Pune District Education Association's
MAHATMA PHULE INSTITUTE OF MANAGEMENT & COMPUTER STUDIES
(Affiliated to Savitribai Phule Pune University, Recognised by D.T.E. Govt. of Maharashtra, Approved by A.I.C.T.E. New Delhi)
Annasaheb Magar College Campus, Manjari Road, Hadapsar, Pune-411 028.
Tel. : (020) 26993020, 26992611 E-mail : directorpdeampim@gmail.com Web : pdeampim.edu.in
PUN Code - IMMP010720 DTE Code - MB6107 AISHE Code : C - 41697

Certificate Course

Basic Computer Education (CC- II)

Duration: 04 weeks (32 Hours)

Course Learning Outcomes (CLOs):

After completing the course, the student teacher will be competent in:

1. Developing the skill of digital literacy among learners
2. Selecting the suitable computer hardware/software and operating systems for personal use.
3. Applying basics of technologies to web-based applications, social networking tools and searching strategies.
4. Designing innovative teaching learning material using MS Office applications and multimedia.
5. Exploring internet technology to create e-support systems, e-content, e-classrooms, e-assessments, tutorials, remedial interactive automated modules for facilitate e-learning and web authoring.

	Description	Theory	Practical	Total
Unit I	**Introduction to Computers** Fundamentals, anatomy, classification, input-output devices, types of memory devices, operating system basics and types of software.	3	3	6
Unit II	**Graphical User Interface (GUI) and Windows Desktop OS** Getting started with Windows, securing and manipulating work with Windows Operating System. Saving and retrieving files from secondary storage devices. (CD and Pen drive).	4	2	6
Unit III	**Internet Basics** Introduction to internet of things: e-mail, surfing, browsing, chatting, search engines and websites. Accessing and browsing the internet for relevant information: Google.com, Kiddle.com,	4	4	8

	Courseera.com, Eden, SWAYAM , Animations, Remixing media and feedback analysis using Google forms			
Unit -IV	**MS Office Packages:** • MS Word – Customizing word documents, pursuing objects, comments and tables. • MS Excel – Worksheets, simple functions, charts and graphs. • MS Power point – Creating, customizing and showcasing presentations. • MS Publisher - Creating letters, greetings, newsletters and web pages. • MS Access – Creating database: Primary, secondary keys, forms, queries and reports.	6	6	12
	Total	17	15	32

References:

1) Glance Publishers – California – text books
2) Digital Learning - Journal www.digital learning.
3) Kumar K.L. Educational Technology, New Age Institutional (P) Limited Publishers
4) Usha Rao, Educational Technology, Himalaya Publishing House.
5) Calhan S.S.Innovation in Teaching-learning process, New Delhi. Vikas Publishing House Pvt. Ltd.
6) Vanaja. M: Educational Technology, Neelkamal Publication Pvt. Ltd.
7) Ramakrishna A.S. Educational Technology (Telugu Version).
8) Vani, M, Ch.Chandrasekhar: educational Technology, Neelkamal Publications Pvt Ltd.
9) Sharma R.R.Educational Technology, New Delhi, Loyal Publication.
10) Sharma Yogendra K Fundamental Aspects of Educational Technology Kanishka Publishers. & Distributors, New Delhi.

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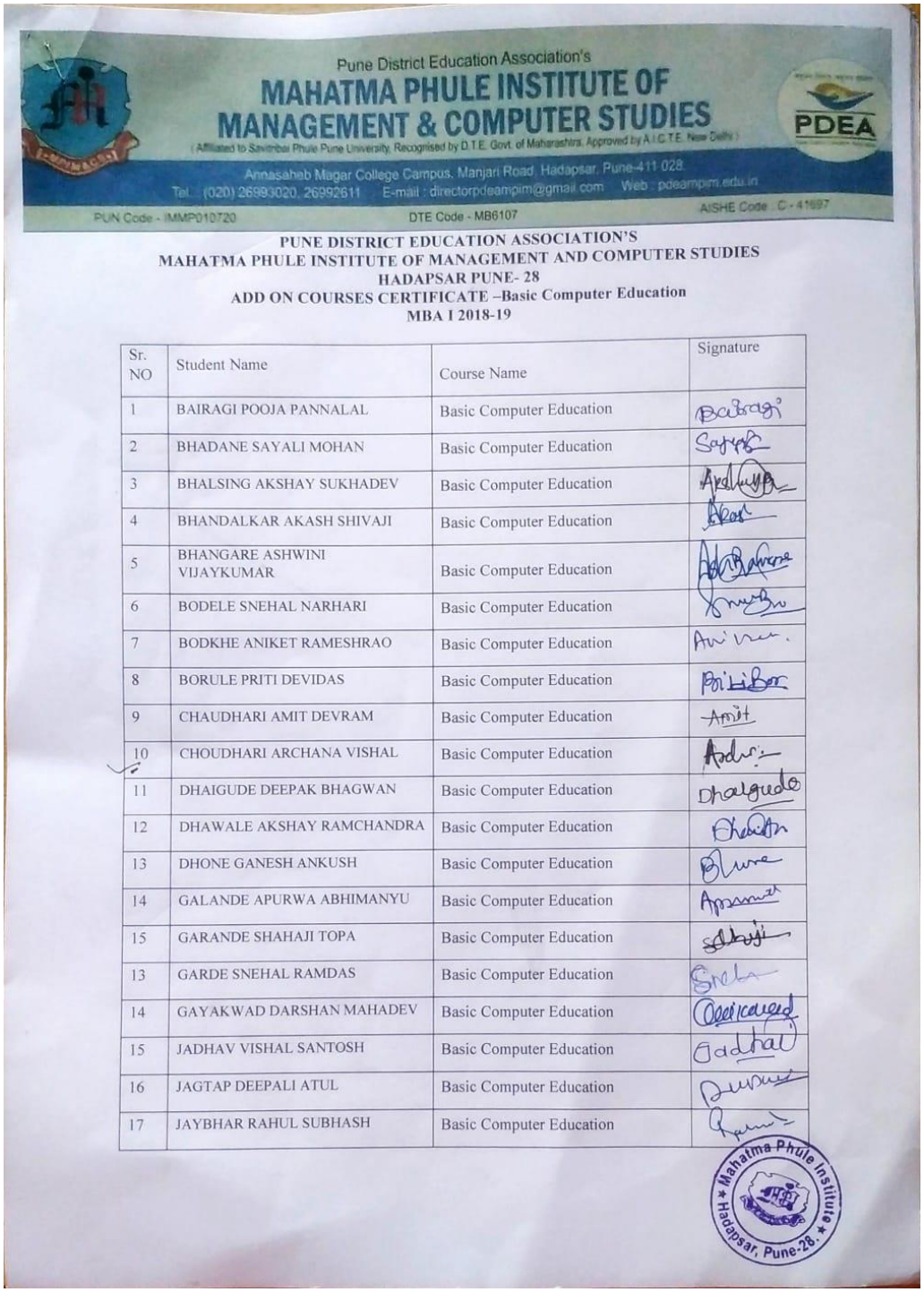
I/C DIRECTOR
Mahatma Phule Institute of Mgmt & C.S
Hadapsar,Pune-28

Mahatma Phule Institute Hadapsar, Pune-28.

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Yearwise Students Enrolment List

2018-19



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MAHATMA PHULE INSTITUTE OF MANAGEMENT AND COMPUTER STUDIES
HADAPSAR PUNE- 28
ADD ON COURSES CERTIFICATE –Basic Computer Education
MBA I 2018-19

Sr. NO	Student Name	Course Name	Signature
1	BAIRAGI POOJA PANNALAL	Basic Computer Education	
2	BHADANE SAYALI MOHAN	Basic Computer Education	
3	BHALSING AKSHAY SUKHADEV	Basic Computer Education	
4	BHANDALKAR AKASH SHIVAJI	Basic Computer Education	
5	BHANGARE ASHWINI VIJAYKUMAR	Basic Computer Education	
6	BODELE SNEHAL NARHARI	Basic Computer Education	
7	BODKHE ANIKET RAMESHRAO	Basic Computer Education	
8	BORULE PRITI DEVIDAS	Basic Computer Education	
9	CHAUDHARI AMIT DEVRAM	Basic Computer Education	
10	CHOUDHARI ARCHANA VISHAL	Basic Computer Education	
11	DHAIGUDE DEEPAK BHAGWAN	Basic Computer Education	
12	DHAWALE AKSHAY RAMCHANDRA	Basic Computer Education	
13	DHONE GANESH ANKUSH	Basic Computer Education	
14	GALANDE APURWA ABHIMANYU	Basic Computer Education	
15	GARANDE SHAHAJI TOPA	Basic Computer Education	
13	GARDE SNEHAL RAMDAS	Basic Computer Education	
14	GAYAKWAD DARSHAN MAHADEV	Basic Computer Education	
15	JADHAV VISHAL SANTOSH	Basic Computer Education	
16	JAGTAP DEEPALI ATUL	Basic Computer Education	
17	JAYBHAR RAHUL SUBHASH	Basic Computer Education	

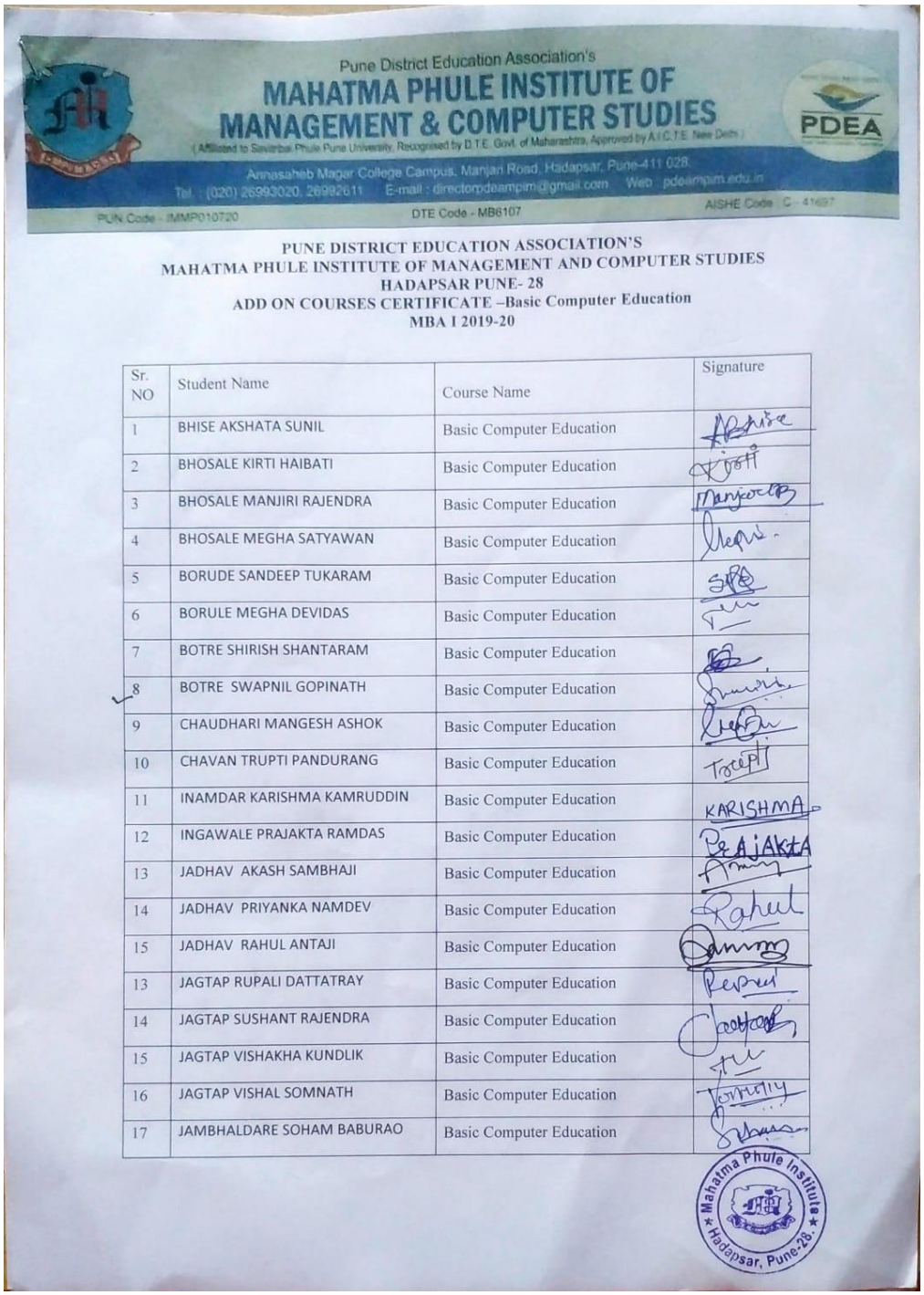
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Sr. NO	Student Name	Course Name	Signature
18	KADAM HARSHADA SANDEEP	Basic Computer Education	
19	KALE VAIBHAV RAVINDRA	Basic Computer Education	
20	KOLAPE SACHIN MADHUKAR	Basic Computer Education	
21	KOLHE AKSHAY DEEPAK	Basic Computer Education	
22	KOREKAR SUYOG SANJAY	Basic Computer Education	
23	LAKADE NILESH SHIVAJI	Basic Computer Education	
24	LAMKHADE VISHAL VILAS	Basic Computer Education	
25	MASAL RASIKA BANDU	Basic Computer Education	
26	TELORE SAGAR SANJAY	Basic Computer Education	
27	TRYAMBAKE PRIYANKA SANJAY	Basic Computer Education	
28	WABALE VIKRAM RAJENDRA	Basic Computer Education	
29	WAGHULE SACHIN KANTA	Basic Computer Education	

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2019-20



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ADD ON COURSES CERTIFICATE –Basic Computer Education
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Sr. NO	Student Name	Course Name	Signature
1	BHISE AKSHATA SUNIL	Basic Computer Education	
2	BHOSALE KIRTI HAIBATI	Basic Computer Education	
3	BHOSALE MANJIRI RAJENDRA	Basic Computer Education	
4	BHOSALE MEGHA SATYAWAN	Basic Computer Education	
5	BORUDE SANDEEP TUKARAM	Basic Computer Education	
6	BORULE MEGHA DEVIDAS	Basic Computer Education	
7	BOTRE SHIRISH SHANTARAM	Basic Computer Education	
8	BOTRE SWAPNIL GOPINATH	Basic Computer Education	
9	CHAUDHARI MANGESH ASHOK	Basic Computer Education	
10	CHAVAN TRUPTI PANDURANG	Basic Computer Education	
11	INAMDAR KARISHMA KAMRUDDIN	Basic Computer Education	
12	INGAWALE PRAJAKTA RAMDAS	Basic Computer Education	
13	JADHAV AKASH SAMBHAJI	Basic Computer Education	
14	JADHAV PRIYANKA NAMDEV	Basic Computer Education	
15	JADHAV RAHUL ANTAJI	Basic Computer Education	
13	JAGTAP RUPALI DATTATRAY	Basic Computer Education	
14	JAGTAP SUSHANT RAJENDRA	Basic Computer Education	
15	JAGTAP VISHAKHA KUNDLIK	Basic Computer Education	
16	JAGTAP VISHAL SOMNATH	Basic Computer Education	
17	JAMBHALDARE SOHAM BABURAO	Basic Computer Education	

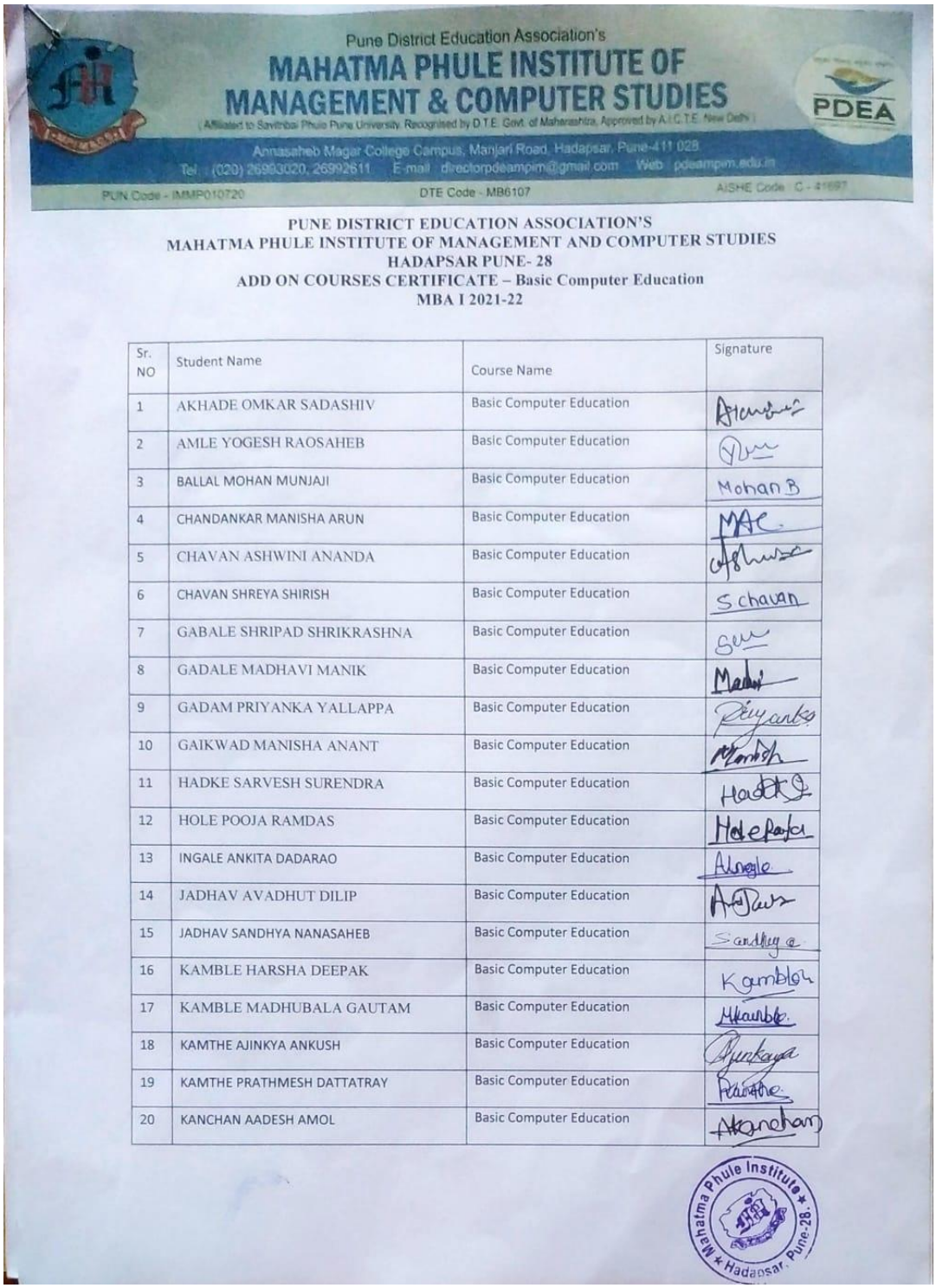
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Sr. NO	Student Name	Course Name	Signature
18	JANGADA RAMSWARUP KISHANLAL	Basic Computer Education	
19	JANRAO MAHESH SHIVAJI	Basic Computer Education	
20	KADAM ANIKET PANDHARINATH	Basic Computer Education	
21	KADAM NEHA KAILAS	Basic Computer Education	
22	KADAM SANGITA KANIFNATH	Basic Computer Education	
23	KALBHOR VAIBHAV SUDAM	Basic Computer Education	
24	KAMBLE SHREYA PRAMOD	Basic Computer Education	
25	KENDRE ASHWINEE MAHADEVRAO	Basic Computer Education	
26	PATIL SEEMA MARUTI	Basic Computer Education	
27	PETHKAR UTTAM BALAJI	Basic Computer Education	
28	RAKHAPASARE OMKAR SUKHDEV	Basic Computer Education	
29	SALVE NARENDRA KONDIRAM	Basic Computer Education	
30	SATHE RUSHIKESH DATTATRAY	Basic Computer Education	
31	SHELAR RAKESH SURESH	Basic Computer Education	
32	SHELKE DATTATRAYA UTTAM	Basic Computer Education	
33	SHENDGE SHRIKANT PANDURANG	Basic Computer Education	
34	SHINDE ABHISHEK SANJAY	Basic Computer Education	
35	SHINDE SAYALI SATISH	Basic Computer Education	
36	SINGH INDRAJEET SUMAN	Basic Computer Education	

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2021-22



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Sr. NO	Student Name	Course Name	Signature
1	AKHADE OMKAR SADASHIV	Basic Computer Education	
2	AMLE YOGESH RAOSAHEB	Basic Computer Education	
3	BALLAL MOHAN MUNJAJI	Basic Computer Education	
4	CHANDANKAR MANISHA ARUN	Basic Computer Education	
5	CHAVAN ASHWINI ANANDA	Basic Computer Education	
6	CHAVAN SHREYA SHIRISH	Basic Computer Education	
7	GABALE SHRIPAD SHRIKRASHNA	Basic Computer Education	
8	GADALE MADHAVI MANIK	Basic Computer Education	
9	GADAM PRIYANKA YALLAPPA	Basic Computer Education	
10	GAIKWAD MANISHA ANANT	Basic Computer Education	
11	HADKE SARVESH SURENDRA	Basic Computer Education	
12	HOLE POOJA RAMDAS	Basic Computer Education	
13	INGALE ANKITA DADARAO	Basic Computer Education	
14	JADHAV AVADHUT DILIP	Basic Computer Education	
15	JADHAV SANDHYA NANASAHEB	Basic Computer Education	
16	KAMBLE HARSHA DEEPAK	Basic Computer Education	
17	KAMBLE MADHUBALA GAUTAM	Basic Computer Education	
18	KAMTHE AJINKYA ANKUSH	Basic Computer Education	
19	KAMTHE PRATHMESH DATTATRAY	Basic Computer Education	
20	KANCHAN AADESH AMOL	Basic Computer Education	

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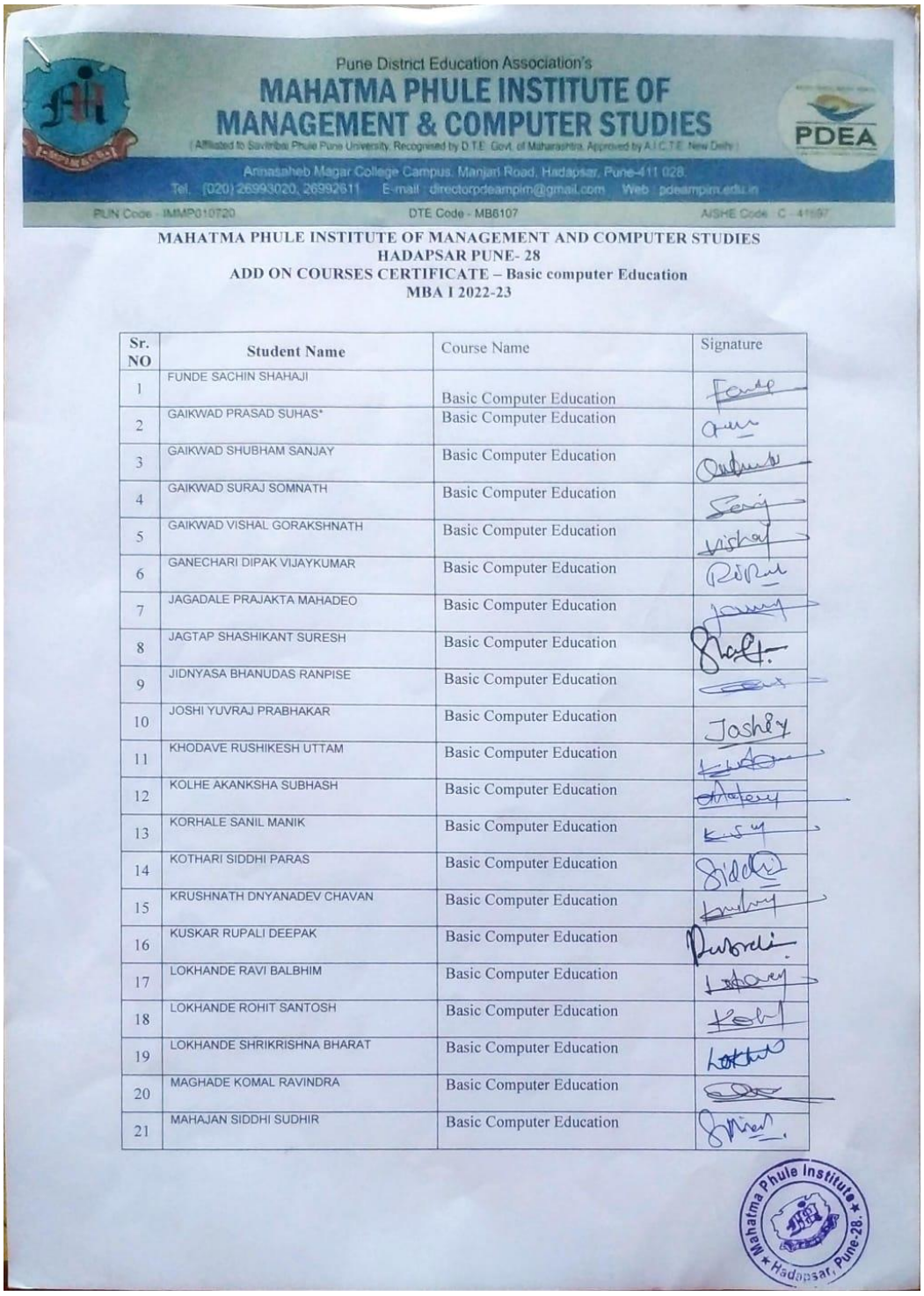
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Sr. NO	Student Name	Course Name	Signature
21	MANMODE GAURI KAILAS	**Basic Computer Education**	
22	MASKE VIKAS ANKUSH	**Basic Computer Education**	
23	NANAWARE NAYAN NIVRUTTI	**Basic Computer Education**	
24	NATU RUSHIKESH ANIL	**Basic Computer Education**	
25	NIKAM VAISHNAVI SAMBHAJI	**Basic Computer Education**	
26	PANDURE YOGITA MOTILAL	**Basic Computer Education**	
27	PANZADE MANGESH AWDHUT	**Basic Computer Education**	
28	PAWAR YUVRAJ NAMDEV	**Basic Computer Education**	
29	PHAND KAPIL PRALHAD	**Basic Computer Education**	
30	POKALWAR SWAPNIL SANTOSH	**Basic Computer Education**	
31	SHINDE DEVENDRA PRABHAKAR	**Basic Computer Education**	
32	SHINDE PRANITA DATTATRAYA	**Basic Computer Education**	
33	SHINDE PRIYANKA ARUN	**Basic Computer Education**	
34	THORAT SHUBHAM VILAS	**Basic Computer Education**	
35	WALUNJ NEHA ARUN	**Basic Computer Education**	

Mahatma Phule Institute ★ Hadapsar, Pune-28 ★

2022-23



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HADAPSAR PUNE- 28
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Sr. NO	Student Name	Course Name	Signature
1	FUNDE SACHIN SHAHAJI	Basic Computer Education	
2	GAIKWAD PRASAD SUHAS*	Basic Computer Education	
3	GAIKWAD SHUBHAM SANJAY	Basic Computer Education	
4	GAIKWAD SURAJ SOMNATH	Basic Computer Education	
5	GAIKWAD VISHAL GORAKSHNATH	Basic Computer Education	
6	GANECHARI DIPAK VIJAYKUMAR	Basic Computer Education	
7	JAGADALE PRAJAKTA MAHADEO	Basic Computer Education	
8	JAGTAP SHASHIKANT SURESH	Basic Computer Education	
9	JIDNYASA BHANUDAS RANPISE	Basic Computer Education	
10	JOSHI YUVRAJ PRABHAKAR	Basic Computer Education	
11	KHODAVE RUSHIKESH UTTAM	Basic Computer Education	
12	KOLHE AKANKSHA SUBHASH	Basic Computer Education	
13	KORHALE SANIL MANIK	Basic Computer Education	
14	KOTHARI SIDDHI PARAS	Basic Computer Education	
15	KRUSHNATH DNYANADEV CHAVAN	Basic Computer Education	
16	KUSKAR RUPALI DEEPAK	Basic Computer Education	
17	LOKHANDE RAVI BALBHIM	Basic Computer Education	
18	LOKHANDE ROHIT SANTOSH	Basic Computer Education	
19	LOKHANDE SHRIKRISHNA BHARAT	Basic Computer Education	
20	MAGHADE KOMAL RAVINDRA	Basic Computer Education	
21	MAHAJAN SIDDHI SUDHIR	Basic Computer Education	

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Sr. NO	Name of the Students	Course Name	Signature
22	MARGALE CHAITANYA KONDIBA	Basic Computer Education	
23	PISAL AKASH BAJARANG	Basic Computer Education	
24	PRAGATI DILIP NALAWADE	Basic Computer Education	
25	PRATIKSHA BALASAHEB KHOMANE	Basic Computer Education	
26	PRIYANKA VILAS JAWANJAL	Basic Computer Education	
27	RACHANA MAHESHVARI	Basic Computer Education	
28	RAHUL RAMCHANDRA DAS	Basic Computer Education	
29	RAKHUNDE DHANSHREE KALIDAS	Basic Computer Education	
30	RANCH HEENA GIRISH	Basic Computer Education	
31	SONAWANE SUMIT NAVNATH	Basic Computer Education	
32	SUDRIK AKASH BALASAHEB	Basic Computer Education	
33	SUNITA PURANKAR	Basic Computer Education	
34	SURAJ GAUTAM PACHKUDAVE	Basic Computer Education	
35	SUSHANT BHARAT SHELAR	Basic Computer Education	
36	SUTAR PALLAVI SHIVA	Basic Computer Education	
37	SWAPNIL BALU GAVHANE	Basic Computer Education	
38	SAHANE SWAPNIL MADHUKAR	Basic Computer Education	
39	TELPURE RUSHIKESH DHANRAJ	Basic Computer Education	
40	TEMGIRE SAKSHI ANIL	Basic Computer Education	

Mahatma Phule Institute ★ Hadapsar, Pune-28 ★

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Sample Course Completion Certificates

2022-23



Pune District Education Association's

Mahatma Phule Institute Of Management And Computer Studies,Hadapsar,Pune.

CERTIFICATE

OF ACHIEVEMENT

This is To Certify That Mr/Ms Ranch Heena Girish Has Participated in The Event Basic computer Education Organized in Year 2022-23

Prof R.G.Sathe (MBA II coordinator) Prof D.A.More (MBA I co-ordinator) Dr.S.S.Bharadwaj (Director,MPI)

2021-22



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Mahatma Phule Institute Of Management And Computer Studies,Hadapsar,Pune.

CERTIFICATE

OF ACHIEVEMENT

This is To Certify That Mr/Ms Manmode Gowri K. Has Participated in The Event Basic Computer Education Organized in Year 2021-22

Prof R.G.Sathe (MBA II coordinator) Prof D.A.More (MBA I co-ordinator) Dr.S.S.Bharadwaj (Director,MPI)

2019-20



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Mahatma Phule Institute Of Management And Computer Studies,Hadapsar,Pune.

CERTIFICATE

OF ACHIEVEMENT

This is To Certify That Mr/Ms Botre Swapnil Gopinath Has Participated in The Event Basic computer Education Organized in Year 2019-20

Prof R.G.Sathe (MBA II co-ordinator) Prof D.A.More (MBA I co-ordinator) Dr.S.S.Bharadwaj (Director,MPI)

2018-19



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Mahatma Phule Institute Of Management And Computer Studies,Hadapsar,Pune.

CERTIFICATE

OF ACHIEVEMENT

This is To Certify That Mr/Ms Chowdhari Archana V. Has Participated in The Event Basic computer Education Organized in Year 2018-19

Prof R.G.Sathe (MBA II coordinator) Prof D.A.More (MBA I co-ordinator) Dr.S.S.Bharadwaj (Director,MPI)