



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 2ND AND 3RD SATURDAY – 3 HRS. ECAH SATURDAY

Time- 09.00 Am to 12.00 Pm

Eligibility criteria: IV BHMS students [AHMC & RI]

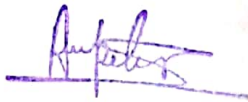
Resource persons: Mr. Dishant Patel, (BCS)

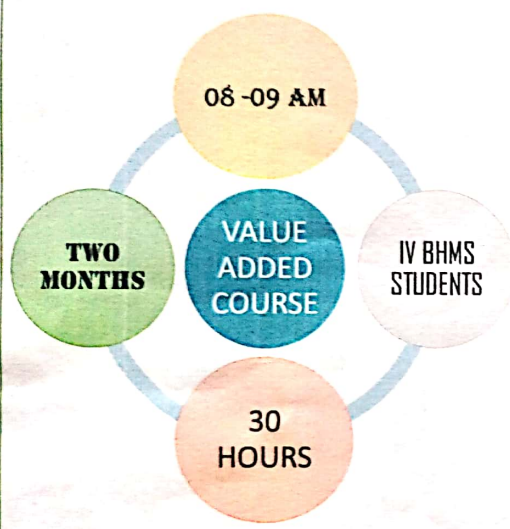
Method of Assessment: Assignments and Quiz

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

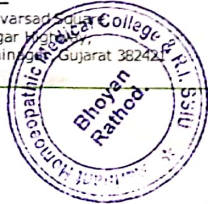
Bhoyan Rathod, Opposite IFFCO,
Near ONGC WSS, Adalaj Katol Highway,
Gandhinagar, Gujarat - 382420.

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