

**SHRI RAMDEOBABA COLLEGE OF ENGINEERING & MANAGEMENT,
NAGPUR**

DEPARTMENT OF PHYSICAL EDUCATION & NSS

RCOEM
Shri Ramdeobaba College of
Engineering and Management, Nagpur



SAHYOG Computer Literacy Program: Bridging the Digital Divide

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In today's digital era, where technology permeates every aspect of our lives, the NSS unit of Shri Ramdeobaba College of Engineering and Management (RCOEM) initiated "SAHYOG" to empower children with computer literacy. Recognizing the significance of staying abreast of technological advancements, SAHYOG serves as a vital platform bridging the gap between technology and students.

Computer education is pivotal in modern career development, offering avenues for learning new skills and advancing existing knowledge. With computers being omnipresent across industries, basic computer courses provide a foundation for understanding technology's role in various sectors, from communication to medicine.

NSS students meticulously designed the curriculum and syllabus, setting a target completion date for the course. After careful selection based on a questionnaire, 22 students were enrolled in the first batch, which commenced on September 23 and concluded on December 9, 2023. Classes, held on Saturdays and Sundays, were facilitated by NSS volunteers who provided assistance and guidance to the students.

The inauguration of SAHYOG on February 28, 2020, marked the beginning of a journey towards digital empowerment. Dr. R.S. Pande, Principal of RCOEM, along with Mr. Sanjay Kargutkar, Administrative Officer, Dr. Amit Anurag, NSS Programme Officer, Prof. Amrita Pande, Asst Professor, and the entire NSS team, graced the occasion, infusing the event with enthusiasm and support.

As SAHYOG prepares for its new batch, the NSS volunteers are poised to introduce enhancements to the curriculum, ensuring a more enriching learning experience for the students. With unwavering zeal and dedication, SAHYOG continues to champion digital literacy, equipping the youth with essential skills for the future.

Date:	23 Sept 2023 to 09 December 2023
Student Registration	22
Batch:	01
Volunteers:	08

CURRICULUM FOR SAHYOG

Sr no.	UNITS	CONTENTS
1.	Computer Basics & Basic Mathematics	<ul style="list-style-type: none"> ○ Introduction to computer ○ Types of Computer ○ Generation of Computer ○ Block Diagram ○ Peripheral devices of Computer ○ Starting and Shut down the Computer ○ Identify parts of Computer and their Functionality. ○ Identify keys of Keyboard and buttons of Mouse. ○ Features of Computer ○ Strengths and Limitation of Computer ○ Different operations in mathematics.
2.	Introduction to Operating System & English	<ul style="list-style-type: none"> ○ What is Operating System and its type. ○ Introduction and Purpose of Desktop. ○ Identify Icons on Desktop. ○ Start Button and Taskbar ○ My Computer ○ Create new Folder, Move Folder, Copy, Paste, etc. ○ Input and Output Devices (Printer, Speaker, etc.) ○ Memory Devices and its type. ○ What is CPU, RAM, ROM, etc. ○ Control panel and display settings ○ How to change wallpaper. ○ Articles, objects
3.	Using MS-Paint and Notepad & Verbal communication	<ul style="list-style-type: none"> ○ Introduction to Paint ○ How to Start Paint and other Tools. ○ Text Tool, Shapes, Magnifier. ○ Selection- Rectangular Selection, Freeform Selection ○ View Menu, Zoom in, Zoom out, Full screen. ○ Writing Paragraphs on Notepad ○ How to save file ○ About my self ○ How to be confident while speaking.
4.	Microsoft Office & Vocabulary	<ul style="list-style-type: none"> ○ Introduction to MS Word ○ Introduction to PowerPoint Presentation ○ Introduction to MS Excel ○ Usage of pronouns ○ Vocabulary building
5.	Internet and Web Browsing & Revision	<ul style="list-style-type: none"> ○ Introduction to Internet ○ Use of Internet. ○ Introduction to Web Browsers ○ Use of Search Engine ○ Creating a Gmail Account ○ How to use Google ○ Revision of all mathematical concepts ○ Revision of grammatical and nonverbal skills



Dr. Amit Anurag
NSS Programme Officer
RCOEM