



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 By

Certificate Course of MS-Office Suite & Introduction to Internet 2018-19

14 January 2019 to 25 January 2019

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:
01/01/2019**

**Last Day For Registration:
13/01/2019**

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 Suite & Introduction to Internet
Time Table
Academic Year 2018-19

Sr. No.	Class	Date	Subject	Name of The	Time
1	B.Sc.,B.Com.B. A.and M.Com	14-01-2019	Inauguration &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	15-01-2019	MS Word	Dr.A.B.Kadam	09:00 Am. To 10:00AM
3	B.Sc.,B.Com.B. A.and M.Com	16-01-2019	MS Word	Dr.A.B.Kadam	09:00 Am. To 10:00AM
4	B.Sc.,B.Com.B. A.and M.Com	17-01-2019	MS Word	Dr.A.B.Kadam	09:00 Am. To 10:00AM
5	B.Sc.,B.Com.B. A.and M.Com	18-01-2019	MS PowerPoint	Dr.A.B.Kadam	09:00 Am. To 10:00AM
6	B.Sc.,B.Com.B. A.and M.Com	21-01-2019	MS PowerPoint	Dr.A.B.Kadam	09:00 Am. To 10:00AM
7	B.Sc.,B.Com.B. A.and M.Com	22-01-2019	MS Excel	Dr.A.B.Kadam	09:00 Am. To 10:00AM
8	B.Sc.,B.Com.B. A.and M.Com	23-01-2019	MS Excel	Dr.A.B.Kadam	09:00 Am. To 10:00AM
9	B.Sc.,B.Com.B. A.and M.Com	24-01-2019	Introduction to Internet	Dr.A.B.Kadam	09:00 Am. To 10:00AM
10	B.Sc.,B.Com.B. A.and M.Com	25-01-2019	Exam /Evaluation/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 2018-19**

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. Learning 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, graphs, 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-learning, 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 justify the 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 2018-19

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

Sr.No.	Name of the Student	Class	Sign
1	Gopal Dnyaneshwar Navghare	B.Sc. I Sem. I	<u>G. Navghare</u>
2	Akshata Dadarao Padghan	B.Sc. I Sem. I	<u>A. D. Padghan</u>
3	Rajratna Sudhkar Sarkare	B.Sc. I Sem. I	<u>R. S. Sarkare</u>
4	Ashish Uttam Gaikwad	B.Sc. I Sem. I	<u>A. Gaikwad</u>
5	Archana Arjun Khandade	B.Sc. I Sem. I	<u>A. Khandade</u>
6	Hrushikesh Baliram Yelwande	B.Sc. I Sem. I	<u>H. B. Yelwande</u>
7	Vaishnavi Rajeshwar Mahajan	B.Sc. I Sem. I	<u>V. R. Mahajan</u>
8	Madhuri Gajanan Bharad	B.Sc. I Sem. I	<u>M. Bharad</u>
9	Punam Tryambak Cheke	B.Sc. I Sem. I	<u>P. Cheke</u>
10	Nikita Ashok Nighade	B.Sc. I Sem. I	<u>N. Nighade</u>
11	Harshada Dnyaneshwar Mudmali	B.Sc. I Sem. I	<u>H. D. Mudmali</u>
12	Ashwini Vishnu Changade	B.Sc. I Sem. I	<u>A. Changade</u>
13	Shital Sanjay Lahane	B.Sc. I Sem. I	<u>S. S. Lahane</u>
14	Madhuri Tirthraj Gawate	B.Sc. I Sem. I	<u>M. T. Gawate</u>
15	Aditi Narayan Rindhe	B.Sc. I Sem. I	<u>A. Rindhe</u>
16	Yogesh Sanjabrao Deshmukh	B.Sc. I Sem. I	<u>Y. S. Deshmukh</u>
17	Avinash Gajanan Kale	B.Sc. I Sem. I	<u>A. Kale</u>
18	Sumit Ramchanra Ambhore	B.Sc. I Sem. I	<u>S. Ambhore</u>
19	Bhagyshri Subhash Theng	B.Sc. I Sem. I	<u>B. Theng</u>

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Sr.No.	Name of the Student	Class	Sign
20	Kanchan Suresh Khurde	B.Sc. I Sem. I	<u>K.S. Khurde</u>
21	Shivdas Suresh Navghare	B.Sc. I Sem. I	S. S. Navghare
22	Akash Damodhar Dhamak	B.Sc. I Sem. I	A. D. Dhamak
23	Vaishnavi Bharat Bakal	B.Sc. I Sem. I	<u>V.B. Bakal</u>
24	Nikhil Prabhakar Ambhore	B.Sc. I Sem. I	N. P. Ambhore
25	Sajid Azhar Shaikh	B.Sc. I Sem. I	<u>S. A. Shaikh</u>
26	Komal Kailas Ingle	B.Sc. I Sem. I	K. K. Ingle
27	Shubham Dnyaneshwar Suradkar	B.Sc. I Sem. I	<u>S. Suradkar</u>
28	Shital Vitthal Falke	B.Sc. I Sem. I	<u>S. Falke</u>
29	Siddhi Girish Kulkarni	B.Sc. I Sem. I	S. G. Kulkarni
30	Neha Sureshrao Deshmukh	B.Sc. I Sem. I	N. S. Deshmukh
31	Umesh Ashok Waghmare	B. Com. I Sem. I	<u>U. A. Waghmare</u>
32	Ku. Shityal Tulsidas Kute	B. Com. I Sem. I	<u>S. Kute</u>
33	Saiyyad Habib Saiyyad Rahim	B. Com. I Sem. I	<u>S. H. Rahim</u>
34	Vishal Ramdas Ingle	B. Com. I Sem. I	V. R. Ingle
35	Ku. Rupali Bhart Akal	B. Com. I Sem. I	<u>R. Akal</u>
36	Ku. Rupali Dyaneshwar Thorat	B. Com. I Sem. I	<u>R. D. Thorat</u>
37	Ku. Sunita Shrikrishna Bhandare	B. Com. I Sem. I	S. S. Bhandare
38	Ku. Nita Gajanan Kharat	B. Com. I Sem. I	N. G. Kharat

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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
39	Ku.Jaya Vishwanath Tupkar	B. Com. I Sem. I	J. V. Tupkar
40	Ku.Komal Eknath Karhade	B. Com. I Sem. I	K. E. Karhade
41	Ku.Vaishnavi Shrikrushna Jadhao	B. Com. I Sem. I	V. S. Jadhao
42	Ku.Shila Sttawan Sawant	B. Com. I Sem. I	S. S. Sawant.
43	Pratik Bhagwan Armal	B. Com. I Sem. I	Pratimal
44	Nilesh anil Bhutekar	B. Com. I Sem. I	Nabhutekar
45	Ku.Pooja Rajkishor Kankal	B. Com. I Sem. I	P. R. Kankal
46	Anjankar Vishakha Anil	B.A. III Sem. IV	Anjankar
47	Bhanuse Ashwini Arun	B.A. III Sem. IV	Bhanusekar
48	Barkar Sachin Mohan	B.A. III Sem. IV	Sachin Barkar
49	Chavan Seema Dattu	B.A. III Sem. IV	S. D. Chavan
50	Dukre Pralhad Dinkar	B.A. III Sem. IV	D. B. Dukrekar
51	Gawate Vaibhav Ganesh	B.A. III Sem. IV	V. G. Gawate
52	Jadhav Akhash Avinash	B.A. III Sem. IV	A. A. Jadhav
53	Jadhav Pooja Sunil	B.A. III Sem. IV	P. S. Jadhav
54	Jadhav Vijay Suresh	B.A. III Sem. IV	V. S. Jadhav
55	Joshi Vaishali Dipak	B.A. III Sem. IV	V. Joshi
56	Khan Farana Anis	B.A. III Sem. IV	Farana
57	Patil Devyani Ramesh	B.A. III Sem. IV	Devil

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Sr.No.	Name of the Student	Class	Sign
58	Pawar Shalini Bhaskar	B.A. III Sem. IV	
59	Rasal Amol Rajiv	B.A. III Sem. IV	R. A. Rajiv
60	Salve Amrapali Bhaskar	B.A. III Sem. IV	A. B. Salve


(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

Shri Shivaji Education Society Amravati's
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1	Gopal Dnyaneshwar Navghare	B.Sc. I Sem. I	<u>GNavghare</u>	<u>GNavghare</u>	<u>GNavghare</u>	<u>GNavghare</u>	<u>GNavghare</u>
2	Akshata Dadarao Padghan	B.Sc. I Sem. I	<u>APadghan</u>	<u>APadghan</u>	<u>APadghan</u>	AB	<u>APadghan</u>
3	Rajratna Sudhkar Sarkare	B.Sc. I Sem. I	<u>RSarkare</u>	<u>RSarkare</u>	<u>RSarkare</u>	<u>RSarkare</u>	<u>RSarkare</u>
4	Ashish Uttam Gaikwad	B.Sc. I Sem. I	<u>AGaikwad</u>	<u>AGaikwad</u>	<u>AGaikwad</u>	<u>AGaikwad</u>	AB
5	Archana Arjun Khandade	B.Sc. I Sem. I	<u>AKhandade</u>	<u>AKhandade</u>	AB	<u>AKhandade</u>	<u>AKhandade</u>
6	Hrushikesh Baliram Yelwande	B.Sc. I Sem. I	<u>H.Yelwande</u>	<u>H.Yelwande</u>	<u>H.Yelwande</u>	<u>H.Yelwande</u>	AB
7	Vaishnavi Rajeshwar Mahajan	B.Sc. I Sem. I	<u>VMahajan</u>	<u>VMahajan</u>	<u>VMahajan</u>	AB	<u>VMahajan</u>
8	Madhuri Gajanan Bharad	B.Sc. I Sem. I	<u>MBharad</u>	<u>MBharad</u>	<u>MBharad</u>	<u>MBharad</u>	AB
9	Punam Tryambak Cheke	B.Sc. I Sem. I	<u>PCheke</u>	<u>PCheke</u>	<u>PCheke</u>	<u>PCheke</u>	<u>PCheke</u>
10	Nikita Ashok Nighade	B.Sc. I Sem. I	<u>NNighade</u>	<u>NNighade</u>	AB	<u>NNighade</u>	<u>NNighade</u>
11	Harshada Dnyaneshwar Mudmali	B.Sc. I Sem. I	<u>HMudmali</u>	<u>HMudmali</u>	<u>HMudmali</u>	AB	<u>HMudmali</u>
12	Ashwini Vishnu Changade	B.Sc. I Sem. I	<u>ACHangade</u>	<u>ACHangade</u>	AB	<u>ACHangade</u>	<u>ACHangade</u>
13	Shital Sanjay Lahane	B.Sc. I Sem. I	<u>SLahane</u>	<u>SLahane</u>	<u>SLahane</u>	<u>SLahane</u>	<u>SLahane</u>

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14	Madhuri Tirthraj Gawate	B.Sc. I Sem. I	<u>MTGawate</u>	<u>MTGawate</u>	<u>MTGawate</u>	AB	<u>MTGawate</u>
15	Aditi Narayan Rindhe	B.Sc. I Sem. I	<u>ARindhe</u>	<u>ARindhe</u>	AB	<u>ARindhe</u>	<u>ARindhe</u>
16	Yogesh Sanjabrao Deshmukh	B.Sc. I Sem. I	<u>YDeshmukh</u>	<u>YDeshmukh</u>	<u>YDeshmukh</u>	AB	<u>YDeshmukh</u>
17	Avinash Gajanan Kale	B.Sc. I Sem. I	<u>AKale</u>	<u>AKale</u>	<u>AKale</u>	<u>AKale</u>	<u>AKale</u>
18	Sumit Ramchanra Ambhore	B.Sc. I Sem. I	<u>SRAmbhore</u>	<u>SRAmbhore</u>	<u>SRAmbhore</u>	AB	<u>SRAmbhore</u>
19	Bhagyshri Subhash Theng	B.Sc. I Sem. I	<u>BSTheng</u>	<u>BSTheng</u>	<u>BSTheng</u>	<u>BSTheng</u>	<u>BSTheng</u>
20	Kanchan Suresh Khurde	B.Sc. I Sem. I	<u>KKhurde</u>	<u>KKhurde</u>	AB	<u>KKhurde</u>	<u>KKhurde</u>
21	Shivdas Suresh Navghare	B.Sc. I Sem. I	<u>SNNavghare</u>	<u>SNNavghare</u>	<u>SNNavghare</u>	<u>SNNavghare</u>	AB
22	Akash Damodhar Dhamak	B.Sc. I Sem. I	<u>ADhamak</u>	<u>ADhamak</u>	<u>ADhamak</u>	<u>ADhamak</u>	AB
23	Vaishnavi Bharat Bakal	B.Sc. I Sem. I	<u>VBakal</u>	<u>VBakal</u>	<u>VBakal</u>	AB	<u>VBakal</u>
24	Nikhil Prabhakar Ambhore	B.Sc. I Sem. I	<u>NAmbhore</u>	<u>NAmbhore</u>	<u>NAmbhore</u>	<u>NAmbhore</u>	AB
25	Sajid Azhar Shaikh	B.Sc. I Sem. I	<u>SAshuikh</u>	<u>SAshuikh</u>	<u>SAshuikh</u>	<u>SAshuikh</u>	AB
26	Komal Kailas Ingle	B.Sc. I Sem. I	<u>KIngle</u>	AB	<u>KIngle</u>	<u>KIngle</u>	<u>KIngle</u>

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27	Shubham Dnyaneshwar Suradkar	B.Sc. I Sem. I	SS Suradkar	AB	SS Suradkar	SS Suradkar	SS Suradkar
28	Shital Vitthal Falke	B.Sc. I Sem. I	SV Falke	SV Falke	SV Falke	SV Falke	SV Falke
29	Siddhi Girish Kulkarni	B.Sc. I Sem. I	SG Kulkarni	SG Kulkarni	SG Kulkarni	AB	SG Kulkarni
30	Neha Suresh Rao Deshmukh	B.Sc. I Sem. I	NS Deshmukh	NS Deshmukh	NS Deshmukh	AB	NS Deshmukh
31	Umesh Ashok Waghmare	B. Com. I Sem. I	UW Waghmare	UW Waghmare	UW Waghmare	AB	UW Waghmare
32	Ku. Shityal Tulsidas Kute	B. Com. I Sem. I	SK Kute	SK Kute	SK Kute	SK Kute	SK Kute
33	Saiyyad Habib Saiyyad Rahim	B. Com. I Sem. I	SHS Rahim	SHS Rahim	SHS Rahim	SHS Rahim	AB
34	Vishal Ramdas Ingle	B. Com. I Sem. I	VI Ingle	VI Ingle	VI Ingle	AB	VI Ingle
35	Ku. Rupali Bharti Akal	B. Com. I Sem. I	AB	RB Akal	RB Akal	RB Akal	RB Akal
36	Ku. Rupali Dyaneshwar Thorat	B. Com. I Sem. I	RD Thorat	RD Thorat	AB	RD Thorat	RD Thorat
37	Ku. Sunita Shrikrishna Bhandare	B. Com. I Sem. I	SSB Bhandare	SSB Bhandare	SSB Bhandare	AB	SSB Bhandare
38	Ku. Nita Gajanan Kharat	B. Com. I Sem. I	NGK Kharat	NGK Kharat	NGK Kharat	AB	NGK Kharat
39	Ku. Jaya Vishwanath Tupkar	B. Com. I Sem. I	JT Tupkar	JT Tupkar	JT Tupkar	JT Tupkar	AB

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27	Shubham Dnyaneshwar Suradkar	B.Sc. I Sem. I	SS Suradkar	AB	SS Suradkar	SS Suradkar	SS Suradkar
28	Shital Vitthal Falke	B.Sc. I Sem. I	SV Falke	SV Falke	SV Falke	SV Falke	SV Falke
29	Siddhi Girish Kulkarni	B.Sc. I Sem. I	SG Kulkarni	SG Kulkarni	SG Kulkarni	AB	SG Kulkarni
30	Neha Suresh Rao Deshmukh	B.Sc. I Sem. I	NS Deshmukh	NS Deshmukh	NS Deshmukh	AB	NS Deshmukh
31	Umesh Ashok Waghmare	B. Com. I Sem. I	UW Waghmare	UW Waghmare	UW Waghmare	AB	UW Waghmare
32	Ku. Shityal Tulsidas Kute	B. Com. I Sem. I	SK Kute	SK Kute	SK Kute	SK Kute	SK Kute
33	Saiyyad Habib Saiyyad Rahim	B. Com. I Sem. I	SHS Rahim	SHS Rahim	SHS Rahim	SHS Rahim	AB
34	Vishal Ramdas Ingle	B. Com. I Sem. I	VI Ingle	VI Ingle	VI Ingle	AB	VI Ingle
35	Ku. Rupali Bharti Akal	B. Com. I Sem. I	AB	RB Akal	RB Akal	RB Akal	RB Akal
36	Ku. Rupali Dyaneshwar Thorat	B. Com. I Sem. I	RD Thorat	RD Thorat	AB	RD Thorat	RD Thorat
37	Ku. Sunita Shrikrishna Bhandare	B. Com. I Sem. I	SSB Bhandare	SSB Bhandare	SSB Bhandare	AB	SSB Bhandare
38	Ku. Nita Gajanan Kharat	B. Com. I Sem. I	NGK Kharat	NGK Kharat	NGK Kharat	AB	NGK Kharat
39	Ku. Jaya Vishwanath Tupkar	B. Com. I Sem. I	JT Tupkar	JT Tupkar	JT Tupkar	JT Tupkar	AB

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 2018-19

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

Sr. No.	Name of the Student	Class	14-01-2019 09:30AM to 10:30AM	15-01-2019 09:30AM to 10:30AM	16-01-2019 09:30AM to 10:30AM	17-01-2019 09:30AM to 10:30AM	18-01-2019 09:30AM to 10:30AM
40	Ku.Komal Eknath Karhade	B. Com. I Sem. I	KEKerhade	KEKerhade	KEKerhade	AB	KEKerhade
41	Ku.Vaishnavi Shrikrushna Jadhao	B. Com. I Sem. I	VSTadhao	VSTadhao	AB	VSTadhao	VSTadhao
42	Ku.Shila Sttawan Sawant	B. Com. I Sem. I	SSSawant	AB	SSSawant	SSSawant	SSSawant
43	Pratik Bhagwan Armal	B. Com. I Sem. I	PBArmal	PBArmal	PBArmal	PBArmal	AB
44	Nilesh anil Bhutekar	B. Com. I Sem. I	NABhutekar	NABhutekar	AB	NABhutekar	NABhutekar
45	Ku.Pooja Rajkishor Kankal	B. Com. I Sem. I	PRKankal	PRKankal	AB	PRKankal	PRKankal
46	Anjankar Vishakha Anil	B.A. III Sem. IV	AAAnjankar	AAAnjankar	AAAnjankar	AAAnjankar	AB
47	Bhanuse Ashwini Arun	B.A. III Sem. IV	AABhanuse	AABhanuse	AB	AABhanuse	AABhanuse
48	Barkar Sachin Mohan	B.A. III Sem. IV	SMBarkar	SMBarkar	SMBarkar	AB	SMBarkar
49	Chavan Seema Dattu	B.A. III Sem. IV	SDChavan	SDChavan	SDChavan	SDChavan	AB
50	Dukre Pralhad Dinkar	B.A. III Sem. IV	PDukre	PDukre	PDukre	AB	PDukre
51	Gawate Vaibhav Ganesh	B.A. III Sem. IV	GGGawate	GGGawate	AB	GGGawate	GGGawate
52	Jadhav Akhash Avinash	B.A. III Sem. IV	AAJadhav	AAJadhav	AAJadhav	AAJadhav	AB

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

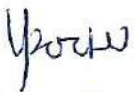
Academic Year 2018-19

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53	Jadhav Pooja Sunil	B.A. III Sem. IV	PSJadhav	PSJadhav	PSJadhav	AB	PSJadhav
54	Jadhav Vijay Suresh	B.A. III Sem. IV	VSJadhav	VSJadhav	VSJadhav	VSJadhav	AB
55	Joshi Vaishali Dipak	B.A. III Sem. IV	VJoshi	AB	VJoshi	VJoshi	VJoshi
56	Khan Farana Anis	B.A. III Sem. IV	FAKhan	FAKhan	AB	FAKhan	FAKhan
57	Patil Devyani Ramesh	B.A. III Sem. IV	ROPatil	ROPatil	ROPatil	ROPatil	AB
58	Pawar Shalini Bhaskar	B.A. III Sem. IV	SBPawar	SBPawar	SBPawar	AB	SBPawar
59	Rasal Amol Rajiv	B.A. III Sem. IV	ARRasal	ARRasal	ARRasal	ARRasal	AB
60	Salve Amrapali Bhaskar	B.A. III Sem. IV	ABSolve	ABSolve	ABSolve	AB	ABSolve


(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

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.
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1	Gopal Dnyaneshwar Navghare	B.Sc. I Sem. I	<u>G. Navghare</u>	<u>G. Navghare</u>	<u>G. Navghare</u>	<u>G. Navghare</u>	<u>G. Navghare</u>
2	Akshata Dadarao Padghan	B.Sc. I Sem. I	<u>A.D. Padghan</u>	<u>A.D. Padghan</u>	<u>A.D. Padghan</u>	<u>A.D. Padghan</u>	<u>A.D. Padghan</u>
3	Rajratna Sudhkar Sarkare	B.Sc. I Sem. I	<u>R. Sarkare</u>	<u>R. Sarkare</u>	<u>R. Sarkare</u>	<u>R. Sarkare</u>	AB
4	Ashish Uttam Gaikwad	B.Sc. I Sem. I	<u>A. Gaikwad</u>	<u>A. Gaikwad</u>	<u>A. Gaikwad</u>	<u>A. Gaikwad</u>	<u>A. Gaikwad</u>
5	Archana Arjun Khandade	B.Sc. I Sem. I	<u>A. Khandade</u>	<u>A. Khandade</u>	<u>A. Khandade</u>	<u>A. Khandade</u>	<u>A. Khandade</u>
6	Hrushikesh Baliram Yelwande	B.Sc. I Sem. I	<u>H. Yelwande</u>	<u>H. Yelwande</u>	<u>H. Yelwande</u>	<u>H. Yelwande</u>	<u>H. Yelwande</u>
7	Vaishnavi Rajeshwar Mahajan	B.Sc. I Sem. I	<u>V. Mahajan</u>	<u>V. Mahajan</u>	<u>V. Mahajan</u>	<u>V. Mahajan</u>	AB
8	Madhuri Gajanan Bharad	B.Sc. I Sem. I	<u>M. Bharad</u>	<u>M. Bharad</u>	<u>M. Bharad</u>	<u>M. Bharad</u>	<u>M. Bharad</u>
9	Punam Tryambak Cheke	B.Sc. I Sem. I	<u>P. Cheke</u>	<u>P. Cheke</u>	<u>P. Cheke</u>	<u>P. Cheke</u>	<u>P. Cheke</u>
10	Nikita Ashok Nighade	B.Sc. I Sem. I	<u>N. Nighade</u>	<u>N. Nighade</u>	<u>N. Nighade</u>	<u>N. Nighade</u>	<u>N. Nighade</u>
11	Harshada Dnyaneshwar Mudmali	B.Sc. I Sem. I	<u>H. Mudmali</u>	<u>H. Mudmali</u>	<u>H. Mudmali</u>	<u>H. Mudmali</u>	AB
12	Ashwini Vishnu Changade	B.Sc. I Sem. I	<u>A. Changade</u>	<u>A. Changade</u>	<u>A. Changade</u>	<u>A. Changade</u>	<u>A. Changade</u>
13	Shital Sanjay Lahane	B.Sc. I Sem. I	<u>S. Lahane</u>	<u>S. Lahane</u>	<u>S. Lahane</u>	<u>S. Lahane</u>	<u>S. Lahane</u>

Shri Shivaji Education Society Amravati's
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14	Madhuri Tirthraj Gawate	B.Sc. I Sem. I	<u>M Gawate</u>	<u>M Gawate</u>	<u>M Gawate</u>	<u>M Gawate</u>	AB
15	Aditi Narayan Rindhe	B.Sc. I Sem. I	<u>A Rindhe</u>	<u>A Rindhe</u>	<u>A Rindhe</u>	<u>A Rindhe</u>	<u>A Rindhe</u>
16	Yogesh Sanjabrao Deshmukh	B.Sc. I Sem. I	<u>Y S Deshmukh</u>	<u>Y S Deshmukh</u>	<u>Y S Deshmukh</u>	<u>Y S Deshmukh</u>	<u>Y S Deshmukh</u>
17	Avinash Gajanan Kale	B.Sc. I Sem. I	<u>A Kale</u>	<u>A Kale</u>	<u>A Kale</u>	<u>A Kale</u>	AB
18	Sumit Ramchanra Ambhore	B.Sc. I Sem. I	<u>S Ambhore</u>	<u>S Ambhore</u>	<u>S Ambhore</u>	<u>S Ambhore</u>	<u>S Ambhore</u>
19	Bhagyshri Subhash Theng	B.Sc. I Sem. I	<u>B Theng</u>	<u>B Theng</u>	<u>B Theng</u>	<u>B Theng</u>	<u>B Theng</u>
20	Kanchan Suresh Khurde	B.Sc. I Sem. I	<u>K Khurde</u>	<u>K Khurde</u>	<u>K Khurde</u>	<u>K Khurde</u>	AB
21	Shivdas Suresh Navghare	B.Sc. I Sem. I	<u>S Navghare</u>	<u>S Navghare</u>	<u>S Navghare</u>	<u>S Navghare</u>	<u>S Navghare</u>
22	Akash Damodhar Dhamak	B.Sc. I Sem. I	<u>A Dhamak</u>	<u>A Dhamak</u>	<u>A Dhamak</u>	AB	<u>A Dhamak</u>
23	Vaishnavi Bharat Bakal	B.Sc. I Sem. I	<u>V Bakal</u>	<u>V Bakal</u>	<u>V Bakal</u>	<u>V Bakal</u>	<u>V Bakal</u>
24	Nikhil Prabhakar Ambhore	B.Sc. I Sem. I	<u>N Ambhore</u>	<u>N Ambhore</u>	<u>N Ambhore</u>	<u>N Ambhore</u>	<u>N Ambhore</u>
25	Sajid Azhar Shaikh	B.Sc. I Sem. I	<u>S Shaikh</u>	<u>S Shaikh</u>	AB	<u>S Shaikh</u>	<u>S Shaikh</u>
26	Komal Kailas Ingle	B.Sc. I Sem. I	<u>K Ingle</u>	<u>K Ingle</u>	<u>K Ingle</u>	<u>K Ingle</u>	<u>K Ingle</u>

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.

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27	Shubham Dnyaneshwar Suradkar	B.Sc. I Sem. I	<u>Suradkar</u>	<u>Suradkar</u>	<u>Suradkar</u>	AB	<u>Suradkar</u>
28	Shital Vitthal Falke	B.Sc. I Sem. I	<u>Falke</u>	<u>Falke</u>	<u>Falke</u>	<u>Falke</u>	<u>Falke</u>
29	Siddhi Girish Kulkarni	B.Sc. I Sem. I	<u>Skulkarni</u>	<u>Skulkarni</u>	<u>Skulkarni</u>	<u>Skulkarni</u>	<u>Skulkarni</u>
30	Neha Suresh Rao Deshmukh	B.Sc. I Sem. I	<u>Deshmukh</u>	<u>Deshmukh</u>	<u>Deshmukh</u>	AB	<u>Deshmukh</u>
31	Umesh Ashok Waghmare	B. Com. I Sem. I	<u>Waghmare</u>	<u>Waghmare</u>	<u>Waghmare</u>	<u>Waghmare</u>	<u>Waghmare</u>
32	Ku. Shityal Tulśidas Kute	B. Com. I Sem. I	<u>Kute</u>	<u>Kute</u>	<u>Kute</u>	<u>Kute</u>	<u>Kute</u>
33	Saiyyad Habib Saiyyad Rahim	B. Com. I Sem. I	<u>Saiyyad Rahim</u>	<u>Saiyyad Rahim</u>	<u>Saiyyad Rahim</u>	<u>Saiyyad Rahim</u>	AB
34	Vishal Ramdas Ingle	B. Com. I Sem. I	<u>Ingle</u>	<u>Ingle</u>	<u>Ingle</u>	<u>Ingle</u>	<u>Ingle</u>
35	Ku. Rupali Bhart Akal	B. Com. I Sem. I	<u>Bhart Akal</u>	<u>Bhart Akal</u>	<u>Bhart Akal</u>	<u>Bhart Akal</u>	<u>Bhart Akal</u>
36	Ku. Rupali Dyaneshwar Thorat	B. Com. I Sem. I	<u>Thorat</u>	<u>Thorat</u>	<u>Thorat</u>	AB	<u>Thorat</u>
37	Ku. Sunita Shrikrishna Bhandare	B. Com. I Sem. I	<u>Bhandare</u>	<u>Bhandare</u>	<u>Bhandare</u>	<u>Bhandare</u>	<u>Bhandare</u>
38	Ku. Nita Gajanan Kharat	B. Com. I Sem. I	<u>Kharat</u>	<u>Kharat</u>	<u>Kharat</u>	<u>Kharat</u>	<u>Kharat</u>
39	Ku. Jaya Vishwanath Tupkar	B. Com. I Sem. I	<u>Tupkar</u>	<u>Tupkar</u>	<u>Tupkar</u>	<u>Tupkar</u>	AB

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.

Department of Computer Science

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40	Ku.Komal Eknath Karhade	B. Com. I Sem. I	<u>K Karhade</u>	<u>K Karhade</u>	<u>K Karhade</u>	AB	<u>K Karhade</u>
41	Ku.Vaishnavi Shrikrushna Jadhao	B. Com. I Sem. I	<u>V Jadhao</u>	<u>V Jadhao</u>	<u>V Jadhao</u>	<u>V Jadhao</u>	<u>V Jadhao</u>
42	Ku.Shila Sttawan Sawant	B. Com. I Sem. I	<u>S Sawant</u>	<u>S Sawant</u>	<u>S Sawant</u>	<u>S Sawant</u>	AB
43	Pratik Bhagwan Armal	B. Com. I Sem. I	<u>P Armal</u>	<u>P Armal</u>	<u>P Armal</u>	<u>P Armal</u>	<u>P Armal</u>
44	Nilesh anil Bhutekar	B. Com. I Sem. I	<u>N Bhutekar</u>	<u>N Bhutekar</u>	<u>N Bhutekar</u>	<u>N Bhutekar</u>	AB
45	Ku.Pooja Rajkishor Kankal	B. Com. I Sem. I	<u>P Kankal</u>	<u>P Kankal</u>	<u>P Kankal</u>	<u>P Kankal</u>	<u>P Kankal</u>
46	Anjankar Vishakha Anil	B.A. III Sem. IV	<u>A Anjankar</u>	<u>A Anjankar</u>	<u>A Anjankar</u>	<u>A Anjankar</u>	AB
47	Bhanuse Ashwini Arun	B.A. III Sem. IV	<u>B Bhanuse</u>	<u>B Bhanuse</u>	<u>B Bhanuse</u>	<u>B Bhanuse</u>	<u>B Bhanuse</u>
48	Barkar Sachin Mohan	B.A. III Sem. IV	<u>S Barkar</u>	<u>S Barkar</u>	<u>S Barkar</u>	<u>S Barkar</u>	AB
49	Chavan Seema Dattu	B.A. III Sem. IV	<u>S Chavan</u>	<u>S Chavan</u>	<u>S Chavan</u>	<u>S Chavan</u>	<u>S Chavan</u>
50	Dukre Pralhad Dinkar	B.A. III Sem. IV	<u>P Dukre</u>	<u>P Dukre</u>	<u>P Dukre</u>	<u>P Dukre</u>	<u>P Dukre</u>
51	Gawate Vaibhav Ganesh	B.A. III Sem. IV	<u>V Gawate</u>	<u>V Gawate</u>	<u>V Gawate</u>	AB	<u>V Gawate</u>
52	Jadhav Akhash Avinash	B.A. III Sem. IV	<u>A Jadhav</u>	<u>A Jadhav</u>	<u>A Jadhav</u>	<u>A Jadhav</u>	<u>A Jadhav</u>

Shri Shivaji Education Society Amravati's
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53	Jadhav Pooja Sunil	B.A. III Sem. IV	PS Jadhav	PS Jadhav	PS Jadhav	AB	PS Jadhav
54	Jadhav Vijay Suresh	B.A. III Sem. IV	VS Jadhav	VS Jadhav	VS Jadhav	VS Jadhav	VS Jadhav
55	Joshi Vaishali Dipak	B.A. III Sem. IV	VD Joshi	VD Joshi	VD Joshi	VD Joshi	VD Joshi
56	Khan Farana Anis	B.A. III Sem. IV	FF Khan	FF Khan	FF Khan	FF Khan	AB
57	Patil Devyani Ramesh	B.A. III Sem. IV	DR Patil	DR Patil	DR Patil	DR Patil	DR Patil
58	Pawar Shalini Bhaskar	B.A. III Sem. IV	SB Pawar	SB Pawar	SB Pawar	SB Pawar	SB Pawar
59	Rasal Amol Rajiv	B.A. III Sem. IV	AR Rasal	AR Rasal	AR Rasal	AR Rasal	AB
60	Salve Amrapali Bhaskar	B.A. III Sem. IV	AS Salve	AS Salve	AS Salve	AS Salve	AS Salve

(Dr. A. B. Kadam)

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

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



**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

Action taken report on

**Certificate Course in MS-Office Suite & Introduction to Internet
Academic Year 2018-19**

Date: 14/01/2019 to 25/01/2019

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: -14/01/2019 to 25/01/2019

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 14th January 2019 to 25th January 2019. 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 14 January 2019 to 25 January 2019 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 25 January 2019 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.


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


Principal
PRINCIPAL
Shri Shivaji Science & Arts
College, Chikhli, Dist Buldana





॥ ज्ञानम् परम् ध्येयम् ॥

**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**

14.01.2019 to 25.01.2019

CERTIFICATE OF PARTICIPATION

This is to certify that Mr./MS. **Umesh Ashok Waghmare** studying in class **B.Com.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 14/01/2019 to 25/01/2019.

**Dr.A.B.Kadam
Coordinator**

**Dr.A.M.Garode
Principal**



॥ ज्ञानम् परम् ध्येयम् ॥

**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**

14.01.2019 to 25.01.2019

CERTIFICATE OF PARTICIPATION

This is to certify that Mr./MS. **Patil Devyani Ramesh** studying in class **B.A.III rd Year** from Shri Shivaji Science & Arts College, Chikhli. Has successfully completed the certificate course in MS-Office Suite and Introduction to Internet during on 14/01/2019 to 25/01/2019.

Dr.A.B.Kadam
Coordinator

Dr.A.M.Garode
Principal