILESH RAMESH	S.Y.Bcom.
47	LOKHANDE SHUBHAM SANDEEP	S.Y.Bcom.
48	MAGAR NEHA BHAGWAT	S.Y.Bcom.
49	MHASATKAR RUSHIKESH SHIVKUMAR	S.Y.Bcom.
50	MOHITE SHUBHAM BHAUSAHEB	S.Y.Bcom.
51	MORE GITANJALI BALASAHEB	S.Y.Bcom.
52	MUNGASE VINAYAK SAKHARAM	S.Y.Bcom.
53	MURKUTE VAISHALI VALMIK	S.Y.Bcom.
54	REDDY GANESH BALAJI	S.Y.Bcom.
55	SARODE NILAM SURESH	S.Y.Bcom.
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57	SHINDE KALPESH YASHWANT	S.Y.Bcom.
58	SHINDE PRATIK SANJAY	S.Y.Bcom.
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62	TAJANE PRATIK SANTOSH	S.Y.Bcom.
63	THORAVE AKSHADA BHIMAJI	S.Y.Bcom.
64	VAHILE SANIKA SURESH	S.Y.Bcom.
65	VAIRAGE AISHWARYA ANIL	S.Y.Bcom.
66	YADAV RUTUJA SANDIP	S.Y.Bcom.
67	BARI GAURAV PRABHAKAR	SYBBA
68	BAVALE ANKITA GOVIND	SYBBA
69	DUBEY DEEPAK KAMLESH	SYBBA
70	HAJARE NIKITA GHANSHYAM	SYBBA
71	HAKIM UMAR MUHAMMAD	SYBBA



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72	KAKADE YOGESH VINAYAK	SYBBA
73	KANTHALE PAVAN SUBHASH	SYBBA
74	LIPNE KUSHALYA RAMESHWAR	SYBBA
75	MANE RAJASHREE RAMESH	SYBBA
76	NAVATAKKE NAVANATH RAMESH	SYBBA
77	SHINDE PRADNYA MAHADEV	SYBBA
78	SHIRSATH DNYANESHWAR SOPAN	SYBBA
79	SINGH AKASH NAGENDRA	SYBBA
80	WALMIKI NEHA RAMKUMAR	SYBBA



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Certificate of Participation

This is to certify that Mr./Ms. RAM DHARMA NEHARKAR (S.Y.B.A) has actively participated in short-term course on Computer Awareness Program organized by Department of B.B.A.(C.A.) at Sharadchandra Pawar Arts and Commerce College in 2021-2022.


Prof. Sonali Tapkir
Coordinator


Prof. Shahuraj Yevate
Head Dept. of B.B.A.(C.A.)


Dr. Hansraj Thorat
Principal
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Date :-05/01/2022

NOTICE

Course Name :- Entrepreneurship Developed Course
T.Y.B.A/T.Y.B.Com. /T.Y.B.B.A. (C.A.) Duration- 36 Days
Short Term Course
Academic Year 2021-2022

All the students of the College are informed that the Entrepreneurship Developed Course is being started in the College and Students who want to participate should attend the seminar hall of the college on 11/01/2022


Coordinator




Principal

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T.Y.B.A/T.Y.B.Com. /T.Y.B.B.A. (C.A.) Duration- 36 Days
Short Term Course
Academic Year 2021-2022

Syllabus Design Committee Member

Sr.No.	Name of Teacher	Post
1	Principal Dr. Hansraj Thorat	Chairman
2	Prof.Kailas Astarkar (H.O.D.)	Faculty In charge
3	Dr. R. P. Shiraskar	Coordinator
4	Prof. Dilip Bari	Member

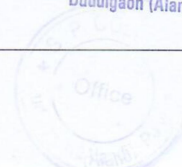
BOARD OF STUDIES:

Dr.Hansraj Thorat (Chairman)
Mr.Kailas Astarkar (Faculty Incharge)
Mr. Amit makhare (Subject Expert)
Co- Founder | chawadi Training & Consultancy
pvt Ltd Entrepreneurs Ahamadnagar, Maharashtra, India
Mr.Shri.Suresh Umap (Subject Expert)
Divisional Officer, MCED Pune.
Dr.Raju Shiraskar (Coordinator)
Mr. Dilip Bari (Co-coordinator)



Hansraj Thorat
Principal

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Time Table A. Y. 2021-2022

Sr.No.	Date	Time	Name of Faculty
1	11/01/2022	12.00-2.00	Dr. R. P. Shiraskar
2	12/01/2022	12.00-2.00	Dr. R. P. Shiraskar
3	13/01/2022	12.00-2.00	Dr. R. P. Shiraskar
4	14/01/2022	12.00-2.00	Dr. R. P. Shiraskar
5	15/01/2022	12.00-2.00	Dr. R. P. Shiraskar
6	17/01/2022	12.00-2.00	Dr. R. P. Shiraskar
7	18/01/2022	12.00-2.00	Dr. R. P. Shiraskar
8	19/01/2022	12.00-2.00	Dr. R. P. Shiraskar
9	20/01/2022	12.00-2.00	Prof. Dilip Bari
10	21/01/2022	12.00-2.00	Prof. Dilip Bari
11	22/01/2022	12.00-2.00	Prof. Dilip Bari
12	24/01/2022	12.00-2.00	Prof. Dilip Bari
13	25/01/2022	12.00-2.00	Prof. Dilip Bari
14	27/01/2022	12.00-2.00	Prof. Dilip Bari
15	28/01/2022	12.00-2.00	Prof. Dilip Bari


Coordinator




Principal

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Entrepreneurship Development Syllabus

OBJECTIVES:

- To develop and strengthen entrepreneurial quality and motivation in students and to impart basic entrepreneurial skills and understanding to run a business efficiently and effectively.
- To familiarize the participants with the concept and overview of entrepreneurship with a view to enhance entrepreneurial talent.
- To impart knowledge on the basics of entrepreneurial skills and competencies to provide the participants with necessary inputs for creation of new ventures.
- To explore new vistas of entrepreneurship in 21st century environment to generate innovative business ideas


Unit – 1 Introduction

- 1.1 Meaning and Importance
- 1.2 need of entrepreneurship;
- 1.3 Entrepreneurship as a career
- 1.4 Evolution of term 'Entrepreneurship'
- 1.5 Factors influencing entrepreneurship'
 - 1.5.1 Psychological factors
 - 1.5.2 Social factors
 - 1.5.3 Economic factor
 - 1.5.4 Environmental factors
- 1.6 Characteristics of an entrepreneur
- 1.7 Barriers to entrepreneurship

Unit – 2 Entrepreneurship Development Skills

- 2.1 Meaning of Entrepreneurship Skills
- 2.2 Types of Entrepreneurship Skills
 - 2.2.1 Business management skills
 - 2.2.2 Communication and listening Skills
 - 2.2.3 Financial skills
 - 2.2.4 Technical skills
 - 2.2.5 Time Management Skills
 - 2.2.6 Customer Service skills
 - 2.2.7 Branding marketing and networking skills
 - 2.2.8 Improve entrepreneurship skills
 - 2.2.9 Problem Solving
 - 2.2.10 Creative Thinking




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- 2.2.11 Developing healthy Interpersonal relationship
- 2.2.12 Team Work Abilities
- 2.2.13 Leadership Abilities

Unit- 3 Creativity and Innovation

- 3.1 Imagination and Creativity entrepreneurship
- 3.2 Steps in Creativity
- 3.3 Goal Setting
- 3.3 Innovation and inventions
- 3.4 Decision making and Problem Solving (steps indecision making)

Unit 4: Business Planning Process

- 4.1 The business plan as an entrepreneurial tool;
- 4.2 Elements of business planning;
- 4.3 Objectives;
- 4.4 Market analysis;
- 4.5 development of Product/idea;
- 4.6 Marketing,
- 4.7 Finance,
- 4.8 Organization and management;
- 4.9 Ownership;
- 4.10 Critical risk contingencies of The proposal;
- 4.11 Scheduling and milestones.

Unit 5: Entrepreneurship Development and Government

- 5.1 Role of Central Government and State Government in promoting entrepreneurship with various incentives, subsidies, grants, programs,
- 5.2 schemes and challenges.
- 5.3 Government initiatives and inclusive entrepreneurial Growth.

Unit- 6 Project Report

- 6.1 Introduction
- 6.2 Idea Selection
- 6.3 Selection of the Product
- 6.4 Aspects of a Project
- 6.5 Phases of a Project
- 6.6 Project Report
- 6.7 Contents of a Project Report
- 6.8 Proforma of a Suggested Project Report for a manufacturing Organization
- 6.9 Suggested Readings




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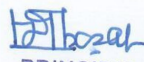
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Academic Year: - 2021-22
List of Students Registered

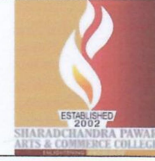
Sr.No.	Students Name	Class
1	Neha Kumari	Tyba
2	Ambuskar Sarika Haribhau	Tyba
3	Bansode Utkarsha Umesh	Tyba
4	Bendre Vaishnavi Mohan	Tyba
5	Aute Amol Ravindra	Ty.Bcom
6	Bansode Nikhil Anil	Ty.Bcom
7	Batwal Rutuja Suresh	Ty.Bcom
8	Bavale Arpita Tukaram	Ty.Bcom
9	Bavale Mayur Jalindar	Ty.Bcom
10	Kadam Pankaj Kashinath	Ty.Bcom
11	Kale Tejas Shrikrishna	Ty.Bcom
12	Kale Uday Arun	Ty.Bcom
13	Kamble Kunal Machhindra	Ty.Bcom
14	Kharabi Ruthvin Vijay	Ty.Bcom
15	Pagire Dnyaneshwar Ashok	Ty.Bcom
16	Palve Krushna Mandu	Ty.Bcom
17	Malage Krushna Anurath	Tyba
18	Manjire Revati Pravin	Tyba
19	More Mahesh Rajendra	Tyba
20	Mungase Sanket Sunil	Tyba




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21	Sarwade Yogesh Devidas	Ty.Bcom
22	Sathe Manisha Santosh	Ty.Bcom
23	Shelar Tushar Subhash	Ty.Bcom
24	Shelke Pratibha Dattatray	Ty.Bcom
25	Kalewagh Rushikesh Balasaheb	Tyba
26	Rajgolkar Mayur Sharad	Tyba
27	Singh Prince Sonu	Tyba
28	Thakur Rupali Gopalshing	Tyba
29	More Yogesh Hariba	Tyba
30	Gawade Shweta Dattatray	Tyba


Coordinator


Principal

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Certificate



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
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Certificate of Participation

This is to certify that Mr./Ms. Bhole Aishwarya Devendra (T.Y.B.A) has actively participated in short-term course on Entrepreneurship Development Program organized by Entrepreneurship Development Cell at Sharadchandra Pawar Arts and Commerce College in 2021-2022.


Prof. Dr. Shiraskar R.P.
Coordinator


Prof. Astarkar K.A.
Head Dept. of Economics


Dr. Hansraj Thorat
Principal
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Academic Year

2019-2020



Prasad
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Date: 29/07/2019


NOTICE

**Course Name- Spoken English and Communication Skills
Development Program**
Class-F.Y.B.A/F.Y.B.Com. /F.Y.B.B.A. (C.A.) Duration- 36 Days
Academic Year 2019-2020
Department of English


Subject: About Certificate Course

All the students from various departments are hereby informed that, Department Of English have been stated short term certificate course entitled "Spoken English and Communication Skills Development Program ". The course duration will be 36 hours including practical sessions and will begin from Thursday, 01/08/2019. Students for F.Y.B.A/F.Y.B.Com./F.Y.B.B.A.(C.A.) can do this course and no fees will be charged.

This course will provide basic knowledge of Grammar, Vocabulary, Writing Skills and Communication Skills. Students who are interested can enroll names as early as possible. To enroll, contact to the course coordinator Dr. Chhaya Joshi.


HOD
Department Of English
Head of English Department
Sharadchandra Pawar Arts and Commerce College,
Dudulgaon (Alandi), Pune.




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Academic Year 2019-2020**

Sr.NO	Name of the Topic	Name of the Teacher
1	Grammar	Prof. Seema Salunke
2	Vocabulary	Prof. Vishwanath Vyavhare
3	Writing Skills	Prof.Reshma Landge
4	Communication Skills	Dr. Chhaya Joshi

Board of Studies:

Dr.Pandurang Misal (Chairman)
Dr.Chhaya Kishor Joshi (Coordinator)
Prof.Seema Salunke (Co-coordinator)
Prof.Vyavhare V.J (Co-coordinator)


Dr. Chhaya Joshi
(H.O.D., Department of English)

Head of English Department
Sharadchandra Pawar Arts and Commerce College,
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Prin. Dr. Pandurang Misal

(Sharadchandra Pawar Arts and Commerce College)

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Academic Year 2019-2020

Course Duration- 36 Days
Theory - 24
Practical - 12

BOARD OF STUDIES:

Dr.Pandurang Misal (Chairman)
Dr.Chhaya Kishor Joshi (Coordinator)
Prof.Seema Salunke (Co-coordinator)
Prof.Vyavhare V.J (Co-coordinator)

OBJECTIVES:

1. To develop oral and written communication skills of the students
2. To enable students to speak in English
3. To familiarize students with various components of language
4. To develop the confidence of students for speaking at social places
5. To improve listening and reading skills of the students.



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SYLLABUS

Level 1- GRAMMAR

09 Lectures

- 1.1 Parts of Speech
- 1.2 Articles
- 1.3 Tense
- 1.4 Model Auxiliary verbs
- 1.5 Types of sentences
- 1.6 Sentence structure
- 1.7 Verb agreement
- 1.8 Voice
- 1.9 Determiners and quantifiers
- 1.10 Degree of Comparison

Level 2- VOCABULARY

09 Lectures

- 2.1 Word Formation
- 2.2 Prefix and Suffix
- 2.3 Synonyms and antonyms
- 2.4 Words often confuse
- 2.5 Using right word
- 2.6 Word meaning and Context
- 2.7 Phrases
- 2.8 One word substitution
- 2.9 Subject Wise and field wise vocabulary
- 2.10 Using Dictionary/Encyclopedia/Thesaurus
- 2.11 Use of words in day to day as well as in professional life

Level 3- WRITING SKILLS

09 Lectures

- 3.1 Letter Writing (informal/formal-Job Application, Apology, letter of complaint, leave etc.)
- 3.2 Writing messages
- 3.3 Bio data/Resume/CV (Curriculum Vitae)
- 3.4 Notice Writing
- 3.5 Report Writing
- 3.6 Email Writing
- 3.7 Minutes writing
- 3.8 Agenda writing
- 3.9 Dialogue Writing
- 3.10 Expansion of Ideas



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Level 4- COMMUNICATION SKILLS

09 Lectures

- 4.1 Self-Introduction
- 4.2 Introduction of others
- 4.3 Interview skills/techniques
- 4.4 Public speaking
- 4.5 Verbal and non-verbal communication
- 4.6 Group Discussion
- 4.7 Communication at informal situations
- 4.8 Communication at formal places
- 4.9 Practice of Reading and Writing
- 4.10 Practice of listening and speaking

LEARNING OUTCOMES

10. Students will be familiar with four modes of English language e.g. listening, speaking, reading and writing.
11. Speaking ability of the students will be developed.
12. Students will be able to use dictionary properly.
13. The vocabulary of the students of English language will be increased.
14. Students will be familiar with E-learning.
15. Students will be familiar with grammatical forms of English and the use of these forms in specific communicative contexts.
16. Students will increase their reading speed as well as proper pronunciation of the words.
17. The students will be able to introduce themselves
18. The students will be familiar with interview skills.
19. Students will strengthen their ability to write informal as well as formal contexts or documents.

JOB OPPORTUNITIES

- IT sector
- Mass Communication and Journalism
- Teaching/Coaching
- Professional Translator
- Civil services
- BPO services
- Professional jobs all over the world



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REFERANCE BOOKS

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- *Leech G.(1988), English Grammar Today:A New Introduction,London/New York: Macmillan.
- *Tickoo M.L. (2004),Teaching and Learning English:A sourcebook for Teachers and Teacher-Trainers,New Delhi; Orient Longman.
- *Widdowson H.G.(1985), Teaching Language as Communication, Oxford University Press.
- *Yardi V.V.(2002), English Conversation for Indian Students, Hyderabad: Orient Longman.



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**Short Term Course: Spoken English and Communication
Skills Development Program Certificates
A.Y. 2019-2020**

Sr.No	Name of the Students	Class
1	JAGNADE RITESH MAHENDRA	F.Y.B.A
2	JADHAV VIJAY VILAS	F.Y.B.A
3	INGOLE ROHIT ANGAND	F.Y.B.A
4	HOLE NIKITA DNYANESHWAR	F.Y.B.A
5	GILBILE OM DATTATRAY	F.Y.B.A
6	GHUNDARE NIKHIL SHRIDHAR	F.Y.B.A
7	GARAD AKASH SHIVAJI	F.Y.B.A
8	DHORE AKSHADA RAMCHANDRA	F.Y.B.A
9	DEVADHE JAYMINI NAMDEV	F.Y.B.A
10	CHAVAN PRITI NIVRUTI	F.Y.B.A
11	BRAMHE MAYURI GOPAL	F.Y.B.A
12	BHOLE AISHWARYA DEVENDRA	F.Y.B.A
13	BAVALE SHIVANJALI KISAN	F.Y.B.A
14	BANKAR NIKHIL RAJENDRA	F.Y.B.A
15	BADHE RENUKA BALASAHEB	F.Y.B.A
16	AMLE SAMEER ANIL	F.Y.B.A
17	JAGTAP SHRUTI ANIL	F.Y.B.A
18	KAKADE VISHNU AMRUTA	F.Y.B.A
19	KAKDE SHITAL UDDHAV	F.Y.B.A
20	KAMBLE ADITYA GAUTAM	F.Y.B.A
21	KAVARAKHE VITTHAL BABAN	F.Y.B.A
22	KHADE SWATI APPA	F.Y.B.A
23	KHARAT RAMESHWAR GANESH	F.Y.B.A
24	KHARAT SHAM NARAYAN	F.Y.B.A
25	KOLEKAR SHITAL KAILASH	F.Y.B.A
26	KSHIRSAGAR ONKAR ASHOK	F.Y.B.A
27	KURHADE ABHISHEK SHRIDHAR	F.Y.B.A
28	LOKHANDE PRASHANT UTTAM	F.Y.B.A
29	MANVAL KAILAS DATTARAM	F.Y.B.A
30	MATHARE DNYANESHWAR BALAJI	F.Y.B.A
31	NADAF SHABANA SHIKANDAR	F.Y.B.A
32	NAGARE GANAPATI SHIVAJI	F.Y.B.A
33	PAGADE NIKHIL ARUN	F.Y.B.A



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34	PATHARE PRIYANKA SAMBHAJI	F.Y.B.A
35	PATHARE RUTUJA NATH	F.Y.B.A
36	PATIL AJAY KISHOR	F.Y.B.A
37	ROKADE ATUL GOPINATH	F.Y.B.A
38	SADAMATE NAMDEV MARUTI	F.Y.B.A
39	SASTE SRUSHTI MAHADEO	F.Y.B.A
40	SAWANT ABHISHEK NANASAHEB	F.Y.B.A
41	SHARMA RAHUL PRAKASH	F.Y.B.A
42	VAHILE RADHIKA DNYANESHWAR	F.Y.B.A
43	VAHILE NEELAM DATTATRAY	F.Y.B.A
44	THAPA SHITAL TOPBAHADUR	F.Y.B.A
45	THAKUR SNEHAL SHANKAR	F.Y.B.A
46	THAKUR RUTUJA HIRAMAN	F.Y.B.A
47	TENGALE AKASH SHAMRAO	F.Y.B.A
48	TAPKIR VAIBHAV SANDIP	F.Y.B.A
49	TAPKIR KIRAN MACHHINDRA	F.Y.B.A
50	TAMBOLI SIMRAN SALIM	F.Y.B.A
51	TALEKAR POOJA VIJAY	F.Y.B.A
52	SURUSHE SHUHANT SHIVPRASAD	F.Y.B.A
53	SONAWANE AJAY KISHOR	F.Y.B.A
54	SNEHA SAWANT . .	F.Y.B.A
55	SHINDE SAURABH DATTATRAY	F.Y.B.A
56	SHIKALGAR IQBALHUSEN NAJMUDDIN	F.Y.B.A
57	BAHIR ANIKET ASARAM	F.Y.B.Com
58	GAIKWAD MAYUR DATTATRAY	F.Y.B.Com
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68	BHIVARE AKSHAY YUVRAJ	F.Y.B.Com
69	GARUD RUTUJA MALHARI	F.Y.B.Com
70	HATEKAR ABHISHEK SHYAM	F.Y.B.Com
71	GAWADE ADITYA DHANANJAY	F.Y.B.Com



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95	PANCHAL SUDARSHAN MADHAVRAO	F.Y.B.Com
96	PATAHRE SAKSHI ROHIDAS	F.Y.B.Com
97	PATIL SIDDHARTHA RAJENDRA	F.Y.B.Com
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103	SAYYAD IRSHAD NABBI	F.Y.B.Com
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111	TAPKIR SHUBHAM VISHNU	F.Y.B.Com
112	VAHILE SAKSHI NANDKUMAR	F.Y.B.Com
113	WAJE DHANASHREE DNYANESHWAR	F.Y.B.Com
114	RAKSHE GANESH SUBHASH	F.Y.B.B.A.
115	RATHOD MONUSINGH SUMERSINGH	F.Y.B.B.A.
116	SAYYED AAFRIN KHAIYUMPASHA	F.Y.B.B.A.
117	SHAIKH SADIK RAHEMAN	F.Y.B.B.A.
118	SHELEK SAGAR RAMESH	F.Y.B.B.A.
119	THITE RUSHIKESH NAGNATH	F.Y.B.B.A.
120	BAVALE PRATIKSHA SADANAND	F.Y.B.B.A.
121	TIDKE BALAJI SHIVDAS	F.Y.B.B.A.
122	WAGH VISHAL RAMPRASAD	F.Y.B.B.A.
123	WAGHAMARE SONALI NITIN	F.Y.B.B.A.
124	KARPE GANESH RAJENDRA	F.Y.B.B.A.
125	MORE REKHA BALASAHEB	F.Y.B.B.A.
126	MALWADE AKASH BALU	F.Y.B.B.A.
127	LONDHE VAIBHAV DATTATRAY	F.Y.B.B.A.
128	KORDE PRASAD BHAGWANRAO	F.Y.B.B.A.
129	KINGARE SHUBHAM PRALHAD	F.Y.B.B.A.
130	KHINDKAR RUTIK DATTATRAYA	F.Y.B.B.A.
131	KADAM SEJAL JAYSINGH	F.Y.B.B.A.
132	JADHAV VAISHNAVI HANUMANT	F.Y.B.B.A.
133	JADHAV ANIKET SURESH	F.Y.B.B.A.
134	HOLE PRATHMESH YADAV	F.Y.B.B.A.
135	GULUNJKAR AKSHATA BALASAHEB	F.Y.B.B.A.
136	GHUGARE AMAR RAJENDRA	F.Y.B.B.A.
137	GHOLAP AKASH RAJU	F.Y.B.B.A.
138	MORE SHUBHANGI RAJARAM	F.Y.B.B.A.
139	MUNDE POOJA DNYANESHWAR	F.Y.B.B.A.
140	PARANDE REVATI DEVIDAS	F.Y.B.B.A.
141	PATHAN AFREEN AKHTAR	F.Y.B.B.A.
142	PATHAN SAHIL ATAULLAKHAN	F.Y.B.B.A.
143	WAGHMARE AKASH NAMDEVRAO	F.Y.B.B.A.
144	GANGAWANE YOGESH SATISH	F.Y.B.B.A.
145	GAIKWAD SAMRUDDHI SANTOSH	F.Y.B.B.A.
146	GADHAVE SHIVANI MAROTI	F.Y.B.B.A.
147	CHAVAN SANJIVANI AMBADAS	F.Y.B.B.A.



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Certificate



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Certificate of Participation

This is to certify that Mr./Ms. BRAMHE MAYURI GOPAL (f.y.B.A) has actively participated in short-term course on *Spoken English and Communication Skills Development Program* organized by Department of English at Sharadchandra Pawar Arts and Commerce College in 2019-2020.


Prof. Seema Salunke
Coordinator


Dr. Chhaya Joshi
Head Dept. of English


Dr. Pandurang Misal
Principal
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Dudulgaon (Alandi), Pune



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Date: 30/07/2019


NOTICE

Course Name: - Computer Awareness Program
Class-S.Y.B.A/S.Y.B.Com. /S.Y.B.B.A. (C.A.) Duration- 36 Days
Academic Year 2019-2020
Department of BBA (CA)


Subject: About Certificate Course

All the students from various departments are hereby informed that, computer science department have been stated short term certificate course entitled "Computer Awareness ". The course duration will be 36 hours including practical sessions and will begin from Wednesday, 01/08/2019. Students from any faculty can do this course and no fees will be charged.

This course will provide basic computer training, Microsoft Office package and Internet Technology. Students who are interested can enroll names as early as possible. To enroll, contact to the course coordinator Prof. Shauraj D Yevate.


H.O.D. BBA (CA)
Head of B.B.A.(CA) Department
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Course Name: - Computer Awareness Program
Class-S.Y.B.A/S.Y.B.Com. /S.Y.B.B.A. (C.A.) Duration- 36 Days
Academic Year 2019-2020
Department of BBA (CA)
Syllabus Design Committee Member

Sr.No.	Name of Teacher	Post
1	Prof.Shahuraj Yevte	Chairman
2	Prof.Prerana Patil	Coordinator
3	Dr. Ranjeet Patil	Member

BOARD OF STUDIES:

Prof.Shahuraj Yevte (Chairman)
Prof.Prerana Patil (Coordinator)
Dr. Ranjeet Patil
Dr. Vikas Mhandale
Prof.Hanmant Jagtap

SYLLABUS FOR
BASICS OF COMPUTER COURSE

OBJECTIVE:

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows a common man or housewife to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.


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DURATION:

- 36 Days
- Theory: 24
- Practical's: 12

SYLLABUS OUTLINE:

8. **Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

9. **Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

10. **Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

11. **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

12. **Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing software's, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website

13. **Communications and collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.

14. **Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation /handouts.

Reference Books:

Fundamentals of Computers. by Rajaraman V Paperback.

Computer Fundamentals Goel, Anita Pearson


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DETAILED SYLLABUS:

8. KNOWING COMPUTER


07 lectures

- 8.0 Introduction
- 8.1 Objectives
- 8.2 What is Computer?
 - 8.2.1 Basic Applications of Computer
- 8.3 Components of Computer System
 - 8.3.1 Central Processing Unit
 - 8.3.2 Keyboard, mouse and VDU
 - 8.3.3 Other Input devices
 - 8.3.4 Other Output devices
 - 8.3.5 Computer Memory
- 8.4 Concept of Hardware and Software
 - 8.4.1 Hardware
 - 8.4.2 Software
 - 8.4.2.1 Application Software
 - 8.4.2.2 Systems software
- 8.5 Concept of computing, data and information
- 8.6 Applications of IECT
 - 8.6.1 e-governance
 - 8.6.2 Entertainment
- 8.7 Bringing computer to life
 - 8.7.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 8.7.2 Checking power supply
- 8.8 Summary

9. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

07 Lectures

- 9.0 Introduction
- 9.1 Objectives
- 9.2 Basics of Operating System
 - 9.2.1 Operating system
 - 9.2.2 Basics of popular operating system (LINUX, WINDOWS)
- 9.3 The User Interface
 - 9.3.1 Task Bar
 - 9.3.2 Icons
 - 9.3.3 Menu
 - 9.3.4 Running an Application
- 9.4 Operating System Simple Setting
 - 9.4.1 Changing System Date And Time
 - 9.4.2 Changing Display Properties
 - 9.4.3 To Add Or Remove A Windows Component
 - 9.4.4 Changing Mouse Properties
 - 9.4.5 Adding and removing Printers
- 9.5 File and Directory Management


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- 9.5.1 Creating and renaming of files and directories
- 9.6 Common utilities
- 9.7 Summary

10. UNDERSTANDING WORD PROCESSING **07 Lectures**

- 10.0 Introduction
- 10.1 Objectives
- 10.2 Word Processing Basics
 - 10.2.1 Opening Word Processing Package
 - 10.2.2 Menu Bar
 - 10.2.3 Using The Help
 - 10.2.4 Using The Icons Below Menu Bar
- 10.3 Opening and closing Documents
 - 10.3.1 Opening Documents
 - 10.3.2 Save and Save as
 - 10.3.3 Page Setup
 - 10.3.4 Print Preview
 - 10.3.5 Printing of Documents
- 10.4 Text Creation and manipulation
 - 10.4.1 Document Creation
 - 10.4.2 Editing Text
 - 10.4.3 Text Selection
 - 10.4.4 Cut, Copy and Paste
 - 10.4.5 Spell check
 - 10.4.6 Thesaurus
- 10.5 Formatting the Text
 - 10.5.1 Font and Size selection
 - 10.5.2 Alignment of Text
 - 10.5.3 Paragraph Indenting
 - 10.5.4 Bullets and Numbering
 - 10.5.5 Changing case
- 10.6 Table Manipulation
 - 10.6.1 Draw Table
 - 10.6.2 Changing cell width and height
 - 10.6.3 Alignment of Text in cell
 - 10.6.4 Delete / Insertion of row and column
 - 10.6.5 Border and shading
- 10.7 Summary


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11. USING SPREAD SHEET

07 Lectures

- 11.0 Introduction
- 11.1 Objectives
- 11.2 Elements of Electronic Spread Sheet
 - 11.2.1 Opening of Spread Sheet
 - 11.2.2 Addressing of Cells
 - 11.2.3 Printing of Spread Sheet
 - 11.2.4 Saving Workbooks
- 11.3 Manipulation of Cells
 - 11.3.1 Entering Text, Numbers and Dates
 - 11.3.2 Creating Text, Number and Date Series
 - 11.3.3 Editing Worksheet Data
 - 11.3.4 Inserting and Deleting Rows, Column
 - 11.3.5 Changing Cell Height and Width
- 11.4 Formulas and Function
 - 11.4.1 Using Formulas
 - 11.4.2 Function
- 11.5 Summary

12. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

07 Lectures

- 12.0 Introduction
- 12.1 Objectives
- 12.2 Basic of Computer Networks
 - 12.2.1 Local Area Network (LAN)
 - 12.2.2 Wide Area Network (WAN)
- 12.3 Internet
 - 12.3.1 Concept of Internet
 - 12.3.2 Applications of Internet
 - 12.3.3 Connecting to the Internet
 - 12.3.4 Troubleshooting
- 12.4 World Wide Web (WWW)
- 12.5 Web Browsing Software's
 - 12.5.1 Popular Web Browsing Software's
- 12.6 Search Engines
 - 12.6.1 Popular Search Engines / Search for content
 - 12.6.2 Accessing Web Browser
 - 12.6.3 Using Favorites Folder
 - 12.6.4 Downloading Web Pages
 - 12.6.5 Printing Web Pages
- 12.7 Understanding URL


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- 12.8 Surfing the web
 - 12.8.1 Using e-governance website
- 12.9 Summary
- 12.10 Model Answers

13. COMMUNICATIONS AND COLLABORATION **07 Lectures**

- 13.0 Introduction
- 13.1 Objectives
- 13.2 Basics of E-mail
 - 13.2.1 What is an Electronic Mail
 - 13.2.2 Email Addressing
- 13.3 Using E-mails
 - 13.3.1 Opening Email account
 - 13.3.2 Mailbox: Inbox and Outbox
 - 13.3.3 Creating and Sending a new E-mail
 - 13.3.4 Replying to an E-mail message
 - 13.3.5 Forwarding an E-mail message
 - 13.3.6 Sorting and Searching emails
- 13.4 Document collaboration
- 13.5 Instant Messaging and Collaboration
 - 13.5.1 Using Instant messaging
 - 13.5.2 Instant messaging providers
 - 13.5.3 Netiquettes
- 13.6 Summary

14. MAKING SMALL PRESENTATIONS **08 Lectures**

- 14.0 Introduction
- 71 Objectives**
- 7.8 Basics
 - 7.8.1 Using PowerPoint
 - 7.8.2 Opening A PowerPoint Presentation
 - 7.8.3 Saving A Presentation
- 7.9 Creation of Presentation
 - 7.9.1 Creating a Presentation Using a Template
 - 7.9.2 Creating a Blank Presentation
 - 7.9.3 Entering and Editing Text
 - 7.9.4 Inserting And Deleting Slides in a Presentation
- 7.10 Preparation of Slides
 - 7.10.1 Inserting Word Table or An Excel Worksheet


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- 7.10.2 Adding Clip Art Pictures
 - 7.10.3 Inserting Other Objects
 - 7.10.4 Resizing and Scaling an Object
 - 7.11 Presentation of Slides
 - 7.11.1 Viewing A Presentation
 - 7.11.2 Choosing a Set Up for Presentation
 - 7.11.3 Printing Slides And Handouts
 - 7.12 Slide Show
 - 7.12.1 Running a Slide Show
 - 7.12.2 Transition and Slide Timings
 - 7.12.3 Automating a Slide Show
 - 7.13 Summary
-

Poojapati

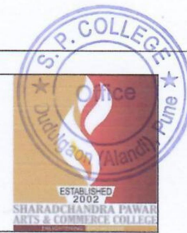
Course Coordinator

Principal
Principal

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Academic Year 2019-2020 Time Table

Date	Topic to be Covered	Name of the Teacher
01/08/2019	What is Computer, Basic Applications of Computer; Components of Computer System	Prof.Shahuraj Yevte
02/08/2019	Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices	Prof.Shahuraj Yevte
03/08/2019	Computer Memory, Concepts of Hardware and Software; Concept of Computing	Prof.Shahuraj Yevte
05/08/2019	Data and Information; Applications of IECT; Connecting keyboard,	Prof.Shahuraj Yevte
06/08/2019	Mouse, monitor and printer to CPU and checking power supply.	Prof.Shahuraj Yevte
07/08/2019	What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse	Prof.Shahuraj Yevte
08/08/2019	Using right Button of the Mouse and Moving Icons on the screen	Prof.Shahuraj Yevte
09/08/2019	Use of Common Icons, Status Bar, Using Menu and Menu-selection	Prof.Shahuraj Yevte
10/08/2019	Running an Application, Viewing of File, Folders and Directories	Prof.Shahuraj Yevte
11/08/2019	Creating and Renaming of files and folders, Opening and closing of different Windows	Prof.Shahuraj Yevte
12/08/2019	Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.	Prof.Shahuraj Yevte
13/08/2019	Word Processing Basics; Opening and Closing of documents	Prof.Shahuraj Yevte
14/08/2019	Text creation and Manipulation; Formatting of text	Prof.Shahuraj Yevte
16/08/2019	Table handling; Spell check, language setting and thesaurus; Printing of word document	Prof.Shahuraj Yevte
17/08/2019	Basics of Spread sheet; Manipulation of cells	Prof.Shahuraj Yevte
18/08/2019	Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.	Prof.Shahuraj Yevte
19/08/2019	Basic of Computer networks; LAN, WAN	Prof.Shahuraj Yevte
20/08/2019	Concept of Internet; Applications of Internet; connecting to internet; What is ISP	Prof.Shahuraj Yevte
21/08/2019	Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web	Prof.Shahuraj Yevte
22/08/2019	Web Browsing software's, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website	Prof.Shahuraj Yevte
24/08/2019	Basics of electronic mail; Getting an email account	Prof.Shahuraj Yevte
26/08/2019	Sending and receiving emails; Accessing sent emails	Prof.Shahuraj Yevte
27/08/2019	Using Emails; Document collaboration; Instant Messaging; Netiquettes.	Prof.Shahuraj Yevte
28/08/2019	Basics of presentation software	Prof.Shahuraj Yevte
30/08/2019	Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation /handouts.	Prof.Shahuraj Yevte


Course Coordinator


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Short Term Course: Computer Awareness Program A.Y. 2019-2020

STUDENT LIST

Sr. No	Student Name	Class
1	AHER HANUMAN SUBHASHRAO	S.Y.B.A.
2	BANSODE UTKARSHA UMESH	S.Y.B.A.
3	BARATHE MAYURI BALASAHEB	S.Y.B.A.
4	BENDRE VAISHNAVI MOHAN	S.Y.B.A.
5	CHORGE NISHA KUNDLIK	S.Y.B.A.
6	DAMBHARE PARTH HARIDAS	S.Y.B.A.
7	GAIKWAD PRITI BALU	S.Y.B.A.
8	GULVE PRATIKSHA AVINASH	S.Y.B.A.
9	HOLE ASHWINI SOMNATH	S.Y.B.A.
10	JADHAV VAISHALI UTTAMRAO	S.Y.B.A.
11	KHUTWAD HARSHWARDHAN LAXMAN	S.Y.B.A.
12	KURHADE SHUBHAM ASHOK	S.Y.B.A.
13	MANJIRE REVATI PRAVIN	S.Y.B.A.
14	NANEKAR ABHISHEK SHIVAJI	S.Y.B.A.
15	POL PATIL MADHAV VITTHAL	S.Y.B.A.
16	SANGAVE RUTUJA RAHUL	S.Y.B.A.
17	SHELKE KIRAN TANAJI	S.Y.B.A.
18	SHELKE SHIVKANYA MANIK	S.Y.B.A.
19	TAMBOLI NEHA MOHMADALI	S.Y.B.A.
20	THAKARE HARIKISAN RAMESHVAR	S.Y.B.A.
21	TINGRE PRIYA BALAJI	S.Y.B.A.
22	TORANE HARSHAL NANASO	S.Y.B.A.
23	YADAV PRIYANKA RAMESHWAR	S.Y.B.A.
24	ZALTE PRIYA BABASAHEB	S.Y.B.A.
25	ALHAT ABHIJIT LAHU	S.Y.Bcom.
26	ARERAO MONIKA RAJENDRA	S.Y.Bcom.
27	BAKAL VISHAL PURUSHOTTAM	S.Y.Bcom.
28	BAVALE ARPITA TUKARAM	S.Y.Bcom.
29	BAVALE VAISHNAV BABAJI	S.Y.Bcom.
30	BHANDWALKAR PRAMOD KAKASAHEB	S.Y.Bcom.
31	CHOUNDE TANVI VIJAYKUMAR	S.Y.Bcom.
32	DABHADE PAYAL KALURAM	S.Y.Bcom.



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34	GAWADE HARSHADA SUBHASH	S.Y.Bcom.
35	GAWADE ROHIT ASHOK	S.Y.Bcom.
36	JADHAV SAGAR DNYANESHWAR	S.Y.Bcom.
37	KAD SHIVAM ASHOK	S.Y.Bcom.
38	KAMBLE KUNAL MACHHINDRA	S.Y.Bcom.
39	KOTHALKAR AMOL BALASAHEB	S.Y.Bcom.
40	LOHAR MAHESH ASHRU	S.Y.Bcom.
41	MANE SAURABH ARJUN	S.Y.Bcom.
42	MUNGASE PRATIK SHIVAJI	S.Y.Bcom.
43	PAGIRE DNYANESHWAR ASHOK	S.Y.Bcom.
44	PATIL GHANSHYAM PRAKASH	S.Y.Bcom.
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49	TANDALE PRADIP AJINATH	S.Y.Bcom.
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51	TEKALE OMKAR BALASAHEB	S.Y.Bcom.
52	THAKARE HRUSHIKESH DNYANESHWAR	S.Y.Bcom.
53	AMBUSKAR RUTUJA MURLIDHAR	SYBBA
54	AWATE NIRANJAN SACHIN	SYBBA
55	BAKAL VICKY PURUSHOTTAM	SYBBA
56	BIRHADE SWAPNIL DIPAK	SYBBA
57	GARJE SHRIRAM SANDIP	SYBBA
58	GAWADE OMKAR RAJU	SYBBA
59	GHUGE NITA BHAGWAN	SYBBA
60	HIWRALE SONALI RAMAKANT	SYBBA
61	JADHAV RAHUL HARISHCHANDRA	SYBBA
62	JAMBHALE HARSHADA RAJESH	SYBBA
63	KADAM KALYAN LAXMAN	SYBBA
64	KHATODE ANIKET RAJENDRA	SYBBA
65	KULKARNI SURAJ JAYAVANTRAO	SYBBA
66	MORE ABHISHEK ASHOK	SYBBA
67	SALVI PRATIKSHA ASARAM	SYBBA
68	THAKUR ROHIT PANDURANG	SYBBA



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Certificate of Participation

This is to certify that Mr./Ms. MADHAV VITTHAL POL (S.Y.B.A) has actively participated in short-term course on Computer Awareness Program organized by Department of B.B.A.(C.A.) at Sharadchandra Pawar Arts and Commerce College in 2019-2020.

Prof. Prerana Patil
Coordinator

Prof. Shahuraj Yevate
Head Dept. of B.B.A.(C.A.)

Dr. Pandurang Misal

Principal
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Date:-27/12/2019

NOTICE

Course Name: - Entrepreneurship Developed Course
T.Y.B.A/T.Y.B.Com. /T.Y.B.B.A. (C.A.) Duration- 36 Days
Short Term Course
Academic Year 2019-2020

All the students of the College are informed that the Entrepreneurship Developed Course is being started in the College and Students who want to participate should attend the seminar hall of the college on 02/01/2020

Coordinator



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Course Name :- Entrepreneurship Developed Course
T.Y.B.A/T.Y.B.Com. /T.Y.B.B.A. (C.A.) Duration- 36 Days
Short Term Course
Academic Year 2019-2020

Syllabus Design Committee Member

Sr.No.	Name of Teacher	Post
1	Prin.Dr.Pandurang Misal	Chairman
2	Prof. Dilip Bari	Coordinator
3	Dr.Vishal Gaikwad	Member

BOARD OF STUDIES:

Prin.Dr.Pandurang Misal (Chairman)
Mr. Dilip Bari (Coordinator)
Dr.Vishal Gaikwad (Member)



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Time Table Academic Year 2019-2020

Sr.No.	Date	Time	Name of Faculty
1	02/01/2020	12.00-2.00	Dr.Vishal Gaikwad
2	03/01/2020	12.00-2.00	Dr.Vishal Gaikwad
3	04/01/2020	12.00-2.00	Dr.Vishal Gaikwad
4	06/01/2020	12.00-2.00	Dr.Vishal Gaikwad
5	07/01/2020	12.00-2.00	Dr.Vishal Gaikwad
6	08/01/2020	12.00-2.00	Dr.Vishal Gaikwad
7	09/01/2020	12.00-2.00	Dr.Vishal Gaikwad
8	10/01/2020	12.00-2.00	Dr.Vishal Gaikwad
9	11/01/2020	12.00-2.00	Prof. Dilip Bari
10	13/01/2020	12.00-2.00	Prof. Dilip Bari
11	14/01/2020	12.00-2.00	Prof. Dilip Bari
12	15/01/2020	12.00-2.00	Prof. Dilip Bari
13	16/01/2020	12.00-2.00	Prof. Dilip Bari
14	17/01/2020	12.00-2.00	Prof. Dilip Bari
15	18/01/2020	12.00-2.00	Prof. Dilip Bari
16	20/01/2020	12.00-2.00	Prof. Dilip Bari

Coordinator



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Entrepreneurship Development Syllabus

OBJECTIVES:

- To develop and strengthen entrepreneurial quality and motivation in students and to impart basic entrepreneurial skills and understanding to run a business efficiently and effectively.
- To familiarize the participants with the concept and overview of entrepreneurship with a view to enhance entrepreneurial talent.
- To impart knowledge on the basics of entrepreneurial skills and competencies to provide the participants with necessary inputs for creation of new ventures.
- To explore new vistas of entrepreneurship in 21st century environment to generate innovative business ideas

Unit – 1 Introduction

- 1.4 Meaning and Importance
- 1.5 need of entrepreneurship;
- 1.6 Entrepreneurship as a career
- 1.4 Evolution of term 'Entrepreneurship'
- 1.5 Factors influencing entrepreneurship'
- 1.5.1 Psychological factors
- 1.5.2 Social factors
- 1.5.3 Economic factor
- 1.5.4 Environmental factors
- 1.6 Characteristics of an entrepreneur
- 1.7 Barriers to entrepreneurship

Unit – 2 Entrepreneurship Development Skills

- 2.1 Meaning of Entrepreneurship Skills
- 2.2 Types of Entrepreneurship Skills
- 2.2.1 Business management skills
- 1.2.2 Communication and listening Skills
- 2.2.3 Financial skills
- 2.2.4 Technical skills
- 2.2.5 Time Management Skills
- 2.2.6 Customer Service skills
- 2.2.7 Branding marketing and networking skills
- 2.2.8 Improve entrepreneurship skills
- 2.2.9 Problem Solving
- 2.2.10 Creative Thinking



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- 2.2.11 Developing healthy Interpersonal relationship
- 2.2.12 Team Work Abilities
- 2.2.13 Leadership Abilities

Unit- 3 Creativity and Innovation

- 3.1 Imagination and Creativity entrepreneurship
- 3.2 Steps in Creativity
- 3.3 Goal Setting
- 3.3 Innovation and inventions
- 3.4 Decision making and Problem Solving (steps indecision making)

Unit 4: Business Planning Process

- 4.1 The business plan as an entrepreneurial tool;
- 4.2 Elements of business planning;
- 4.3 Objectives;
- 4.4 Market analysis;
- 4.5 development of Product/idea;
- 4.6 Marketing,
- 4.7 Finance,
- 4.8 Organization and management;
- 4.9 Ownership;
- 4.10 Critical risk contingencies of The proposal;
- 4.11 Scheduling and milestones.

Unit 5: Entrepreneurship Development and Government

- 5.1 Role of Central Government and State Government in promoting entrepreneurship with various incentives, subsidies, grants, programs,
- 5.2 schemes and challenges.
- 5.3 Government initiatives and inclusive entrepreneurial Growth.

Unit- 6 Project Report

- 6.1 Introduction
- 6.2 Idea Selection
- 6.3 Selection of the Product
- 6.4 Aspects of a Project
- 6.5 Phases of a Project
- 6.6 Project Report
- 6.7 Contents of a Project Report
- 6.8 Proforma of a Suggested Project Report for a manufacturing Organization
- 6.9 Suggested Readings




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Academic Year: - 2019-20
Short Term Course - Student List

Sr.No.	Students Name	Class
1	Kurhade Ashwini Sanjay	T.Y.B.A
2	Lendale Puja Sadashivappa	T.Y.B.A
3	Kotwal Akash Santosh	T.Y.B.A
4	Bhatkar Sanjay Devidas	T.Y.B.A
5	Bhujbal Ujjwala Namdeo	T.Y.B.A
6	Gaikwad Harshada Vishnu	T.Y.B.A
7	Pawar Pallavi Balasaheb	T.Y.B.A
8	Raskar Omkar Pandurang	T.Y.B.A
9	Thakur Amit Shankar	T.Y.B.A
10	Thakur Rohit Vasants	T.Y.B.A
11	Thorave Supriya Subhash	T.Y.B.A
12	Salve Sakshi Suresh	T.Y.B.A
13	Sapkal Jivan Sampatti	T.Y.B.A
14	Sonawane Kiran Dnyaneshwar	T.Y.B.A
15	Surushe Chandrashekhar Dnyaneshwar	T.Y.B.A
16	Bhosale Abhishek Ramchandra	T.Y.B.com
17	Gholap Pradnya Dnyaneshwar	T.Y.B.com
18	Bhosale Vishal Shivaji	T.Y.B.com
19	Bhosali Gauri Dipak	T.Y.B.com
20	Ingle Shriram Rameshwar	T.Y.B.com

Coordinator



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Certificate



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Certificate of Participation

This is to certify that Mr./Ms. Sonawane Kisan Dnyaneshwar (T.Y.BA) has actively participated in short-term course on Entrepreneurship Development Program organized by Entrepreneurship Development Cell at Sharadchandra Pawar Arts and Commerce College in 2019-2020.

Prof. Dilip Bari
Coordinator

Dr. Vishal Gaikwad
Head Dept. of Economic

Dr. Pandurang Misal
Principal
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Academic Year

2018-2019



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Date: 31/07/2018

NOTICE

Course Name: - Computer Awareness Program
Class-S.Y.B.A/S.Y.B.Com. /S.Y.B.B.A. (C.A.) Duration- 36 Days
Academic Year 2018-2019
Department of BBA (CA)

Subject: About Certificate Course

All the students from various departments are hereby informed that, computer science department have been stated short term certificate course entitled "Computer Awareness ". The course duration will be 36 hours including practical sessions and will begin from Wednesday, 06/08/2018. Students from any faculty can do this course and no fees will be charged.

This course will provide basic computer training, Microsoft Office package and Internet Technology. Students who are interested can enroll names as early as possible. To enroll, contact to the course coordinator Prof. Shauraj D Yevate.


Head of **HOD** Department
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Course Name: - Computer Awareness Program
Class-S.Y.B.A/S.Y.B.Com. /S.Y.B.B.A. (C.A.) Duration- 36 Days
Academic Year 2018-2019
Department of BBA (CA)
Syllabus Design Committee Member

Sr.No.	Name of Teacher	Post
1	Prof.Shahuraj Yevte	Chairman
2	Prof.Prerana Patil	Coordinator
3	Dr. Ranjeet Patil	Member

BOARD OF STUDIES:

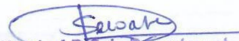
Prof.Shahuraj Yevte (Chairman)
Prof.Prerana Patil (Coordinator)
Dr. Ranjeet Patil
Dr. Vikas Mhandale
Prof.Hanmant Jagtap

SYLLABUS FOR
BASICS OF COMPUTER COURSE

OBJECTIVE:

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows a common man or housewife to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.


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DURATION:

- 36 Days
- Theory: 24
- Practical's: 12

SYLLABUS OUTLINE:

15. **Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

16. **Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

17. **Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

18. **Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

19. **Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing software's, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website


20. **Communications and collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.

21. **Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation /handouts.

Reference Books:

Fundamentals of Computers. by Rajaraman V Paperback.

Computer Fundamentals Goel, Anita Pearson


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DETAILED SYLLABUS

15. KNOWING COMPUTER 07 lectures


- 15.0 Introduction
- 15.1 Objectives
- 15.2 What is Computer?
 - 15.2.1 Basic Applications of Computer
- 15.3 Components of Computer System
 - 15.3.1 Central Processing Unit
 - 15.3.2 Keyboard, mouse and VDU
 - 15.3.3 Other Input devices
 - 15.3.4 Other Output devices
 - 15.3.5 Computer Memory
- 15.4 Concept of Hardware and Software
 - 15.4.1 Hardware
 - 15.4.2 Software
 - 15.4.2.1 Application Software
 - 15.4.2.2 Systems software
- 15.5 Concept of computing, data and information
- 15.6 Applications of ICT
 - 15.6.1 e-governance
 - 15.6.2 Entertainment
- 15.7 Bringing computer to life
 - 15.7.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 15.7.2 Checking power supply
- 15.8 Summary

16. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM 07 Lectures

- 16.0 Introduction
- 16.1 Objectives
- 16.2 Basics of Operating System
 - 16.2.1 Operating system
 - 16.2.2 Basics of popular operating system (LINUX, WINDOWS)
- 16.3 The User Interface
 - 16.3.1 Task Bar
 - 16.3.2 Icons
 - 16.3.3 Menu
 - 16.3.4 Running an Application
- 16.4 Operating System Simple Setting
 - 16.4.1 Changing System Date And Time
 - 16.4.2 Changing Display Properties
 - 16.4.3 To Add Or Remove A Windows Component


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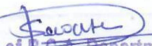


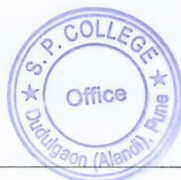
- 16.4.4 Changing Mouse Properties
- 16.4.5 Adding and removing Printers
- 16.5 File and Directory Management
- 16.6 Creating and renaming of files and directories Common utilities
- 16.7 Summary


17. UNDERSTANDING WORD PROCESSING

07 Lectures

- 17.0 Introduction
- 17.1 Objectives
- 17.2 Word Processing Basics
 - 17.2.1 Opening Word Processing Package
 - 17.2.2 Menu Bar
 - 17.2.3 Using The Help
 - 17.2.4 Using The Icons Below Menu Bar
- 17.3 Opening and closing Documents
 - 17.3.1 Opening Documents
 - 17.3.2 Save and Save as
 - 17.3.3 Page Setup
 - 17.3.4 Print Preview
 - 17.3.5 Printing of Documents
- 17.4 Text Creation and manipulation
 - 17.4.1 Document Creation
 - 17.4.2 Editing Text
 - 17.4.3 Text Selection
 - 17.4.4 Cut, Copy and Paste
 - 17.4.5 Spell check
 - 17.4.6 Thesaurus
- 17.5 Formatting the Text
 - 17.5.1 Font and Size selection
 - 17.5.2 Alignment of Text
 - 17.5.3 Paragraph Indenting
 - 17.5.4 Bullets and Numbering
 - 17.5.5 Changing case
- 17.6 Table Manipulation
 - 17.6.1 Draw Table
 - 17.6.2 Changing cell width and height
 - 17.6.3 Alignment of Text in cell
 - 17.6.4 Delete / Insertion of row and column
 - 17.6.5 Border and shading
- 17.7 Summary


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18. USING SPREAD SHEET**07 Lectures**

- 18.0 Introduction
- 18.1 Objectives
- 18.2 Elements of Electronic Spread Sheet
 - 18.2.1 Opening of Spread Sheet
 - 18.2.2 Addressing of Cells
 - 18.2.3 Printing of Spread Sheet
 - 18.2.4 Saving Workbooks
- 18.3 Manipulation of Cells
 - 18.3.1 Entering Text, Numbers and Dates
 - 18.3.2 Creating Text, Number and Date Series
 - 18.3.3 Editing Worksheet Data
 - 18.3.4 Inserting and Deleting Rows, Column
 - 18.3.5 Changing Cell Height and Width
- 18.4 Formulas and Function
 - 18.4.1 Using Formulas
 - 18.4.2 Function
- 18.5 Summary

19. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS
Lectures**07**

- 19.0 Introduction
- 19.1 Objectives
- 19.2 Basic of Computer Networks
 - 19.2.1 Local Area Network (LAN)
 - 19.2.2 Wide Area Network (WAN)
- 19.3 Internet
 - 19.3.1 Concept of Internet
 - 19.3.2 Applications of Internet
 - 19.3.3 Connecting to the Internet
 - 19.3.4 Troubleshooting
- 19.4 World Wide Web (WWW)
- 19.5 Web Browsing Software's
 - 19.5.1 Popular Web Browsing Software's
- 19.6 Search Engines
 - 19.6.1 Popular Search Engines / Search for content
 - 19.6.2 Accessing Web Browser
 - 19.6.3 Using Favorites Folder
 - 19.6.4 Downloading Web Pages
 - 19.6.5 Printing Web Pages
- 19.7 Understanding URL


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- 19.8 Surfing the web
 - 19.8.1 Using e-governance website
- 19.9 Summary
- 19.10 Model Answers

20. COMMUNICATIONS AND COLLABORATION **07**
Lectures

- 20.0 Introduction
- 20.1 Objectives
- 20.2 Basics of E-mail
 - 20.2.1 What is an Electronic Mail
 - 20.2.2 Email Addressing
- 20.3 Using E-mails
 - 20.3.1 Opening Email account
 - 20.3.2 Mailbox: Inbox and Outbox
 - 20.3.3 Creating and Sending a new E-mail
 - 20.3.4 Replying to an E-mail message
 - 20.3.5 Forwarding an E-mail message
 - 20.3.6 Sorting and Searching emails
- 20.4 Document collaboration
- 20.5 Instant Messaging and Collaboration
 - 20.5.1 Using Instant messaging
 - 20.5.2 Instant messaging providers
 - 20.5.3 Netiquettes
- 20.6 Summary

21. MAKING SMALL PRESENTATIONS **08**
Lectures

- 21.0 Introduction
- 71 Objectives**
- 7.14 Basics
 - 7.14.1 Using PowerPoint
 - 7.14.2 Opening A PowerPoint Presentation
 - 7.14.3 Saving A Presentation
- 7.15 Creation of Presentation
 - 7.15.1 Creating a Presentation Using a Template
 - 7.15.2 Creating a Blank Presentation
 - 7.15.3 Entering and Editing Text
 - 7.15.4 Inserting And Deleting Slides in a Presentation
- 7.16 Preparation of Slides
 - 7.16.1 Inserting Word Table or An Excel Worksheet
 - 7.16.2 Adding Clip Art Pictures


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- 7.16.3 Inserting Other Objects
 - 7.16.4 Resizing and Scaling an Object
 - 7.17 Presentation of Slides
 - 7.17.1 Viewing A Presentation
 - 7.17.2 Choosing a Set Up for Presentation
 - 7.17.3 Printing Slides And Handouts
 - 7.18 Slide Show
 - 7.18.1 Running a Slide Show
 - 7.18.2 Transition and Slide Timings
 - 7.18.3 Automating a Slide Show
 - 7.19 Summary
-

Poojashree

Course Coordinator

Solankar

HOD

Head of B.C.A. Department
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Principal

Principal

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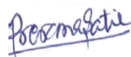


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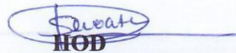


Academic Year 2018-2019
Time Table

Date	Topic to be Covered	Name of the Teacher
06/08/2018	What is Computer, Basic Applications of Computer; Components of Computer System	Prof.Prerana Patil
07/08/2018	Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices	Prof.Prerana Patil
08/08/2018	Computer Memory, Concepts of Hardware and Software; Concept of Computing	Prof.Prerana Patil
09/08/2018	Data and Information; Applications of IECT; Connecting keyboard,	Prof.Prerana Patil
10/08/2018	Mouse, monitor and printer to CPU and checking power supply.	Prof.Prerana Patil
11/08/2018	What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse	Prof.Prerana Patil
13/08/2018	Using right Button of the Mouse and Moving Icons on the screen	Prof.Prerana Patil
14/08/2018	Use of Common Icons, Status Bar, Using Menu and Menu-selection Running an Application, Viewing of File, Folders and Directories	Prof.Prerana Patil
16/08/2018	Creating and Renaming of files and folders, Opening and closing of different Windows	Prof.Prerana Patil
17/08/2018	Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.	Prof.Prerana Patil
18/08/2018	Word Processing Basics; Opening and Closing of documents	Prof.Prerana Patil
20/08/2018	Text creation and Manipulation; Formatting of text	Prof.Prerana Patil
21/08/2018	Table handling; Spell check, language setting and thesaurus; Printing of word document	Prof.Prerana Patil
22/08/2018	Basics of Spread sheet; Manipulation of cells	Prof.Prerana Patil
23/08/2018	Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.	Prof.Prerana Patil
24/08/2018	Basic of Computer networks; LAN, WAN	Prof.Prerana Patil
25/08/2018	Concept of Internet; Applications of Internet; connecting to internet; What is ISP	Prof.Prerana Patil
27/08/2018	Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web	Prof.Prerana Patil
28/08/2018	Web Browsing software's, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website	Prof.Prerana Patil
29/08/2018	Basics of electronic mail; Getting an email account Sending and receiving emails; Accessing sent emails Using Emails; Document collaboration; Instant Messaging; Netiquettes.	Prof.Prerana Patil
30/08/2018	Basics of presentation software	Prof.Prerana Patil
31/08/2018	Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation /handouts.	Prof.Prerana Patil



Course Coordinator



Head of B.C.A. Department
Sharadchandra Pawar Arts & Commerce College,
Alandi-Devaichi (Dudulgaon), Tal. Khed, Dist. Pune



Principal

PRINCIPAL
Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune



Shri Gajanan Maharaj Shikshan Prasarak Mandal's
Sharadchandra Pawar Arts and Commerce College
Dudulgaon, (Alandi) Pune-412105
(Affiliated to Savitribai Phule Pune University, Recognised by Govt. of Maharashtra)



Short Term Course: Computer Awareness Program A.Y. 2018-2019

STUDENT LIST

Sr. No	Student Name	Class
1	BHUJBAL UJJWALA NAMDEO	S.Y.B.A.
2	GADE SUJIT UDDHAV	S.Y.B.A.
3	GAIKWAD HARSHADA VISHNU	S.Y.B.A.
4	JUWARE MAYURI ANIL	S.Y.B.A.
5	KADAM AJAY BABASAHEB	S.Y.B.A.
6	KADAM VISHAL SURESH	S.Y.B.A.
7	KOTWAL AKASH SANTOSH	S.Y.B.A.
8	KURHADE ASHWINI SANJAY	S.Y.B.A.
9	LENDALE PUJA SADASHIVAPPA	S.Y.B.A.
10	MORE YOGESH HARIBA	S.Y.B.A.
11	PAWAR KOMAL SHANKAR	S.Y.B.A.
12	RASKAR OMKAR PANDURANG	S.Y.B.A.
13	SALVE SAKSHI SURESH	S.Y.B.A.
14	SAPKAL JIVAN SAMPATTI	S.Y.B.A.
15	SAWANT SHUBHAM SUNIL	S.Y.B.A.
16	THAKUR ROHIT VASANT	S.Y.B.A.
17	THAKUR RUPALI GOPALSHING	S.Y.B.A.
18	TILEKAR SHWETA RAVINDRA	S.Y.B.A.
19	VAHILE MAYURI SUNIL	S.Y.B.A.
20	ADHANE ABHISHEK BABAN	S.Y.B.Com.
21	ALSE ARJUN PRALHADRAO	S.Y.B.Com.
22	BODKE KOMAL SANDEEP	S.Y.B.Com.
23	CHANDANE ANURADHA BABARAO	S.Y.B.Com.
24	CHOUDHARI PRATIKSHA PRAKASH	S.Y.B.Com.
25	DHOKARE SACHIN NIVRUTTI	S.Y.B.Com.
26	GHULE POOJA RAJU	S.Y.B.Com.
27	JONDALE AKASH UDDHAV	S.Y.B.Com.
28	KALE HRUSHIKESH LAXMANRAO	S.Y.B.Com.
29	KAMBLE ANJALI BABASO	S.Y.B.Com.
30	LOKHANDE RUSHIKESH BABAN	S.Y.B.Com.
31	MUNGASE PRATIKSHA SAMBHAJI	S.Y.B.Com.
32	MUNGASE RITIKSHA ARJUN	S.Y.B.Com.
33	REDDY PRIYA TIPANNA	S.Y.B.Com.
34	SAGARE SWATI NARAYAN	S.Y.B.Com.



Shri Borat
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35	SAMBHUDAS PRERNA MANGESH	S.Y.B.Com.
36	THORAVE PRAJAKTA DATTATRAY	S.Y.B.Com.
37	VAHILE POOJA GAJANAN	S.Y.B.Com.
38	SABLE AJAY NAMDEV	S.Y.B.Com.
39	AHIRE SHILPA SAHEBRAO	SYBBA
40	BAVALE SURAJ TULSHIRAM	SYBBA
41	DHONDGE GOVIND SUGRIV	SYBBA
42	GHANGHAV ANIL SITARAM	SYBBA
43	INGLE AKSHAY GOVIND	SYBBA
44	KAJALE VAIBHAV LAXMAN	SYBBA
45	KAMBLE CHAITALI SURESH	SYBBA
46	KAPLE ASHWINI SANJAY	SYBBA
47	KHAIRNAR YOGIRAJ DNYANESHWAR	SYBBA
48	MULE SUNNY NANDKISHOR	SYBBA
49	PATIL SOMNATH VIJAYKUMAR	SYBBA
50	PAWAR VIKAS MARUTI	SYBBA
51	PHALKE ARVIND DATTATRAY	SYBBA
52	SHARMA RAJEEV BASANT	SYBBA
53	SHINDE PRANITA VILAS	SYBBA
54	SUBANDH KIMAYA ASHOK	SYBBA
55	WADGAONKAR ROHAN JITENDRA	SYBBA



Shobrat
PRINCIPAL
Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune

Certificate



Shri Gajanan Maharaj Shikshan Prasarak Mandal's
Sharadchandra Pawar Arts and Commerce College

Dudulgaon, (Alandi) Pune-412105

(Affiliated to Savitribai Phule Pune University; Recognised by Govt. of Maharashtra)



Certificate of Participation

This is to certify that Mr./Ms. RUSHIKESH BABAN LOKHANDE (S.Y.B.com) has actively participated in short-term course on Computer Awareness Program organized by Department of B.C.A. at Sharadchandra Pawar Arts and Commerce College in 2018-2019.

Prof. Prerana Patil
Coordinator

Prof. Shahuraj Yevate
Head Dept. of B.C.A.

Dr. Pandurang Misal
Principal

PRINCIPAL
Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune



Shri Gajanan Maharaj Shikshan Prasarak Mandal's
Sharadchandra Pawar Arts and Commerce College
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Date :-27/12/2018


NOTICE

Course Name :- Entrepreneurship Developed Course
T.Y.B.A/T.Y.B.Com. /T.Y.B.B.A. (C.A.) Duration- 36 Days
Short Term Course
Academic Year 2018-2019

All the students of the College are informed that the Entrepreneurship Developed Course is being started in the College and Students who want to participate should attend the seminar hall of the college on 07/01/2019


Coordinator




Principal
PRINCIPAL
Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune



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Course Name :- Entrepreneurship Developed Course
T.Y.B.A/T.Y.B.Com. /T.Y.B.B.A. (C.A.) Duration- 36 Days
Short Term Course
Academic Year 2018-2019

Syllabus Design Committee Member

Sr.No.	Name of Teacher	Post
1	Prin.Dr.Pandurang Misal	Chairman
2	Prof.Kailas Astarkar	Coordinator
3	Dr.Vishal Gaikwad	Member

BOARD OF STUDIES:

Prin.Dr.Pandurang Misal (Chairman)
Prof.Kailas Astarkar (Coordinator)
Dr.Vishal Gaikwad (Member)



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Time Table Academic Year 2018-2019

Sr.No.	Date	Time	Name of Faculty
1	07/01/2019	12.00-2.00	Prof.Kailas Astarkar
2	08/01/2019	12.00-2.00	Prof.Kailas Astarkar
3	09/01/2019	12.00-2.00	Prof.Kailas Astarkar
4	10/01/2019	12.00-2.00	Prof.Kailas Astarkar
5	11/01/2019	12.00-2.00	Prof.Kailas Astarkar
6	12/01/2019	12.00-2.00	Prof.Kailas Astarkar
7	14/01/2019	12.00-2.00	Prof.Kailas Astarkar
8	15/01/2019	12.00-2.00	Prof.Kailas Astarkar
9	16/01/2019	12.00-2.00	Dr. Vishal Gaikwad
10	17/01/2019	12.00-2.00	Dr. Vishal Gaikwad
11	18/01/2019	12.00-2.00	Dr. Vishal Gaikwad
12	19/01/2019	12.00-2.00	Dr. Vishal Gaikwad
13	21/01/2019	12.00-2.00	Dr. Vishal Gaikwad
14	22/01/2019	12.00-2.00	Dr. Vishal Gaikwad
15	24/01/2019	12.00-2.00	Dr. Vishal Gaikwad
16	25/01/2019	12.00-2.00	Dr. Vishal Gaikwad


Coordinator




Principal
PRINCIPAL
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Entrepreneurship Development Syllabus

OBJECTIVES:

- To develop and strengthen entrepreneurial quality and motivation in students and to impart basic entrepreneurial skills and understanding to run a business efficiently and effectively.
- To familiarize the participants with the concept and overview of entrepreneurship with a view to enhance entrepreneurial talent.
- To impart knowledge on the basics of entrepreneurial skills and competencies to provide the participants with necessary inputs for creation of new ventures.
- To explore new vistas of entrepreneurship in 21st century environment to generate innovative business ideas


Unit – 1 Introduction

- 1.7 Meaning and Importance
- 1.8 need of entrepreneurship;
- 1.9 Entrepreneurship as a career
- 1.4 Evolution of term 'Entrepreneurship'
- 1.5 Factors influencing entrepreneurship'
 - 1.5.1 Psychological factors
 - 1.5.2 Social factors
 - 1.5.3 Economic factor
 - 1.5.4 Environmental factors
- 1.6 Characteristics of an entrepreneur
- 1.7 Barriers to entrepreneurship

Unit – 2 Entrepreneurship Development Skills

- 2.1 Meaning of Entrepreneurship Skills
- 2.2 Types of Entrepreneurship Skills
 - 2.2.1 Business management skills
 - 1.2.2 Communication and listening Skills
 - 2.2.3 Financial skills
 - 2.2.4 Technical skills
 - 2.2.5 Time Management Skills
 - 2.2.6 Customer Service skills
 - 2.2.7 Branding marketing and networking skills
 - 2.2.8 Improve entrepreneurship skills
 - 2.2.9 Problem Solving
 - 2.2.10 Creative Thinking




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- 2.2.11 Developing healthy Interpersonal relationship
- 2.2.12 Team Work Abilities
- 2.2.13 Leadership Abilities

Unit- 3 Creativity and Innovation

- 3.1 Imagination and Creativity entrepreneurship
- 3.2 Steps in Creativity
- 3.3 Goal Setting
- 3.3 Innovation and inventions
- 3.4 Decision making and Problem Solving (steps indecision making)

Unit 4: Business Planning Process

- 4.1 The business plan as an entrepreneurial tool;
- 4.2 Elements of business planning;
- 4.3 Objectives;
- 4.4 Market analysis;
- 4.5 development of Product/idea;
- 4.6 Marketing,
- 4.7 Finance,
- 4.8 Organization and management;
- 4.9 Ownership;
- 4.10 Critical risk contingencies of The proposal;
- 4.11 Scheduling and milestones.

Unit 5: Entrepreneurship Development and Government

- 5.1 Role of Central Government and State Government in promoting entrepreneurship with various incentives, subsidies, grants, programs,
- 5.2 schemes and challenges.
- 5.3 Government initiatives and inclusive entrepreneurial Growth.

Unit- 6 Project Report

- 6.1 Introduction
- 6.2 Idea Selection
- 6.3 Selection of the Product
- 6.4 Aspects of a Project
- 6.5 Phases of a Project
- 6.6 Project Report
- 6.7 Contents of a Project Report
- 6.8 Proforma of a Suggested Project Report for a manufacturing Organization
- 6.9 Suggested Readings

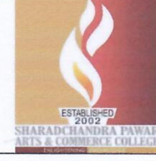


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Dudulgaon, (Alandi) Pune-412105
(Affiliated to Savitribai Phule Pune University, Recognised by Govt. of Maharashtra)



Academic Year: - 2018-2019
Short Term Course - Student List

Sr.No.	Students Name	Class
1	Bhor Ashwini Sanjay	T.Y.B.A
2	Hingane Nikita Suresh	T.Y.B.A
3	Hinge Akshay Ashok	T.Y.B.A
4	Ingale Vijaya Bhanudas	T.Y.B.A
5	Gavhane Rushikesh Dashrath	T.Y.B.A
6	Gawade Ashwini Vitthal	T.Y.B.A
7	Gidge Ankush Nanasaheb	T.Y.B.A
8	Kadam Rushikesh Laxman	T.Y.B.A
9	Kale Divyani Tukaram	T.Y.B.A
10	Reche Laxmi Nandkishor	T.Y.B.A
11	Shekade Jayesh Shivraj	T.Y.B.A
12	Shelke Krushna Vikram	T.Y.B.A
13	Sonune Avinash Dnyaneshwar	T.Y.B.A
14	Takale Samadhan Vaijinath	T.Y.B.A
15	Thorat Sayali Ramesh	T.Y.B.A


Coordinator




Principal
PRINCIPAL
Sharadchandra Pawar Arts & Commerce College
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Certificate



Shri Gajanan Maharaj Shikshan Prasarak Mandal's
Sharadchandra Pawar Arts and Commerce College

Dudulgaon, (Alandi) Pune-412105


(Affiliated to Savitribai Phule Pune University, Recognised by Govt. of Maharashtra)




Certificate of Participation

This is to certify that Mr./Ms. Shelke Krushna Vikram (T.Y.B.A.) has actively participated in short-term course on Entrepreneurship Development Program organized by Entrepreneurship Development Cell at Sharadchandra Pawar Arts and Commerce College in 2018-2019.


Prof. Astarkar K.A.
Coordinator


Dr. Vishal Gaikwad
Head Dept. of Economic


Dr. Pandurang Misal
Principal
PRINCIPAL
Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune



Shri Gajanan Maharaj Shikshan Prasarak Mandal's
Sharadchandra Pawar Arts and Commerce College
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Academic Year

2017-2018



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Shri Gajanan Maharaj Shikshan Prasarak Mandal's
Sharadchandra Pawar Arts and Commerce College
Dudulgaon, (Alandi) Pune-412105
(Affiliated to Savitribai Phule Pune University, Recognised by Govt. of Maharashtra)



Date :-29/12/2017

NOTICE

Course Name :- Entrepreneurship Developed Course
T.Y.B.A/T.Y.B.Com. /T.Y.B.B.A. (C.A.) Duration- 36 Days
Short Term Course
Academic Year 2017-2018

All the students of the College are informed that the Entrepreneurship Developed Course is being started in the College and Students who want to participate should attend the seminar hall of the college on 04/01/2018


Coordinator




Principal
PRINCIPAL
Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune



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Short Term Course
Academic Year 2017-2018

Syllabus Design Committee Member

Sr.No.	Name of Teacher	Post
1	Prin.Dr. Pandurang Misal	Chairman
2	Prof. Astarkar K.A	Coordinator
3	Dr. Vishal Gaikwad	Member

BOARD OF STUDIES:

Prin.Dr. Pandurang Misal (Chairman)
Prof. Astarkar K.A (Coordinator)
Dr. Vishal Gaikwad (Member)




Principal
Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune



Shri Gajanan Maharaj Shikshan Prasarak Mandal's
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


Time Table Academic Year 2017-2018

Sr.No.	Date	Time	Name of Faculty
1	04/01/2018	12.00-2.00	Prof. Astarkar K.A
2	05/01/2018	12.00-2.00	Prof. Astarkar K.A
3	06/01/2018	12.00-2.00	Prof. Astarkar K.A
4	08/01/2018	12.00-2.00	Prof. Astarkar K.A
5	09/01/2018	12.00-2.00	Prof. Astarkar K.A
6	10/01/2018	12.00-2.00	Prof. Astarkar K.A
7	11/01/2018	12.00-2.00	Prof. Astarkar K.A
8	12/01/2018	12.00-2.00	Prof. Astarkar K.A
9	13/01/2018	12.00-2.00	Dr. Vishal Gaikwad
10	15/01/2018	12.00-2.00	Dr. Vishal Gaikwad
11	16/01/2018	12.00-2.00	Dr. Vishal Gaikwad
12	17/01/2018	12.00-2.00	Dr. Vishal Gaikwad
13	18/01/2018	12.00-2.00	Dr. Vishal Gaikwad
14	19/01/2018	12.00-2.00	Dr. Vishal Gaikwad
15	20/01/2018	12.00-2.00	Dr. Vishal Gaikwad
16	22/01/2018	12.00-2.00	Dr. Vishal Gaikwad


Coordinator




Principal
Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune



Shri Gajanan Maharaj Shikshan Prasarak Mandal's
Sharadchandra Pawar Arts and Commerce College
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Entrepreneurship Development Syllabus

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Unit – 1 Introduction

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Dudulgaon (Alandi), Pune



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Dudulgaon, (Alandi) Pune-412105
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- 2.2.11 Developing healthy Interpersonal relationship
- 2.2.12 Team Work Abilities
- 2.2.13 Leadership Abilities

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- 4.9 Ownership;
- 4.10 Critical risk contingencies of The proposal;
- 4.11 Scheduling and milestones.


Unit 5: Entrepreneurship Development and Government

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Unit- 6 Project Report

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Sharadchandra Pawar Arts and Commerce College
Dudulgaon, (Alandi) Pune-412105
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Academic Year: - 2017-2018
Short Term Course - Student List

Sr.No.	Students Name	Class
1	ATPADKAR HANMANT SHRIPATI	T.Y.B.A.
2	BAVALE RAMDAS SHANKAR	T.Y.B.A.
3	BHADALE VAIBHAV SHIVAJI	T.Y.B.A.
4	CHAVAN ARUN JAGDEV	T.Y.B.A.
5	BHUSE AKSHAY ASHOK	T.Y.B.A.
6	BENDRE GAYATRI MOHAN	T.Y.COM
7	BHANDWALKAR MAYUR VITTHAL	T.Y.COM
8	DABHADE RADHIKA TRIMBAK	T.Y.COM
9	GARUD NANDA RAJENDRA	T.Y.COM
10	GAWADE AKSHADA UTTAM	T.Y.COM
11	BORAWAKE SHUBHAM PADMAKAR	T.Y.BBA (CA)
12	GANGANE GITESH SURESH	T.Y.BBA (CA)
13	JADHAV POOJA KISAN	T.Y.BBA (CA)
14	KASHID ANJALI NAVANTH	T.Y.BBA (CA)
15	LOKHANDE SUNIL LAXMAN	T.Y.BBA (CA)


Coordinator




Principal
Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune

Certificate



Shri Gajanan Maharaj Shikshan Prasarak Mandal's
Sharadchandra Pawar Arts and Commerce College

Dudulgaon, (Alandi) Pune-412105

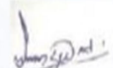
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Certificate of Participation

This is to certify that Mr./Ms. Kadam Pratik Raju (T.Y.B.C.A.) has actively participated in short-term course on Entrepreneurship Development Program organized by Entrepreneurship Development Cell at Sharadchandra Pawar Arts and Commerce College in 2017-2018.


Prof. Astarkar K.A.
Coordinator


Dr. Vishal Gaikwad
Head Dept. of Economic


Dr. Pandurang Misal
Principal
PRINCIPAL
Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune