



**Request Letter**

Date- 17.02.2023

To,

Principal,

AHMC&RI, Bhoyan Rathod,

Gandhinagar, Gujarat.


**Subject- Regarding, Request to conduct certificate course in “Basic Computer Skills” to Final Year BHMS students.**

Respected Madam,

With due respect we would like to conduct certificate course in “Basic Computer Skills”, the course will be of 30 hours. So, we are requesting you to kindly allow us to commence this course to Final Year BHMS students and get knowledge on file and folder making and saving of the documents.

Kindly do the needful.

Thanking you!



Yours faithfully

Dr. Maheshkumar Gite

Course Co-Ordinator



**Permission Letter**

**Date- 25.02.2023**

**To,**

**Course Co-Ordinator**

**AHMC&RI, Bhoyan Rathod,**

**Gandhinagar, Gujarat.**

**Subject-** Permission to conduct certificate course in "BASIC COMPUTER SKILLS" to final year BHMS students.

**Respected Sir,**

With reference to your requisition letter dated 17/02/2023 you are permitted to start certificate course in "Basic Computer Skills" to Final Year BHMS students, from the Month of March 2023.

**The coordinator** of the course will be Dr. Maheshkumar Gite, Professor, Repertory Department

**Duration- 30 Hours**



**Principal**  
**Arihant Homoeopathic**  
**Medical College & R.I.**  
**Bhoyan Rathod, Gandhinagar**



## **COURSE CONTENTS**

**Name of the course:** Basic Computer Skills

**Course Code:** VACBCS

**Aim:** This course aims to teach basics of computer knowledge and appreciate computer programmes for the participants.

### **Objectives:**

- 1) To train the participants on basic usage of computers, preparing personal and official letters, viewing information on internet, writing and sending Emails, internet banking services etc.
- 2) To impart knowledge on file and folder making and saving of the documents.

### **Courses contents: Topics:**

1. Introduction to information Technology – 6 hrs.
2. Introduction to BANKING- 6 hrs.
3. Presentation skills- 6 hrs.
4. Internet – search strategies, Email and Email etiquettes- 6 hrs.
5. Online survey development tools- 6 hrs.

**Duration of the course:** EVERY 2<sup>ND</sup> AND 3<sup>RD</sup> SATURDAY – 3 HRS. EACH SATURDAY

**Time-** 09.00 Am to 12.00 Pm

**Eligibility criteria:** IV BHMS students [AHMC & RI]

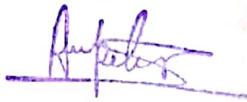
**Resource persons:** Mr. Dishant Patel, (BCS)

**Method of Assessment:** Assignments and Quiz

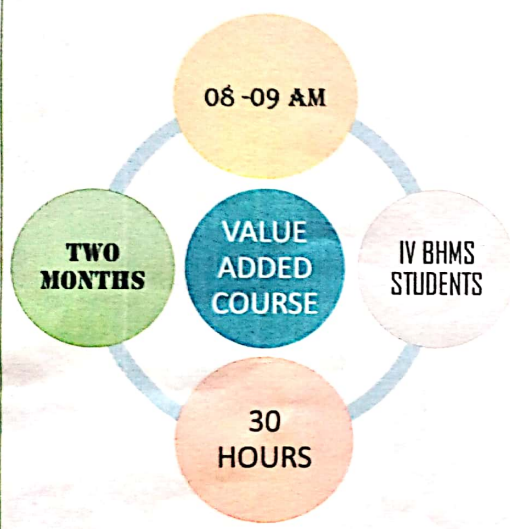
### **List of reference books:**

- Computer Basics – by Bittu Kumar
- Basic Computer Courses - by Jain Satish



  
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BASIC COMPUTER SKILLS

MS OFFICE	INTERNET
MS XCEL	EMAIL
MS WORD	ONLINE SURVEY
MS PPT	BANKING

COURSE CONTENTS

**Swarnim Startup & Innovation University**

**Campus Address**

Bhoyan Rathod, Opposite IFFCO,  
Near ONGC WSS, Adalaj Katol Highway,  
Gandhinagar, Gujarat - 382420.

Swarnim House, Uvardsad,  
Sarkhej-Gandhinagar,  
Post Adalaj, Gandhinagar, Gujarat 382420

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