



**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 in 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.Co m.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.Co m.B.A.and M.Com	16-01-2018	MS Word	Dr.A.B.Kadam	09:00 Am. To 10:00AM
3	B.Sc.,B.Co m.B.A.and M.Com	17-01-2018	MS Word	Dr.A.B.Kadam	09:00 Am. To 10:00AM
4	B.Sc.,B.Co m.B.A.and M.Com	18-01-2018	MS Word	Dr.A.B.Kadam	09:00 Am. To 10:00AM
5	B.Sc.,B.Co m.B.A.and M.Com	19-01-2018	MS PowerPoint	Dr.A.B.Kadam	09:00 Am. To 10:00AM
6	B.Sc.,B.Co m.B.A.and M.Com	22-01-2018	MS PowerPoint	Dr.A.B.Kadam	09:00 Am. To 10:00AM
7	B.Sc.,B.Co m.B.A.and M.Com	23-01-2018	MS Excel	Dr.A.B.Kadam	09:00 Am. To 10:00AM
8	B.Sc.,B.Co m.B.A.and M.Com	24-01-2018	MS Excel	Dr.A.B.Kadam	09:00 Am. To 10:00AM
9	B.Sc.,B.Co m.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.Co m.B.A.and M.Com	26-01-2018	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 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. 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 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	<u>Student</u>
2	MR. Shyam Prakash Wayalkar	B.Sc. I Sem. I	<u>Wayalkar</u>
3	Ku. Dhanashri Dattatraya Joshi	B.Sc. I Sem. I	<u>Joshi</u>
4	Rushikesh Gajanan Kute	B.Sc. I Sem. I	<u>R. G. Kute</u>
5	Gopal Laxman Tawar	B.Sc. I Sem. I	<u>Tawar</u>
6	Ku. Ashwini Maroti Wadekar	B.Sc. I Sem. I	<u>Wadekar</u>
7	Rajesh Sakru Jorwar	B.Sc. I Sem. I	<u>Jorwar</u>
8	Alpesh Dilip Lokhande	B.Sc. I Sem. I	<u>Lokhande</u>
9	Talib Mansur Sayyed	B.Sc. I Sem. I	<u>T. M. Sayyed</u>
10	Ku. Jayashree Vijay Theng	B.Sc. I Sem. I	<u>JTheng</u>
11	Mayur Gajanan Umre	B.Sc. I Sem. I	<u>Umre</u>
12	MR. Abhishek Gajanan Hinge	B.Sc. I Sem. I	<u>Hinge</u>
13	Prasad Shriram Warpe	B.Sc. I Sem. I	<u>Warpe</u>
14	Shubham Rajesh Shelke	B.Sc. I Sem. I	<u>Shelke</u>
15	Ajay Madan Sirsat	B.Sc. I Sem. I	<u>A. M. Sirsat</u>
16	Mangesh Rajesh Sonune	B.Sc. I Sem. I	<u>Sonune</u>
17	Ku. Bharti Sahebrao Ambhore	B.Sc. I Sem. I	<u>Ambhore</u>
18	Abhijit Vijay Dhandar	B.Sc. I Sem. I	<u>A. V. Dhandar</u>
19	Pavan Prabhakar Janjal	B.Sc. I Sem. I	<u>Janjal</u>

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 Department of Computer Science
Certificate Course in MS-Office Suite & Introduction to Internet
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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	<u>R. R. Khose</u>
21	Sujit Subhash Kore	B.Sc. I Sem. I	<u>Skore</u>
22	Ku. Anjali Gajanan Jagdale	B.Sc. I Sem. I	<u>AJagdale</u>
23	Ku. Shital Ashok Thutte	B.Sc. I Sem. I	<u>SThutte</u>
24	Ganesh Sanjay Zalte	B.Sc. I Sem. I	<u>G. S. Zalte</u>
25	Pankaj Suresh Lahudkar	B.Sc. I Sem. I	<u>P.Lahudkar</u>
26	Sanrosh Mukund Saraf	B.Sc. I Sem. I	<u>SSaraf</u>
27	Amol Eknath Shinde	B.Sc. I Sem. I	<u>Ashinde</u>
28	Vinay Vitthal Zine	B.Sc. I Sem. I	<u>VZine</u>
29	Sachin Madhusudan Kale	B.Sc. I Sem. I	<u>Skale</u>
30	Akshay Dilip Panchal	B.Sc. I Sem. I	<u>APanchal</u>
31	Ku.S.D.Pimple	B. Com. I Sem. I	<u>SPimple</u>
32	Ku.D.R. Waghmare	B. Com. I Sem. I	<u>D. R. Waghmare</u>
33	Ku.R.G.Unhale	B. Com. I Sem. I	<u>R. G. Unhale</u>
34	Ku. P.P.Dukare	B. Com. I Sem. I	<u>PDukare</u>
35	A.P.Jadhav	B. Com. I Sem. I	<u>AJadhav</u>
36	K.M.Rindhe	B. Com. I Sem. I	<u>KRindhe</u>
37	Ku.V.S.Salkute	B. Com. I Sem. I	<u>VSalkute</u>
38	Ku.K.A.Gawade	B. Com. I Sem. I	<u>K. A. Gawade</u>

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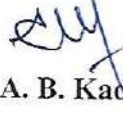
List of Admitted Students For Certificate Course in MS-Office Suite & Introduction to Internet

Sr.No.	Name of the Student	Class	Sign
39	Ku.P.R.Mhaske	B. Com. I Sem. I	<u>P.Mhaske</u>
40	Ku.P.R.Patil	B. Com. I Sem. I	<u>P.Patil</u>
41	Ku.R.R.Deshmukh	B. Com. I Sem. I	<u>P. R. Deshmukh</u>
42	K.G.Deokar	B. Com. I Sem. I	<u>Deokar</u>
43	Ku.A.G.Mate	B. Com. I Sem. I	<u>A.Mate</u>
44	S.S.Shelke	B. Com. I Sem. I	<u>Sshelke</u>
45	Ku.V.G..Gawai	B. Com. I Sem. I	<u>V.Gawai</u>
46	P.A.Wankhede	B.A. I Sem. I	<u>P. A. Wankhede</u>
47	Ku.P.V.Ingle	B.A. I Sem. I	<u>Pingle</u>
48	Ku.P.V.Chothe	B.A. I Sem. I	<u>Pchothe</u>
49	Ku.P.R.Malve	B.A. I Sem. I	<u>Pmalve</u>
50	P.D.Jadhao	B.A. I Sem. I	<u>P.Jadhao</u>
51	R.G.Aglave	B.A. I Sem. I	<u>R. G. Aglave</u>
52	R.K.Gaikwad	B.A. I Sem. I	<u>R.Gaikwad</u>
53	R.M.Jadhao	B.A. I Sem. I	<u>R.Jadhao</u>
54	R.P.Yangad	B.A. I Sem. I	<u>R. P. Yangad</u>
55	R.P.Jadhao	B.A. I Sem. I	<u>R.Jadhao</u>
56	R.S.Shejoi	B.A. I Sem. I	<u>R. S. Shejoi</u>
57	R.G.Hurde	B.A. I Sem. I	<u>R.Hurde</u>

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Sr.No.	Name of the Student	Class	Sign
58	R.A.Sheshrao	B.A. I Sem. I	<u>R. A. Sheshrao</u>
59	R.K.Pawar	B.A. I Sem. I	<u>Pawar</u>
60	R.D.Misal	B.A. I Sem. I	<u>Rmisal</u>


(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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Attendance 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.D.Joshi	AB	D.P.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	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	Alkhande	Alkhande	Alkhande	Alkhande	Alkhande
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	Umre	Umre	Umre	Umre	Umre
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	Warpe	Warpe	Warpe	Warpe	Warpe

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14	Shubham Rajesh Shelke	B.Sc. I Sem. I	<u>Shelke</u>	<u>Shelke</u>	<u>Shelke</u>	AB	<u>Shelke</u>
15	Ajay Madan Sirsat	B.Sc. I Sem. I	<u>MSirsat</u>	<u>MSirsat</u>	<u>MSirsat</u>	<u>MSirsat</u>	<u>MSirsat</u>
16	Mangesh Rajesh Sonune	B.Sc. I Sem. I	<u>MR.SOUNDE</u>	AB	<u>MR.SOUNDE</u>	<u>MR.SOUNDE</u>	<u>MR.SOUNDE</u>
17	Ku.Bharti Sahebrao Ambhore	B.Sc. I Sem. I	<u>Ambhore</u>	<u>Ambhore</u>	<u>Ambhore</u>	<u>Ambhore</u>	<u>Ambhore</u>
18	Abhijit Vijay Dhandar	B.Sc. I Sem. I	<u>Ahmandas</u>	<u>Ahmandas</u>	<u>Ahmandas</u>	<u>Ahmandas</u>	<u>Ahmandas</u>
19	Pavan Prabhakar Janjal	B.Sc. I Sem. I	<u>Panjil</u>	<u>Panjil</u>	<u>Panjil</u>	<u>Panjil</u>	<u>Panjil</u>
20	Rushikesh Ravindra Khose	B.Sc. I Sem. I	<u>Rhose</u>	<u>Rhose</u>	<u>Rhose</u>	AB	<u>Rhose</u>
21	Sujit Subhash Kore	B.Sc. I Sem. I	<u>Rhose</u>	<u>Rhose</u>	<u>Rhose</u>	<u>Rhose</u>	<u>Rhose</u>
22	Ku. Anjali Gajanan Jagdale	B.Sc. I Sem. I	<u>Jagdale</u>	<u>Jagdale</u>	<u>Jagdale</u>	<u>Jagdale</u>	AB
23	Ku. Shital Ashok Thutte	B.Sc. I Sem. I	<u>Thutte</u>	<u>Thutte</u>	<u>Thutte</u>	AB	<u>Thutte</u>
24	Ganesh Sanjay Zalte	B.Sc. I Sem. I	<u>G.S.Zalte</u>	<u>G.S.Zalte</u>	<u>G.S.Zalte</u>	<u>G.S.Zalte</u>	<u>G.S.Zalte</u>
25	Pankaj Suresh Lahudkar	B.Sc. I Sem. I	<u>Lahudkar</u>	<u>Lahudkar</u>	<u>Lahudkar</u>	<u>Lahudkar</u>	AB
26	Sanrosh Mukund Saraf	B.Sc. I Sem. I	<u>S.M.saraf</u>	<u>S.M.saraf</u>	<u>S.M.saraf</u>	<u>S.M.saraf</u>	<u>S.M.saraf</u>

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27	Amol Eknath Shinde	B.Sc. I Sem. I	<u>Ashinde</u>	<u>Ashinde</u>	AB	<u>Ashinde</u>	<u>Ashinde</u>
28	Vinay Vitthal Zine	B.Sc. I Sem. I	<u>Vzine</u>	<u>Vzine</u>	<u>Vzine</u>	<u>Vzine</u>	<u>Vzine</u>
29	Sachin Madhusudan Kale	B.Sc. I Sem. I	S.M.kale	SMakale	SM.kale	SMkale	SM.kale
30	Akshay Dilip Panchal	B.Sc. I Sem. I	<u>APanchal</u>	<u>APanchal</u>	<u>APanchal</u>	<u>APanchal</u>	<u>APanchal</u>
31	Ku.S.D.Pimple	B. Com. I Sem. I	<u>Spimple</u>	<u>Spimple</u>	<u>Spimple</u>	<u>Spimple</u>	<u>Spimple</u>
32	Ku.D.R. Waghmare	B. Com. I Sem. I	<u>Dwaghmare</u>	<u>Dwaghmare</u>	AB	<u>Dwaghmare</u>	<u>Dwaghmare</u>
33	Ku.R.G.Unhale	B. Com. I Sem. I	<u>Runhale</u>	<u>Runhale</u>	<u>RUnhale</u>	<u>Rahale</u>	<u>RUnhale</u>
34	Ku. P.P.Dukare	B. Com. I Sem. I	<u>Pukare</u>	<u>Pukare</u>	<u>Pukare</u>	<u>Pukare</u>	<u>Pukare</u>
35	A.P.Jadhav	B. Com. I Sem. I	<u>APJadhav</u>	<u>APJadhav</u>	<u>APJadhav</u>	AB	<u>APJadhav</u>
36	K.M.Rindhe	B. Com. I Sem. I	<u>Rindhe</u>	<u>Rindhe</u>	<u>Rindhe</u>	<u>Rindhe</u>	<u>Rindhe</u>
37	Ku.V.S.Salkute	B. Com. I Sem. I	<u>VSalkute</u>		<u>VSalkute</u>	<u>VSalkute</u>	<u>VSalkute</u>
38	Ku.K.A.Gawade	B. Com. I Sem. I	<u>KGawade</u>	<u>KGawade</u>	<u>KGawade</u>	<u>KGawade</u>	AB
39	Ku.P.R.Mhaske	B. Com. I Sem. I	<u>PMhaske</u>	<u>PMhaske</u>	<u>PMhaske</u>	<u>PMhaske</u>	<u>PMhaske</u>

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40	Ku.P.R.Patil	B. Com. I Sem. I	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>
41	Ku.R.R.Deshmukh	B. Com. I Sem. I	<u>Deshmukh</u>	AB	<u>Deshmukh</u>	<u>Deshmukh</u>	<u>Deshmukh</u>
42	K.G.Deokar	B. Com. I Sem. I	AB	<u>Deokar</u>	<u>Deokar</u>	<u>Deokar</u>	<u>Deokar</u>
43	Ku.A.G.Mate	B. Com. I Sem. I	<u>A.G.Mate</u>	<u>AGMate</u>	<u>A.G.Mate</u>	<u>AG.Mate</u>	<u>AGMate.</u>
44	S.S.Shelke	B. Com. I Sem. I	<u>Shelke</u>	<u>Shelke</u>	<u>Sshelke</u>	<u>Shelke</u>	<u>Sshelke</u>
45	Ku.V.G..Gawai	B. Com. I Sem. I	<u>Gawal</u>	<u>Gawal</u>	<u>Gawal</u>	<u>Gawal</u>	AB
46	P.A.Wankhede	B.A. I Sem. I	<u>Wankhede</u>	<u>Wankhede</u>	<u>Wankhede</u>	<u>Wankhede</u>	<u>Wankhede</u>
47	Ku.P.V.Ingle	B.A. I Sem. I	<u>P.V.Ingle</u>	<u>P.V.Ingle</u>	<u>P.V.Ingle</u>	<u>P.V.Ingle</u>	<u>P.V.Ingle</u>
48	Ku.P.V.Chothe	B.A. I Sem. I	<u>Chothe</u>	<u>chothe</u>	<u>Chole</u>	<u>Chothe</u>	<u>chothe</u>
49	Ku.P.R.Malve	B.A. I Sem. I	<u>PRMalve</u>	<u>P.R.Malve</u>	<u>P.Rmalve</u>	AB	<u>PRMalve</u>
50	P.D.Jadhao	B.A. I Sem. I	<u>Padhao</u>	<u>Padhao</u>	<u>Padhao</u>	<u>Padhao</u>	<u>Padhao.</u>
51	R.G.Aglave	B.A. I Sem. I	<u>Aglave</u>	<u>Aglave</u>	<u>Patglave</u>	<u>Aglave</u>	<u>Aglave</u>
52	R.K.Gaikwad	B.A. I Sem. I	<u>Gaikwad</u>	<u>Gaikwad</u>	<u>Gaikwad</u>	<u>Gaikwad</u>	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 2017-18

Attendance 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
53	R.M.Jadhao	B.A. I Sem. I	<u>Radhao</u>	<u>Radhao</u>	<u>Radhao</u>	AB	<u>Radhao</u>
54	R.P.Yangad	B.A. I Sem. I	R.P.Yangad	R.P.Yangad	R.P.Yangad	R.P.Yangad	R.P.Yangad
55	R.P.Jadhao	B.A. I Sem. I	<u>Radhao</u>	<u>Radhao</u>	<u>Radhao</u>	<u>Radhao</u>	<u>Radhao</u>
56	R.S.Shejol	B.A. I Sem. I	<u>Rshejal</u>	<u>Rshejal</u>	<u>Rshejal</u>	<u>Rshejal</u>	<u>Rshejal</u>
57	R.G.Hurde	B.A. I Sem. I	<u>R.G.Hurde</u>	<u>R.G.Hurde</u>	<u>R.G.Hurde</u>	AB	<u>R.G.Hurde</u>
58	R.A.Sheshrao	B.A. I Sem. I	<u>Rsheshrao</u>	<u>Rsheshrao</u>	<u>Rsheshrao</u>	<u>Rsheshrao</u>	<u>Rsheshrao</u>
59	R.K.Pawar	B.A. I Sem. I	<u>Rkawar</u>	<u>Rkawar</u>	<u>Rkawar</u>	<u>Rkawar</u>	<u>Rkawar</u>
60	R.D.Misal	B.A. I Sem. I	<u>R.D.Misal</u>	<u>R.D.Misal</u>	<u>R.D.Misal</u>	AB	<u>R.D.Misal</u>


 (Dr. A. B. Kadam)

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

Upadew
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
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Attendance 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	<u>Suradkar</u>	<u>Suradkar</u>	AB	<u>Suradkar</u>	<u>Suradkar</u>
2	MR. Shyam Prakash Wayalkar	B.Sc. I Sem. I	<u>Wayalkar</u>	<u>Wayalkar</u>	<u>Wayalkar</u>	<u>Wayalkar</u>	<u>Wayalkar</u>
3	Ku. Dhanashri Dattatraya Joshi	B.Sc. I Sem. I	<u>Joshi</u>	AB	<u>Joshi</u>	<u>Joshi</u>	<u>Joshi</u>
4	Rushikesh Gajanan Kute	B.Sc. I Sem. I	<u>Kute</u>	<u>Kute</u>	<u>Kute</u>	<u>Kute</u>	<u>Kute</u>
5	Gopal Laxman Tawar	B.Sc. I Sem. I	<u>Tawar</u>	<u>Tawar</u>	AB	<u>Tawar</u>	<u>Tawar</u>
6	Ku. Ashwini Maroti Wadekar	B.Sc. I Sem. I	<u>Wadekar</u>	AB	<u>Wadekar</u>	<u>Wadekar</u>	<u>Wadekar</u>
7	Rajesh Sakru Jorwar	B.Sc. I Sem. I	AB	<u>Jorwar</u>	<u>Jorwar</u>	<u>Jorwar</u>	<u>Jorwar</u>
8	Alpesh Dilip Lokhande	B.Sc. I Sem. I	<u>Lokhande</u>	<u>Lokhande</u>	<u>Lokhande</u>	<u>Lokhande</u>	<u>Lokhande</u>
9	Talib Mansur Sayyed	B.Sc. I Sem. I	<u>Sayyed</u>	<u>Sayyed</u>	<u>Sayyed</u>	<u>Sayyed</u>	<u>Sayyed</u>
10	Ku. Jayashree Vijay Theng	B.Sc. I Sem. I	<u>Theng</u>	AB	<u>Theng</u>	<u>Theng</u>	<u>Theng</u>
11	Mayur Gajanan Umre	B.Sc. I Sem. I	<u>Umre</u>	<u>Umre</u>	<u>Umre</u>	<u>Umre</u>	AB
12	MR. Abhishek Gajanan Hinge	B.Sc. I Sem. I	<u>Hinge</u>	<u>Hinge</u>	<u>Hinge</u>	<u>Hinge</u>	<u>Hinge</u>
13	Prasad Shriram Warpe	B.Sc. I Sem. I	<u>Warpe</u>	<u>Warpe</u>	<u>Warpe</u>	AB	<u>Warpe</u>

14	Shubham Rajesh Sheike	B.Sc. I Sem. I	<u>Sheike</u>	<u>Sheike</u>	<u>Sheike</u>	<u>Sheike</u>	<u>Sheike</u>
15	Ajay Madan Sirsat	B.Sc. I Sem. I	AB	<u>Asinat</u>	<u>Asinat</u>	<u>Asinat</u>	<u>Asinat</u>
16	Mangesh Rajesh Sonune	B.Sc. I Sem. I	<u>Sonune</u>	<u>Sonune</u>	<u>Sonune</u>	<u>Sonune</u>	<u>Sonune</u>
17	Ku. Bharti Sahebrao Ambhore	B.Sc. I Sem. I	<u>Ambhore</u>	<u>Ambhore</u>	<u>Ambhore</u>	<u>Ambhore</u>	<u>Ambhore</u>
18	Abhijit Vijay Dhandar	B.Sc. I Sem. I	<u>Dhandar</u>	<u>Dhandar</u>	AB	<u>Dhandar</u>	<u>Dhandar</u>
19	Pavan Prabhakar Janjal	B.Sc. I Sem. I	AB	<u>Janjal</u>	<u>Janjal</u>	<u>Janjal</u>	<u>Janjal</u>
20	Rushikesh Ravindra Khose	B.Sc. I Sem. I	<u>Khose</u>	<u>Khose</u>	<u>Khose</u>	AB	<u>Khose</u>
21	Sujit Subhash Kore	B.Sc. I Sem. I	<u>Kore</u>	<u>Kore</u>	<u>Kore</u>	<u>Kore</u>	AB
22	Ku. Anjali Gajanan Jagdale	B.Sc. I Sem. I	<u>Jagdale</u>	<u>Jagdale</u>	<u>Jagdale</u>	<u>Jagdale</u>	<u>Jagdale</u>
23	Ku. Shital Ashok Thutte	B.Sc. I Sem. I	<u>Thutte</u>	<u>Thutte</u>	<u>Thutte</u>	<u>Thutte</u>	<u>Thutte</u>
24	Ganesh Sanjay Zalte	B.Sc. I Sem. I	<u>Zalte</u>	<u>Zalte</u>	AB	<u>Zalte</u>	<u>Zalte</u>
25	Pankaj Suresh Lahudkar	B.Sc. I Sem. I	<u>Lahudkar</u>	<u>Lahudkar</u>	<u>Lahudkar</u>	<u>Lahudkar</u>	<u>Lahudkar</u>
26	Sanrosh Mukund Saraf	B.Sc. I Sem. I	AB	<u>Saraf</u>	<u>Saraf</u>	<u>Saraf</u>	<u>Saraf</u>
27	Amol Eknath Shinde	B.Sc. I Sem. I	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>	<u>Shinde</u>	AB
28	Vinay Vitthal Zine	B.Sc. I Sem. I	<u>Zine</u>	<u>Zine</u>	<u>Zine</u>	<u>Zine</u>	<u>Zine</u>
29	Sachin Madhusudan Kale	B.Sc. I Sem. I	<u>Kale</u>	<u>Kale</u>	<u>Kale</u>	<u>Kale</u>	<u>Kale</u>
30	Akshay Dilip Panchal	B.Sc. I Sem. I	<u>Panchal</u>	<u>Panchal</u>	<u>Panchal</u>	<u>Panchal</u>	AB

31	Ku.S.D.Pimple	B. Com. 1 Sem. 1	<u>S</u> pimple	AB	<u>S</u> pimple	<u>S</u> pimple	<u>S</u> pimple	<u>S</u> pimple
32	Ku.D.R.Waghmare	B. Com. 1 Sem. 1	<u>D</u> ewaghmare	<u>D</u> ewaghmare	<u>D</u> ewaghmare	<u>D</u> ewaghmare	<u>D</u> ewaghmare	AB
33	Ku.R.G.Unhale	B. Com. 1 Sem. 1	<u>R</u> unhale	<u>R</u> unhale	<u>R</u> unhale	<u>R</u> unhale	<u>R</u> unhale	<u>R</u> unhale
34	Ku. P.P.Dukare	B. Com. 1 Sem. 1	<u>D</u> ukare	<u>D</u> ukare	<u>D</u> ukare	AB	<u>D</u> ukare	<u>D</u> ukare
35	A.P.Jadhav	B. Com. 1 Sem. 1	<u>J</u> adhav	<u>J</u> adhav	<u>J</u> adhav	<u>J</u> adhav	<u>J</u> adhav	AB
36	K.M.Rindhe	B. Com. 1 Sem. 1	<u>R</u> indhe	<u>R</u> indhe	<u>R</u> indhe	<u>R</u> indhe	<u>R</u> indhe	<u>R</u> indhe
37	Ku.V.S.Salkute	B. Com. 1 Sem. 1	<u>S</u> alkute	<u>S</u> alkute	<u>S</u> alkute	<u>S</u> alkute	<u>S</u> alkute	AB
38	Ku.K.A.Gawade	B. Com. 1 Sem. 1	<u>G</u> awade	<u>G</u> awade	AB	<u>G</u> awade	<u>G</u> awade	<u>G</u> awade
39	Ku.P.R.Mhaske	B. Com. 1 Sem. 1	<u>M</u> haske	<u>M</u> haske	<u>M</u> haske	<u>M</u> haske	<u>M</u> haske	<u>M</u> haske
40	Ku.P.R.Patil	B. Com. 1 Sem. 1	<u>P</u> atil	<u>P</u> atil	<u>P</u> atil	<u>P</u> atil	<u>P</u> atil	AB
41	Ku.R.R.Deshmukh	B. Com. 1 Sem. 1	<u>D</u> eshmukh	<u>D</u> eshmukh	<u>D</u> eshmukh	<u>D</u> eshmukh	<u>D</u> eshmukh	AB
42	K.G.Deokar	B. Com. 1 Sem. 1	<u>D</u> eokar	<u>D</u> eokar	<u>D</u> eokar	<u>D</u> eokar	<u>D</u> eokar	<u>D</u> eokar
43	Ku.A.G.Mate	B. Com. 1 Sem. 1	<u>M</u> ate	<u>M</u> ate	<u>M</u> ate	<u>M</u> ate	<u>M</u> ate	<u>M</u> ate
44	S.S.Shelke	B. Com. 1 Sem. 1	<u>S</u> helke	<u>S</u> helke	<u>S</u> helke	<u>S</u> helke	<u>S</u> helke	<u>S</u> helke
45	Ku.V.G.Gawai	B. Com. 1 Sem. 1	<u>G</u> awai	<u>G</u> awai	<u>G</u> awai	<u>G</u> awai	<u>G</u> awai	<u>G</u> awai
46	P.A.Wankhede	B.A. 1 Sem. 1	<u>W</u> ankhede	<u>W</u> ankhede	<u>W</u> ankhede	<u>W</u> ankhede	<u>W</u> ankhede	AB
47	Ku.P.V.Ingle	B.A. 1 Sem. 1	<u>I</u> ngle	<u>I</u> ngle	<u>I</u> ngle	<u>I</u> ngle	<u>I</u> ngle	<u>I</u> ngle

48	Ku.P.V.Chothe	B.A. I Sem. 1	<u>Pchothe</u>	<u>Pchothe</u>	<u>Pchothe</u>	<u>Pchothe</u>	AB
49	Ku.P.R.Malve	B.A. I Sem. 1	<u>Pmalve</u>	<u>Pmalve</u>	<u>Pmalve</u>	<u>Pmalve</u>	AB
50	P.D.Jadhao	B.A. I Sem. 1	<u>Pjadhao</u>	<u>Pjadhao</u>	<u>Pjadhao</u>	<u>Pjadhao</u>	AB
51	R.G.Aglave	B.A. I Sem. 1	<u>Paglave</u>	<u>Paglave</u>	<u>Paglave</u>	<u>Paglave</u>	AB
52	R.K.Gaikwad	B.A. I Sem. 1	<u>Pgaikwad</u>	<u>Pgaikwad</u>	<u>Pgaikwad</u>	<u>Pgaikwad</u>	AB
53	R.M.Jadhao	B.A. I Sem. 1	<u>Pjadhao</u>	<u>Pjadhao</u>	<u>Pjadhao</u>	AB	<u>Pjadhao</u>
54	R.P.Yangad	B.A. I Sem. 1	<u>Pyangad</u>	<u>Pyangad</u>	<u>Pyangad</u>	<u>Pyangad</u>	AB
55	R.P.Jadhao	B.A. I Sem. 1	<u>Pjadhao</u>	<u>Pjadhao</u>	<u>Pjadhao</u>	<u>Pjadhao</u>	AB
56	R.S.Shejol	B.A. I Sem. 1	<u>Pshejol</u>	<u>Pshejol</u>	<u>Pshejol</u>	AB	<u>Pshejol</u>
57	R.G.Hurde	B.A. I Sem. 1	AB	<u>Phurde</u>	<u>Phurde</u>	<u>Phurde</u>	<u>Phurde</u>
58	R.A.Sheshrao	B.A. I Sem. 1	<u>Psheshrao</u>	<u>Psheshrao</u>	<u>Psheshrao</u>	AB	<u>Psheshrao</u>
59	R.K.Pawar	B.A. I Sem. 1	AB	<u>Ppawar</u>	<u>Ppawar</u>	<u>Ppawar</u>	<u>Ppawar</u>
60	R.D.Misal	B.A. I Sem. 1	<u>Pmisal</u>	<u>Pmisal</u>	<u>Pmisal</u>	AB	<u>Pmisal</u>


 (Dr. A. B. Kadam)

Head
 Dept. Of Computer Science
 Shri Shivaji Sci. & Arts College
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 College, Chikhli Dist. Buldana



**Shri Shivaji Education Society, Amravati's
Shri Shivaji Science & Arts College
Chikhli, Dist. Buldana
Accredited by NAAC B++ Grade (CGPA 2.82)**



॥ ज्ञानम् परम् ध्येयम् ॥

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.


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


Coordinator
IQAC,
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

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





॥ 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**

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**

