Department of Computer Science

Organized By

Certificate Course of MS-Office Suite
& Introduction to Internet
2017-18

15 January 2018 to 26 January 2018

Registration Venue :-Department of Computer Science

For more details Contact following

Dr. A. M. Garode –   9850363280

Dr. A. B. Kadam   – 8796336088

Who Can Attend?

Graduate Arts, Commerce and Science Students.

Registration Fee: NIL

Registration Start from: 01/01/2018

Last Day For Registration: 14/01/2018

Phone No.07264-242088
Course E-mail:- sssac.cs.cert.21@gmail.com
College Website:-https://www.shivajichk.com

Shri Shivaji Science & Arts College, Chikhli
Department of Computer Science
Certificate Course in MS-Office Scuite & Introduction to Internet
Time Table
Academic Year 2017-18

Sr. No.	Class	Date	Subject	Name of The Teacher	Time
1	B.Sc.,B.Com.B.A.and M.Com	15-01-2018	Inaugration &Introduction Related to Course	Principal Dr.A.M.Garode Dr.A.B.Kadam	09:00 Am. To 10:00AM
2	B.Sc.,B.Com.B.A.and M.Com	16-01-2018	MS Word	Dr.A.B.Kadam	09:00 Am. To 10:00AM
3	B.Sc.,B.Com.B.A.and M.Com	17-01-2018	MS Word	Dr.A.B.Kadam	09:00 Am. To 10:00AM
4	B.Sc.,B.Com.B.A.and M.Com	18-01-2018	MS Word	Dr.A.B.Kadam	09:00 Am. To 10:00AM
5	B.Sc.,B.Com.B.A.and M.Com	19-01-2018	MS PowerPoint	Dr.A.B.Kadam	09:00 Am. To 10:00AM
6	B.Sc.,B.Com.B.A.and M.Com	22-01-2018	MS PowerPoint	Dr.A.B.Kadam	09:00 Am. To 10:00AM
7	B.Sc.,B.Com.B.A.and M.Com	23-01-2018	MS Excel	Dr.A.B.Kadam	09:00 Am. To 10:00AM
8	B.Sc.,B.Com.B.A.and M.Com	24-01-2018	MS Excel	Dr.A.B.Kadam	09:00 Am. To 10:00AM
9	B.Sc.,B.Com.B.A.and M.Com	25-01-2018	Introduction to Internet	Dr.A.B.Kadam	09:00 Am. To 10:00AM
10	B.Sc.,B.Com.B.A.and M.Com	26-01-2018	Exam /Evalution/Valedictory function	Dr.A.B.Kadam	09:00 Am. To 10:00AM

Dr.A.B.Kadam

HOD

Shri Shivaji Education Society Amravati's

Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.

Department of Computer Science

Syllabus for Certificate Course in MS-Office Suite & Introduction to Internet

Academic Year 2017-18

Sr.No.	Subject	Content
1	Introductions to Computers	Characteristics, Generation & classification of computers, block diagram of computer, Memory and their types: Primary and secondary, Flash & Serial access memory, Peripheral devices: Keyboard, Mouse, scanner, Printers: Impact, Non-Impact, DMP, inkjet, Laser.
2	MS WORD	Creating, editing, saving and printing text documents Font and paragraph formatting, Simple character formatting, inserting tables, smart art, page breaks, using lists and styles Working with images, Using Spelling and Grammar check, Understanding document properties, Mail Merge.
3	MS EXCEL	Spreadsheet basics, Creating, editing, saving and printing spreadsheets, working with functions & formulas, modifying worksheets with colour & autoformats, graphically representing data: Charts & Graphs, speeding data entry: Using Data Forms Analysing data: Data Menu, Subtotal, Filtering Data, formatting worksheets, Securing & Protecting spreadsheets.
4	MS POWERPOINT	Opening, viewing, creating, and printing slides, applying auto layouts, adding custom animation Using slide transitions, graphically representing data: Charts & Graphs Creating Professional Slide for Presentation.
5	Introduction to Internet	Web browser: Internet Explorer, Netscape navigator, search engines, E-mail address.

HOD

(Dr.A.B.Kadam)

COURSE OUTCOMES (CO)

MS Office

CO1.   Learning and Understanding MS Word, MS Power Point, MS Excel.

COURSE Microsoft Word

CO1.   Performing basic editing functions, formatting text, copy and moving objects and text.

CO2.   Leaning the formatting skills on paragraphs, tables, lists, and pages.

CO3.   Knowledge on navigating the Word Ribbon Interface.

CO4.   Understanding the process of inserting graphics, pictures, and table of contents, Drop Cap.

CO5.   Learning the utilities of Auto text, AutoCorrect, Footnotes and Bookmark.

CO6.   Demonstrate the mechanics and uses of Word tables to organize and present data.

CO7.   Working knowledge of using Word's themes and clip art to create a variety of visual effects.

CO8.   Word's advanced formatting techniques and presentation styles.

CO9.   Applicable knowledge and uses of accepted business style formatting conventions.

CO10. Creating and producing a mail merge

COURSE Microsoft Excel

CO1.   Demonstrating the basic mechanics and navigation of an Excel spreadsheet.

CO2.   Formatting techniques and presentation styles.

CO3.   Learning the use and utility of functions and formulas on excel spreadsheet.

CO4.   Working knowledge of organizing and displaying large amounts and complex data.

CO5.   Using clip art to enhance ideas and information in Excel worksheets.

CO6.   Understanding the need and use of using Excel templates.

CO7.   Securing information in an Excel workbook.

CO8.   Manipulate data using data names and ranges, filters and sort, and validation lists

CO9.   Learning formulas, creating charts and graphs that can easily explain or simplify complex information or data.

CO10. Analyzing data using Pivot Tables and Pivot Charts.

COURSE Microsoft PowerPoint

CO1.   Learning to modify presentation themes.

CO2.   Analyzing formatting techniques and presentation styles

CO3.   Integrating information from other Microsoft programs into a PowerPoint presentation.

CO4.   Working with text, themes, and styles.

CO5.   Creating charts, grants, and tables.

CO6.   Inserting media clips and animation

CO7.   Learning use macros, customize, package and publish your presentation

CO8.   Creating and manipulating simple slide shows with outlines and notes.

CO9.   Create slide presentations that include text, graphics, animation, and transitions.

CO10. Use design layouts and templates for presentations.

CO11. Add special effects to slide transitions to spice up your presentations

CO12. Work with Master Slides to make editing your presentation easy

CO13. Set up slide shows and rehearse timings for your slides

CO14. Collaborate using social media and PowerPoint together

COURSE: Internet and Educational Resources

CO1.   Introduction to Internet.

CO2.   E-mail, Search Engines, Info-Savvy Skills; Digital Age Skills, safe surfing mode

CO3.   Internet resources for different disciplines like natural sciences, social sciences, Humanities and Mathematics

CO4.   General Introduction to E-leaning, Mobile-learning, distance learning, On-line learning;

CO5.   Virtual University, Wikipedia, Massive Open Online Courses (MOOCs);

CO6.   Social networking.

Practical

CO1.   Installation of Operating systems, Windows, installation of essential Software and Utilities;

CO2. Projects that may involve the hardware like LCD Projector, digital camera, camcorder, scanner, Printer, interactive white board and software like word processors (MS Word/Libre Office), spread sheet and Slide Presentation (PPT/impress); and/or Creating and using Blogs and Google Groups, Google Docs.

CO3. Develop a report on preparing a lesson plan on any topic from your methods while using internet resources. They report should mention the details of navigating, searching, selecting, saving and evaluating the authenticity of the material and also mention how it adds or justifythe facts, figures(data), graphics, explanation and logic of the topic.

CO4.   Teaching with Multimedia e-content developed by student.

Mode of Transaction -LCD Projection, Demonstration, Lecture, Web Surfing, Designing WBI

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.
Department of Computer Science
Certificate Course in MS-Office Suite & Introduction to Internet
Academic Year 2017-18

List of Admitted Students For Certificate Course in MS-Office Suite & Introduction to Internet

Sr.No.	Name of the Student	Class	Sign
1	Ku. Shital Shrikisan Suradkar	B.Sc. I Sem. I	SStudent
2	MR. Shyam Prakash Wayalkar	B.Sc. I Sem. I	Wayalkar
3	Ku. Dhanashri Dattatraya Joshi	B.Sc. I Sem. I	Joshi
4	Rushikesh Gajanan Kute	B.Sc. I Sem. I	R. G. Kute
5	Gopal Laxman Tawar	B.Sc. I Sem. I	GTawar
6	Ku. Ashwini Maroti Wadekar	B.Sc. I Sem. I	Awadekar
7	Rajesh Sakru Jorwar	B.Sc. I Sem. I	RJorwar
8	Alpesh Dilip Lokhande	B.Sc. I Sem. I	ALokhande
9	Talib Mansur Sayyed	B.Sc. I Sem. I	T. M. Sayyed
10	Ku. Jayashree Vijay Theng	B.Sc. I Sem. I	JTheng
11	Mayur Gajanan Umre	B.Sc. I Sem. I	MUmre
12	MR. Abhishek Gajanan Hinge	B.Sc. I Sem. I	AHinge
13	Prasad Shriram Warpe	B.Sc. I Sem. I	PWarpe
14	Shubham Rajesh Shelke	B.Sc. I Sem. I	SShelke
15	Ajay Madan Sirsat	B.Sc. I Sem. I	A. M. Sirsat
16	Mangesh Rajesh Sonune	B.Sc. I Sem. I	MSonune
17	Ku.Bharti Sahebrao Ambhore	B.Sc. I Sem. I	BAmbhore
18	Abhijit Vijay Dhandar	B.Sc. I Sem. I	A. V. Dhandar
19	Pavan Prabhakar Janjal	B.Sc. I Sem. I	PJanjal

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.
Department of Computer Science
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List of Admitted Students For Certificate Course in MS-Office Suite & Introduction to Internet

Sr.No.	Name of the Student	Class	Sign
20	Rushikesh Ravindra Khose	B.Sc. I Sem. I	R. R. Khose
21	Sujit Subhash Kore	B.Sc. I Sem. I	SKore
22	Ku. Anjali Gajanan Jagdale	B.Sc. I Sem. I	AJagdale
23	Ku. Shital Ashok Thutte	B.Sc. I Sem. I	SThutte
24	Ganesh Sanjay Zalte	B.Sc. I Sem. I	G.S.zalte
25	Pankaj Suresh Lahudkar	B.Sc. I Sem. I	Pahudkar
26	Sanrosh Mukund Saraf	B.Sc. I Sem. I	SSaraf
27	Amol Eknath Shinde	B.Sc. I Sem. I	AShinde
28	Vinay Vitthal Zine	B.Sc. I Sem. I	VZine
29	Sachin Madhusudan Kale	B.Sc. I Sem. I	SKale
30	Akshay Dilip Panchal	B.Sc. I Sem. I	APanchal
31	Ku.S.D.Pimple	B. Com. 1 Sem. 1	SPimple
32	Ku.D.R.Waghmare	B. Com. 1 Sem. 1	D. R.Waghmare
33	Ku.R.G.Unhale	B. Com. 1 Sem. 1	R.G.Unhale
34	Ku. P.P.Dukare	B. Com. 1 Sem. 1	PDukare
35	A.P.Jadhav	B. Com. 1 Sem. 1	AJadhav
36	K.M.Rindhe	B. Com. 1 Sem. 1	HRindhe
37	Ku.V.S.Salkute	B. Com. 1 Sem. 1	VSalkute
38	Ku.K.A.Gawade	B. Com. 1 Sem. 1	K.A.Gawade

Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.
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Sr.No.	Name of the Student	Class	Sign
39	Ku.P.R.Mhaske	B. Com. 1 Sem. 1	PMhaske
40	Ku.P.R.Patil	B. Com. 1 Sem. 1	PPatil
41	Ku.R.R.Deshmukh	B. Com. 1 Sem. 1	R.R.Deshmukh
42	K.G.Deokar	B. Com. 1 Sem. 1	Deokar
43	Ku.A.G.Mate	B. Com. 1 Sem. 1	Amate
44	S.S.Shelke	B. Com. 1 Sem. 1	Shelke
45	Ku.V.G..Gawai	B. Com. 1 Sem. 1	VGawai
46	P.A.Wankhede	B.A. 1 Sem. 1	P. A. Wankhede
47	Ku.P.V.Ingle	B.A. 1 Sem. 1	Bingle
48	Ku.P.V.Chothe	B.A. 1 Sem. 1	PChothe
49	Ku.P.R.Malve	B.A. 1 Sem. 1	PMalve
50	P.D.Jadhao	B.A. 1 Sem. 1	Jadho
51	R.G.Aglave	B.A. 1 Sem. 1	R. G. Aglave
52	R.K.Gaikwad	B.A. 1 Sem. 1	RGaikwad
53	R.M.Jadhao	B.A. 1 Sem. 1	RJadhao
54	R.P.Yangad	B.A. 1 Sem. 1	R. P. Yangad
55	R.P.Jadhao	B.A. 1 Sem. 1	Jadhao
56	R.S.Shejol	B.A. 1 Sem. 1	R.S.Shejol
57	R.G.Hurde	B.A. 1 Sem. 1	RHurde

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Sr.No.	Name of the Student	Class	Sign
58	R.A.Sheshrao	B.A. 1 Sem. 1	R. A. Sheshrao
59	R.K.Pawar	B.A. 1 Sem. 1	Pawar
60	R.D.Misal	B.A. 1 Sem. 1	RMisal

(Dr. A. B. Kadam)

Head
Dept. Of Computer Science
Shri Shivaji Sci. & Arts College
Chikhli., Dist :- BULDANA-(M.R)

Coordinator
IQAC,Shri Shivaji Sci.& Arts
College,Chikhli Dist.Buldana

Shri Shivaji Education Society Amravati's

Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.

Department of Computer Science

Certificate Course in MS-Office Suite & Introduction to Internet

Academic Year 2017-18

Attandance Sheet For Certificate Course in MS-Office Suite & Introduction to Internet

Sr. No.	Name of the Student	Class	15-01-2018 09:30AM to 10:30AM	16-01-2018 09:30AM to 10:30AM	17-01-2018 09:30AM to 10:30AM	18-01-2018 09:30AM to 10:30AM	19-01-2018 09:30AM to 10:30AM
1	Ku. Shital Shrikisan Suradkar	B.Sc. I Sem. I	Suradkar	Suradkar	Suradkar	AB	Suradkar
2	MR. Shyam Prakash Wayalkar	B.Sc. I Sem. I	Wayalkar	Wayalkar	AB	Wayalkar	Wayalkar
3	Ku. Dhanashri Dattatraya Joshi	B.Sc. I Sem. I	D.D.Joshi	D.D.Joshi	D.P.Joshi	AB	D.P.Joshi
4	Rushikesh Gajanan Kute	B.Sc. I Sem. I	RGKute	RGKute	RGKute	RGKute	RGKute
5	Gopal Laxman Tawar	B.Sc. I Sem. I	Tawar	Tawar	Tawar	Tawar	Tawar
6	Ku. Ashwini Maroti Wadekar	B.Sc. I Sem. I	A.M.Wadekar	A.M.Wadekar	A.M.wadekar	A.M.wadekar	AMwadekar
7	Rajesh Sakru Jorwar	B.Sc. I Sem. I	AB	RJorwar	RJorwar	RJorwar	RJorwar
8	Alpesh Dilip Lokhande	B.Sc. I Sem. I	Alokhande	Alokhande	Alokhande	Alokhande	Alokhande
9	Talib Mansur Sayyed	B.Sc. I Sem. I	T.M.sayyed	AB	T.M.sayyed	T.M.sayyed	T.M.sayyed
10	Ku. Jayashree Vijay Theng	B.Sc. I Sem. I	J.V.Theng	J.V.Theng	J.V.Theng	J.V.Theng	J.V.Theng
11	Mayur Gajanan Umre	B.Sc. I Sem. I	GUmre	GUmre	GUmre	GUmre	GUmre
12	MR. Abhishek Gajanan Hinge	B.Sc. I Sem. I	A.G.Hinge	A.G.Hinge	AB	A.G.Hinge	A.G.Hinge
13	Prasad Shriram Warpe	B.Sc. I Sem. I	PWarpe	PWarpe	PWarpe	PWarpe	PWarpe

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.
Department of Computer Science
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Sr. No.	Name of the Student	Class	15-01-2018 09:30AM to 10:30AM	16-01-2018 09:30AM to 10:30AM	17-01-2018 09:30AM to 10:30AM	18-01-2018 09:30AM to 10:30AM	19-01-2018 09:30AM to 10:30AM
14	Shubham Rajesh Shelke	B.Sc. I Sem. I	Shelke	Shelke	Shelke	AB	Shelke
15	Ajay Madan Sirsat	B.Sc. I Sem. I	Sirsat	Sirsat	Sirsat	Sirsat	Sirsat
16	Mangesh Rajesh Sonune	B.Sc. I Sem. I	M.R.Sounne	AB	M.R.Sounne	M.R.Sounne	M.R.Sounne
17	Ku.Bharti Sahebrao Ambhore	B.Sc. I Sem. I	Ambhore	Ambhore	Ambhore	Ambhore	Ambhore
18	Abhijit Vijay Dhandar	B.Sc. I Sem. I	Dhandar	Dhandar	Dhandar	Dhandar	Dhandar
19	Pavan Prabhakar Janjal	B.Sc. I Sem. I	Panjal	Panjal	Panjal	Panjal	Panjal
20	Rushikesh Ravindra Khose	B.Sc. I Sem. I	Khose	Khose	Khose	AB	Khose
21	Sujit Subhash Kore	B.Sc. I Sem. I	Khose	Khose	Khose	Khose	Khose
22	Ku. Anjali Gajanan Jagdale	B.Sc. I Sem. I	Jagdale	Jagdale	Jagdale	Jagdale	AB
23	Ku. Shital Ashok Thutte	B.Sc. I Sem. I	Thutte	Thutte	Thutte	AB	Thutte
24	Ganesh Sanjay Zalte	B.Sc. I Sem. I	G.S.Zalte	G.S.Zalte	G.S.Zalte	G.S.Zalte	G.S.Zalte
25	Pankaj Suresh Lahudkar	B.Sc. I Sem. I	Lahudkar	Lahudkar	Lahudkar	Lahudkar	AB
26	Sanrosh Mukund Saraf	B.Sc. I Sem. I	S.M.Saraf	S.M.Saraf	S.M.Saraf	S.M.Saraf	S.M.Saraf

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27	Amol Eknath Shinde	B.Sc. I Sem. I	Shinde	Shinde	AB	Shinde	Shinde
28	Vinay Vitthal Zine	B.Sc. I Sem. I	Zine	Zine	Zine	Zine	Zine
29	Sachin Madhusudan Kale	B.Sc. I Sem. I	S.M.kale	SM.kale	SM.kale	SM.kale	SM.kale
30	Akshay Dilip Panchal	B.Sc. I Sem. I	APanchal	APanchal	APanchal	APanchal	APanchal
31	Ku.S.D.Pimple	B. Com. 1 Sem. 1	Pimple	Pimple	Pimple	Pimple	Pimple
32	Ku.D.R.Waghmare	B. Com. 1 Sem. 1	Waghmare	Waghmare	AB	Waghmare	Waghmare
33	Ku.R.G.Unhale	B. Com. 1 Sem. 1	Unhale	Unhale	Unhale	Unhale	Unhale
34	Ku. P.P.Dukare	B. Com. 1 Sem. 1	Dukare	Dukare	Dukare	Dukare	Dukare
35	A.P.Jadhav	B. Com. 1 Sem. 1	APJadhav	APJadhav	APJadhav	AB	ARJadhav
36	K.M.Rindhe	B. Com. 1 Sem. 1	Rindhe	Rindhe	Rindhe	Rindhe	Rindhe
37	Ku.V.S.Salkute	B. Com. 1 Sem. 1	Salkute		Salkute	Salkute	Salkute
38	Ku.K.A.Gawade	B. Com. 1 Sem. 1	Gawande	Gawande	Gawande	Gawande	AB
39	Ku.P.R.Mhaske	B. Com. 1 Sem. 1	Mhaske	Mhaske	Mhaske	Mhaske	Mhaske

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40	Ku.P.R.Patil	B. Com. I Sem. 1	ARatil	ARatil	ARatil	ARatil	ARatil
41	Ku.R.R.Deshmukh	B. Com. I Sem. 1	RDeshmukh	AB	RDeshmukh	RDeshmukh	RDeshmukh
42	K.G.Deokar	B. Com. I Sem. 1	AB	RDeokar	RDeokar	RDeokar	RDeokar
43	Ku.A.G.Mate	B. Com. I Sem. 1	A.G.Mate	A.G.Mate	A.G.Mate	A.G.Mate	AGMate.
44	S.S.Shelke	B. Com. I Sem. 1	Shheke	Shelke	Sbhebe	shelke	SShelke
45	Ku.V.G..Gawai	B. Com. I Sem. 1	Gawal	Gawal	Gawal	Gawal	AB
46	P.A.Wankhede	B.A. I Sem. 1	PWankhede	PWankhede	PWankhede	PWankhede	PWankhede
47	Ku.P.V.Ingle	B.A. I Sem. 1	P.V.Ingle	P.V.Ingle	P.V.Ingle	P.V.Ingle	P.V.Ingle
48	Ku.P.V.Chothe	B.A. I Sem. 1	Chothe	chothe	Chothe	Chothe	chothe
49	Ku.P.R.Malve	B.A. I Sem. 1	P.R.Malve	P.R.Malve	P.R.malve	AB	P.R.malve
50	P.D.Jadhao	B.A. I Sem. 1	Padhao	Padhao	Padhao	Padhao	Padhao.
51	R.G.Aglave	B.A. I Sem. 1	Rglave	Aglave	Aglave	Aglave	R.glave
52	R.K.Gaikwad	B.A. I Sem. 1	Gaikwad	Gaikwad	Gaikwad	Gaikwad	AB

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53	R.M.Jadhao	B.A. 1 Sem. 1	Radhao	Radhao	Radhao	AB	Radhao
54	R.P.Yangad	B.A. 1 Sem. 1	R.P Yangad	R.P.yangad	R.P.Yangad	R.P.Yangad	R.P.Jangad
55	R.P.Jadhao	B.A. 1 Sem. 1	Radhao	Radhao	RJadhao	RJadho	RJadho
56	R.S.Shejol	B.A. 1 Sem. 1	RShejal	RShejal	RShejal	RShejal	RShejal
57	R.G.Hurde	B.A. 1 Sem. 1	R.GHurde	R.G.Hurde	R.GHurde	AB	R.G.Hurde
58	R.A.Sheshrao	B.A. 1 Sem. 1	RSheshrao	RSheshrao	RSheshrao	RSheshrao	RSheshrao
59	R.K.Pawar	B.A. 1 Sem. 1	RPawar	RPawar	RPawar	RPawar	RPawar
60	R.D.Misal	B.A. 1 Sem. 1	R.D.Misal	R.DMisal	RDMisal	AB	R.D.Misal

(Dr. A. B. Kadam)

Shri Shivaji Education Society Amravati's

Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.

Department of Computer Science

Certificate Course in MS-Office Suite & Introduction to Internet

Academic Year 2017-18

Attandance Sheet For Certificate Course in MS-Office Suite & Introduction to Internet

Sr. No.	Name of the Student	Class	22-01-2018 09:30AM to 10:30AM	23-01-2018 09:30AM to 10:30AM	24-01-2018 09:30AM to 10:30AM	25-01-2018 09:30AM to 10:30AM	26-01-2018 09:30AM to 10:30AM
1	Ku. Shital Shrikisan Suradkar	B.Sc. I Sem. I	*Suradkar*	*Suradkar*	AB	*Suradkar*	*Suradkar*
2	MR. Shyam Prakash Wayalkar	B.Sc. I Sem. I	*Wayalkar*	*Wayalkar*	*Wayalkar*	*Wayalkar*	*Wayalkar*
3	Ku. Dhanashri Dattatraya Joshi	B.Sc. I Sem. I	*Joshi*	AB	*Joshi*	*Joshi*	*Joshi*
4	Rushikesh Gajanan Kute	B.Sc. I Sem. I	*Rkute*	*Rkute*	*Rkute*	*Rkute*	*Rkute*
5	Gopal Laxman Tawar	B.Sc. I Sem. I	*Tawar*	*Tawar*	AB	*Tawar*	*Tawar*
6	Ku. Ashwini Maroti Wadekar	B.Sc. I Sem. I	*Wadekar*	AB	*Wadekar*	*Wadekar*	*Wadekar*
7	Rajesh Sakru Jorwar	B.Sc. I Sem. I	AB	*RJorwar*	*RJorwar*	*RJorwar*	*RJorwar*
8	Alpesh Dilip Lokhande	B.Sc. I Sem. I	*Lokhande*	*Lokhande*	*Lokhande*	*Lokhande*	*Lokhande*
9	Talib Mansur Sayyed	B.Sc. I Sem. I	*Sayyed*	*Sayyed*	*Sayyed*	*Sayyed*	*Sayyed*
10	Ku. Jayashree Vijay Theng	B.Sc. I Sem. I	*Theng*	AB	*Theng*	*Theng*	*Theng*
11	Mayur Gajanan Umre	B.Sc. I Sem. I	*Mumre*	*Mumre*	*Mumre*	*Mumre*	AB
12	MR. Abhishek Gajanan Hinge	B.Sc. I Sem. I	*Ahinge*	*Ahinge*	*Ahinge*	*Ahinge*	*Ahinge*
13	Prasad Shriram Warpe	B.Sc. I Sem. I	*Pwarpe*	*Pwarpe*	*Pwarpe*	AB	*Pwarpe*

No.	Name	Class	Sign 1	Sign 2	Sign 3	Sign 4	Sign 5
14	Shubham Rajesh Sheike	B.Sc. I Sem. I	*Sshelke*	*Sshelke*	*Sshelke*	*Sshelke*	*Sshelke*
15	Ajay Madan Sirsat	B.Sc. I Sem. I	AB	*Asirsat*	*Asirsat*	*Asirsat*	*Asirsat*
16	Mangesh Rajesh Sonune	B.Sc. I Sem. I	*Msonune*	*Msonune*	*Msonune*	*Msonune*	*Msonune*
17	Ku.Bharti Sahebrao Ambhore	B.Sc. I Sem. I	*BAmbhore*	*BAmbhore*	*BAmbore*	*BAmbore*	*BAmbore*
18	Abhijit Vijay Dhandar	B.Sc. I Sem. I	*Adhandar*	*Adhandar*	AB	*Adhandar*	*Adhandar*
19	Pavan Prabhakar Janjal	B.Sc. I Sem. I	AB	*Pjanjal*	*Pjanjal*	*Pjanjal*	*Pjanjal*
20	Rushikesh Ravindra Khose	B.Sc. I Sem. I	*Rkhose*	*Rkhose*	*Rkhose*	AB	*Rkhose*
21	Sujit Subhash Kore	B.Sc. I Sem. I	*Skore*	*Skore*	*Skore*	*Skore*	AB
22	Ku. Anjali Gajanan Jagdale	B.Sc. I Sem. I	*Ajagdale*	*Ajagdale*	*Ajagdale*	*Ajagdale*	*Ajagdle*
23	Ku. Shital Ashok Thutte	B.Sc. I Sem. I	*Sthutte*	*Sthutte*	*Sthutte*	*Sthutte*	*Sthutte*
24	Ganesh Sanjay Zalte	B.Sc. I Sem. I	*Gzalte*	*Gzalte*	AB	*Gzalte*	*Gzalte*
25	Pankaj Suresh Lahudkar	B.Sc. I Sem. I	*Plahudkar*	*Plahudkar*	*Plahudkar*	*Plahudkar*	*Plahudkar*
26	Sanrosh Mukund Saraf	B.Sc. I Sem. I	AB	*Ssaraf*	*Ssaraf*	*Ssaraf*	*Ssaraf*
27	Amol Eknath Shinde	B.Sc. I Sem. I	*Ashinde*	*Ashinde*	*Ashinde*	*Ashinde*	AB
28	Vinay Vitthal Zine	B.Sc. I Sem. I	*Vzine*	*Vzine*	*Vzine*	*Vzine*	*Vzine*
29	Sachin Madhusudan Kale	B.Sc. I Sem. I	*Skale*	*Skale*	*Skale*	*Skale*	*Skale*
30	Akshay Dilip Panchal	B.Sc. I Sem. I	*Apanchal*	*Apanchal*	*Apanchal*	*Apanchal*	AB

31	Ku.S.D.Pimple	B. Com. 1 Sem. 1	*Spimple*	*AB*	*Spimple*	*Spimple*	*Spimple*
32	Ku.D.R.Waghmare	B. Com. 1 Sem. 1	*Dwaghmare*	*Dwaghmare*	*Dwaghmare*	*Dwaghmare*	*AB*
33	Ku.R.G.Unhale	B. Com. 1 Sem. 1	*Runhale*	*Runahle*	*RUnhale*	*RUnhale*	*RUnhale*
34	Ku. P.P.Dukare	B. Com. 1 Sem. 1	*Pdukare*	*Pdukare*	*Pdukare*	*AB*	*Pdukare*
35	A.P.Jadhav	B. Com. 1 Sem. 1	*AJadhav*	*AJadhav*	*AJadhav*	*AJadhav*	*AB*
36	K.M.Rindhe	B. Com. 1 Sem. 1	*Rindhe*	*Rindhe*	*Rindhe*	*Rindle*	*Rindle*
37	Ku.V.S.Salkute	B. Com. 1 Sem. 1	*Dsalkute*	*Dsalkute*	*Dsalkute*	*Dsalkute*	*AB*
38	Ku.K.A.Gawade	B. Com. 1 Sem. 1	*RGawade*	*RGawade*	*AB*	*RGawade*	*RGawade*
39	Ku.P.R.Mhaske	B. Com. 1 Sem. 1	*Pmhaske*	*Pmhaske*	*Pmhaske*	*Pmhaske*	*Pmhaske*
40	Ku.P.R.Patil	B. Com. 1 Sem. 1	*Ppatil*	*Ppatil*	*Ppatil*	*Ppatil*	*AB*
41	Ku.R.R.Deshmukh	B. Com. 1 Sem. 1	*RDeshmukh*	*RDeshmukh*	*RDeshmukh*	*RDeshmukh*	*AB*
42	K.G.Deokar	B. Com. 1 Sem. 1	*RDeokar*	*RDeokar*	*RDeokar*	*RDeokar*	*RDeokar*
43	Ku.A.G.Mate	B. Com. 1 Sem. 1	*Amate*	*Amate*	*Amate*	*Amate*	*Amate*
44	S.S.Shelke	B. Com. 1 Sem. 1	*Sshelke*	*Sshelke*	*Sshelke*	*Sshelke*	*Sshelke*
45	Ku.V.G..Gawai	B. Com. 1 Sem. 1	*Vgawai*	*Vgawai*	*Vgawai*	*Vgawai*	*Vgawai*
46	P.A.Wankhede	B.A. 1 Sem. 1	*Pwankhede*	*Pwankhede*	*Pwankhede*	*Pwankhede*	*AB*
47	Ku.P.V.Ingle	B.A. 1 Sem. 1	*PIngle*	*PIngle*	*PIngle*	*PIngle*	*PIngle*

48	Ku.P.V.Chothe	B.A. 1 Sem. 1	Ochothe	Ochothe	Ochothe	Ochothe	AB
49	Ku.P.R.Malve	B.A. 1 Sem. 1	Omalve	Omalve	Omalve	Omalve	AB
50	P.D.Jadhao	B.A. 1 Sem. 1	Pjadhao	Pjadhao	Pjadhao	PJadhao	AB
51	R.G.Aglave	B.A. 1 Sem. 1	RAglave	RAglave	RAglave	RAglave	AB
52	R.K.Gaikwad	B.A. 1 Sem. 1	RGaikawad	RGaikuwad	RGaikwad	RGaikwad	AB
53	R.M.Jadhao	B.A. 1 Sem. 1	RJadhao	RJadhao	RJadhao	AB	RJadho
54	R.P.Yangad	B.A. 1 Sem. 1	RYangad	RYangad	RYangad	RYangad	AB
55	R.P.Jadhao	B.A. 1 Sem. 1	RJadhao	RJadhao	RJadhao	RJadhao	AB
56	R.S.Shejol	B.A. 1 Sem. 1	Rshejol	Rshejol	Rshejol	AB	Rshejol
57	R.G.Hurde	B.A. 1 Sem. 1	AB	Rhurde	Rhurde	Rhurde	Rhurde
58	R.A.Sheshrao	B.A. 1 Sem. 1	Rsheshrao	Rsheshrao	Rsheshrao	AB	Rsheshrao
59	R.K.Pawar	B.A. 1 Sem. 1	AB	Rpawar	Rpawar	Rpawar	Rpawar
60	R.D.Misal	B.A. 1 Sem. 1	Rmisal	Rmisal	Rmisal	AB	Rmisal

(Dr. A. B. Kadam)

Head
Dept. Of Computer Science
Shri Shivaji Sci. & Arts College
Chikhli, Dist :- BULDANA (M. S.)

Coordinator
IQAC,Shri Shivaji Sci.& Arts
College,Chikhli Dist Buldana

Department of Computer Science

Action taken report on

Certificate Course in MS-Office Suite & Introduction to Internet

Academic Year 2017-18

Date: 15/01/2018 to 26/01/2018

Action Taken Report

Activity: The course for undergraduate and postgraduate students for science, arts and commerce faculty on Awareness and able the claim with proficiency and advanced tricks and ideas in MS-Office Suite.

Aim: - To aware Our students in MS-Office course helping the students in their job marketability, improve academic performance and enhanced confidence and productivity in the workplace.

Notice: - Leaflet is attached with this action taken report

Date: -15/01/2018 to 26/01/2018

Name of Organizer: - Dr. A.M. Garode, Principal, Shri Shivaji Science College, Chikhli.

Coordinator: - Dr. A.B.Kadam, HOD of Computer Science

Number of student participants: 60

Action Taken: -Department of Computer Science of Shri Shivaji Science College Chikhli, organized on Certificate Course in MS-Office Suite and Introduction to Internet on 15th January 2018 to 26th January 2018. About 60 Undergraduate and Postgraduates students from our colleges are registered

for this program. The first session of the program starts at 09:00 A.M. and President of the program was Dr. A.M.Garode, Principal, Shri Shivaji Science College Chikhli, Dist-Buldana. In Inauguration, Introductory speech by Dr. A.B. Kadam explained the importance of the course awareness and proficiency and advanced tricks and ideas in MS-Office Suite. Our MS-Office course helping the students in their job marketability, improve academic performance and enhanced confidence and productivity in the workplace. President also shared their point of view with students and focused on the awareness and importance about the course. At the end of the inauguration program Dr. A.B.Kadam had given the vote of thanks.

During the certificate course work which started from 15 January 2018 to 26 January 2018 students learned MS-Word, MS-Excel, MS-PowerPoint from MS-Office Suite and gained the knowledge about Introduction to Internet. Overall, all in one package program was done by all students/participants in which they have submitted assignments and successfully completed the examination with good marks.

On 26 January 2018 at 12.00 P.M. Valedictory program was started by department of computer science where HOD Dr.A.B.Kadam had given whole summery of the certificate course and motivate students to complete the course by explaining its importance and future outcome. At last Vote of thanks given by Dr. A. B. Kadam.

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Coordinator
IQAC,Shri Shivaji Sci.& Arts
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Principal
PRINCIPAL
Shri Shivaji Science & Arts
College, Chikhli, Dist Buldana

Department of Computer Science Organized
Certificate Course in MS-Office Suite & Introduction to Internet

15.01.2018 to 26.01.2018

CERTIFICATE OF PARTICIPATION

This is to certify that Mr./MS. **Ganesh Sanjay Zalte** studying in class **B.Sc.Ist Year** from Shri Shivaji Science & Arts College, Chikhli. Has successfully completed the certificate course in MS-Office Suite and Introduction to Internet during on 15/01/2018 to 26/01/2018.

Dr.A.B.Kadam
Coordinator

Dr.A.M.Garode
Principal

Shri Shivaji Education Society, Amravati's

Shri Shivaji Science & Arts College

Chikhli, Dist. Buldana

Accredited by NAAC B++ Grade (CGPA 2.82)

Department of Computer Science Organized

Certificate Course in MS-Office Suite & Introduction to Internet

15.01.2018 to 26.01.2018

CERTIFICATE OF PARTICIPATION

This is to certify that Mr./MS. **R.D.Misal** studying in class **B.A.Ist Year** from Shri Shivaji Science & Arts College, Chikhli. Has successfully completed the certificate course in MS-Office Suite and Introduction to Internet during on 15/01/2018 to 26/01/2018.

Dr.A.B.Kadam
Coordinator

Dr.A.M.Garode
Principal