



# ANAND COMMERCE COLLEGE

(Managed by Shri Ramkrishna Seva Mandal)  
Opp. Town Hall. ANAND - 388 001. Gujarat State, India.  
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Dr. V.M.Vanar

Principal

Department of Skill Development & Vocational Studies

શ્રી. જી. / 11 9 / B.VOC. / 2021-22  
પ્રતિ

તા. 13/09/21

રજીસ્ટ્રારશ્રી

(એકેડમિક વિભાગ)

સરદાર પટેલ યુનિવર્સિટી

વલ્લભવિદ્યાનગર 388120

શ્રી રામકૃષ્ણ સેવા મંડળ  
વડોદરા

Inward No.: 6526

Section: ACC

Date: 13/9

વિષય: શૈક્ષણિક વર્ષ 2021-2022 માં સર્ટીફિકેટ કોર્સ શરૂ કરવા બાબતે.

માનનીય સાહેબ શ્રી જય ભારત સહ ઉપરોક્ત વિષયના આપના પત્ર ક્રમાંક નં. ડી/બી 3/૨૭૩૧(૩) ના અનુસંધાને જણાવવાનું કે આણંદ કોમર્સ કોલેજ નીચે પ્રમાણે નું Certificate કોર્સ ચાલુ કરવા માંગે છે :

- 1) Basics of Accounting, Tally ERP-9 with GST
- 2) Course on Computer Certificate (CCC)

ઉપરોક્ત કોર્સના વિષયવાર સિલેબસ આ સાથે બીડેલ છે, તેમજ વધુમાં માંગેલ માહિતી આપની જાણ માટે બીડેલ છે.

સહકારની અપેક્ષા સહ

Annex:

- 1) Basics of Accounting, Tally ERP-9 with GST
- 2) Course on Computer Certificate (CCC)



  
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Annexure! (2)

**Rules & Regulations for Certificate courses:**

**Certificate in  
'Course on Computer Certificate' (CCC)**

Rules and Regulation for the course-

1. Fees :Rs. 3000 for course
2. Hours of Training : Daily 1 hours / or Weekly 5 hours / or total 45 hours in 3 month
3. Examination: examination will be taken by college through Regular Methods of examination with Assignment, Project work, Quiz, Weekly test, Group Discussion and final certificate will be Award by College only.
4. Eligibility : Any student doing his/her graduation or post graduation simultaneously they can opt the course
5. Intake : Maximum 80 students in a class
6. Faculties : Internal faculties as well as Guest lecturer and concerned subjects experts from open market will call for the same
7. Remuneration : Rs.250 Per session and Course coordinator of the course have Rs.4000 per month
8. Issue of Certificate : College will issue the joint certificate with the name of university 'Affiliated to Sardar Patel University'
9. Attendance : 70% to 75% for completing the certificate course



  
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**Anand Commerce College**  
**Certificate in**  
**'Course on Computer Concepts' (CCC)**

Unit	Description in Detail	
1	<b>Introduction to Computer</b> 1.1 What is Computer? 1.2 Characteristics of Computer 1.3 Basic Application of Computer 1.4 Components of Computer System 1.5 Center Processing Unit (CPU) 1.6 VDU, Keyboard & Mouse, Other input/output Devices	
2	<b>Concepts of Hardware and Software</b> 2.1 Classification of Computers 2.2 Representation of data/information concepts of data processing 2.3 Definition of Information and data, Basic data types 2.4 Storage of data / information as files 2.5 Trouble Shooting	
3	<b>Introduction to Windows (MS Windows)</b> 3.1 What is an operating system and basic of windows? 3.2 The User Interface 3.3 Using Mouse and Moving Icons on the screen 3.4 The My Computer Icon 3.5 The Recycle Bin 3.6 Status Bar, Start and Menu & Menu-selection 3.7 Running an Application 3.8 Windows Explorer Viewing of File, Folders and Directories 3.9 Creating and Renaming of files and folders. 3.10 Opening and closing of different Windows 3.11 Windows Setting, System Information 3.12 Hardware Profiles 3.13 Control Panels 3.14 Wallpaper and Screen Savers, Setting the date & time 3.15 Sounds and Audio Devices 3.16 Concept of menu Using Help	



  
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	<p>3.17 Using right Button of the Mouse and Creating a Shortcuts</p> <p>3.18 Window Accessories - Notepad</p> <p>3.19 Command Prompt (MS DOS Prompt)</p> <p>3.20 Paint Brush</p>	
4	<p><b>Elements of Word Processing Word Processing Basic (MS WORD)</b></p> <p>4.1 An Introduction to Word Processing</p> <p>4.2 Opening Word Processing Package</p> <p>4.3 The Menu Bar</p> <p>4.4 Using the Icons below menu bar</p> <p>4.5 Opening Documents, Save and Save AS</p> <p>4.6 Page Setup, Print View, Printing of Documents, Print a selected page</p> <p>4.7 Display / Hiding of Paragraph Marks and Inter Word Space</p> <p>4.8 Moving Around in a Document, Scrolling the Document</p> <p>4.9 Scrolling by line / paragraph, Fast Scrolling &amp; Moving Pages</p>	
5	<p><b>Text Creation and Manipulation</b></p> <p>5.1 Paragraph and tab Setting, Text Selection, Cut, copy &amp; paste</p> <p>5.2 Font and size selection, bold, italic and Underline</p> <p>5.3 Alignment of Text: Center, Left, right and Justify</p> <p>5.4 Formatting the Text, Changing font, Size and Color</p> <p>5.5 Paragraph indenting, Bullets and Numbering</p> <p>5.6 Cut, Copy and Paste across the documents</p> <p>5.7 Use of Tab and Tab setting, Changing case</p> <p>5.8 Spelling &amp; Grammar Check</p> <p>5.9 Use Drawing Tools</p> <p>5.10 <b>Tables</b></p> <p>Concept of table: Rows Columns and Cells, Draw Table, Changing cell Width and Height, Alignment of Text in Cell, Copying of cell</p>	
6	<p><b>Mail Merge</b></p> <p>6.1 Create Draft, Create Table for Address, Relate Draft with Address</p> <p>6.2 See - Mail Merge effect on Screen</p> <p>6.3 Mailing Labels</p>	
7	<p><b>Typing Practice - Typing Tutorial</b></p> <p>7.1 Concepts of Floating Keyboard, Dynamic &amp; Unicode Fonts</p> <p>7.2 English Typing - Hands on Practice</p> <p>7.3 Gujarati Typing - Hands on Practice</p>	
8	<p><b>Spread Sheet (MS EXCEL)</b></p> <p>8.1 Elements of Electronics Spread Sheet</p>	



	8.2 Application / usage of Electronic Spread Sheet 8.3 Opening of Spread Sheet 8.4 The menu bar 8.5 Creation of cells and addressing of cells 8.6 Cell inputting 8.7 Manipulation of cells 8.8 Enter texts numbers and dates 8.9 Creation of tables 8.10 Cell height and Widths 8.11 Copying of cells 8.12 Providing Formulas 8.13 Using basic functions / formalism a cell 8.14 Sum () function 8.15 Average 8.16 Percentage 8.17 Other basic functions ( - with Hands on Practice - ) 8.18 Currency, Date, Time Special (Zip Code), Color Pattern 8.19 Building Spread sheets for Small accountings (Pay Slip) 8.20 Developing, Maintain & Totaling Budget Sheet 8.21 Creating Graph (Graph Name, Axis, Title, Label, Legend, Grid) 8.22 Generating BAR, COLUMN(STACK), LINE, XY, PIE Charts	
9	<b>Making Small Presentations Basics (MS POWER POINT)</b> 9.1 Difference between presentation and document 9.2 Using Power Point 9.3 Opening a Power Point Presentation 9.4 Using Wizard for creating a presentation	
10	<b>Creation of Presentation</b> 10.1 Title, Text, Font Size 10.2 Bullets, Indenting, Moving the Next Slide 10.3 Selection of type of Slides	
11	<b>Preparation of Slides</b> 11.1 The Slide manager 11.2 Providing aesthetics 11.3 Slide Designs 11.4 Background and Text colors 11.5 Making your own slide format 11.6 Footnotes and slide numbering 11.7 Slide Manipulation and Slide Show 11.8 Presentation of the Slides 11.9 Using the Slide Show	



	11.10 Slide sorter 11.11 Title sorter 11.12 Printing the Slides and Handouts	
12	<b>Computer Communication and Internet</b> 12.1 Communication on Internet - Basic of Computer networks, Wireless Network (LAN, MAN, WAN) 12.2 WWW and Web Browsers (WEB Portal) 12.3 Web Browsing software - Internet Explorer, Netscape Navigator 12.4 Surfing the Internet 12.5 Search ( <b>Search engines:</b> Google etc.) 12.6 Moving Around in a web site 12.7 Printing or saving portion of web pages 12.8 Downloading 12.9 Chatting on Internet	
13	<b>E-mail (Hotmail / yahoo Messengers etc)</b> 13.1 E-mail (Hotmail / yahoo Messengers etc) 13.2 Send an E-mail 13.3 E-mail addressing 13.4 Mailbox: Inbox and outbox 13.5 Using E-mails, Viewing and e-mail, sending and e-mail 13.6 Saving mails 13.7 Sending same mail to various users 13.8 Document handling 13.9 Sending soft copy as attachment 13.10 Enclosures to email 13.11 Sending a Portion of document as email	
14	<b>MS Outlook &amp; Outlook Express</b> 14.1 Concepts of Task, Calendar, Contacts, News Groups & Net Meeting 14.2 Create Mail, Send & Receive Mail 14.3 Create & Use Address book & find 14.4 Plaxo	
15	<b>Know: IT Jargons</b> 15.1 Information Technology & Biotechnology 15.2 E-Governance (G2G, G2B, B2B), Digital Signature / Certificate 15.3 Public Interface (Web Services, Kiosk) 15.4 Communication Link (Dialup, Lease line, Wireless, VSAT) 15.5 GSWAN (VC, Connectivity, Bandwidth, Switch, Hub, Router, Bridge) 15.6 WWW, VPN, ASP, Browser, Search engines, Gate ways	




<p>15.7 Web site (Static &amp; Dynamic), Web fonts &amp; Dynamic fonts, Web Portal</p> <p>15.8 Server Farm (Store of Mail / Data / Application / Web / Risk</p> <p>15.9 Rural Connectivity (Last Mile Connectivity)</p> <p>15.10 ISP, LSP, IP Protocol, IP Address, Internet Telephony, Web Cam</p> <p>15.11 e-Security (Fire wall, Virus, Hacking, Logical Port, Bio-matrix)</p> <p>15.12 Infocity (Techno park, Call center, Medical transcript, BPO)</p> <p>15.13 Science City (2D, 3D effects, Digital Devide)</p> <p>15.14 Broad band, Digital Devide (Multi Media), Blue-Tooth Technology</p> <p>15.15 Clients (Dumb, Thin, Thick, Smart/Intelligent Terminal)</p> <p>15.16 Desktop, Laptop, Note Book, Palm top, PDA</p> <p>15.17 Artificial Intelligence, Expert System, Decision Support System</p> <p>15.18 Microsoft Products, Free Softwares, Open Source, SQL, Linux</p> <p>15.19 Software versions, Service pack, Software</p>	
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Reference Books:

- Computer course windows 7 and office 2010 by R.K. Taxali Publisher Tata McGrawHill.
- Computer fundamentals By Anita Goel Pearson Publication New Delhi.
- Sinha, P.K.(2003), "Computer Fundamentals", 3th Ed.,BPB Publications
- Rajaraman,V, "Fundamentals of Computers", PHI



  
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