



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
2019-20

20 January 2020 to 31 January 2020

Registration Venue :-Department of Computer Science

For more details Contact
following

Dr. A. M. Garode – 9850363280

Dr. A. B. Kadam – 8796336088

Dr. M. E. Jadhav – 9921274072

Who Can Attend?

Graduate Arts, Commerce
and Science Students.

Registration Fee: NIL

Registration Start from:
04/01/2020

Last Day For Registration:
19/01/2020

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 2019-20

Sr. No.	Class	Date	Subject	Name of The Teacher	Time
1	B.Sc.,B.Com.B.A.and M.Com	20-01-2020	Inauguration &Introduction Related to Course	Principal Dr.A.M.Garode Dr.A.B.Kadam Dr.M.E.Jadhav	09:00 Am. To 10:00AM
2	B.Sc.,B.Com.B.A.and M.Com	21-01-2020	MS Word	Dr.A.B.Kadam	09:00 Am. To 10:00AM
3	B.Sc.,B.Com.B.A.and M.Com	22-01-2020	MS Word	Dr.A.B.Kadam	09:00 Am. To 10:00AM
4	B.Sc.,B.Com.B.A.and M.Com	23-01-2020	MS Word	Dr.A.B.Kadam	09:00 Am. To 10:00AM
5	B.Sc.,B.Com.B.A.and M.Com	24-01-2020	MS PowerPoint	Dr.A.B.Kadam	09:00 Am. To 10:00AM
6	B.Sc.,B.Com.B.A.and M.Com	27-01-2020	MS PowerPoint	Dr.M.E.Jadhav	09:00 Am. To 10:00AM
7	B.Sc.,B.Com.B.A.and M.Com	28-01-2020	MS Excel	Dr.M.E.Jadhav	09:00 Am. To 10:00AM
8	B.Sc.,B.Com.B.A.and M.Com	29-01-2020	MS Excel	Dr.M.E.Jadhav	09:00 Am. To 10:00AM
9	B.Sc.,B.Com.B.A.and M.Com	30-01-2020	Introduction to Internet	Dr.M.E.Jadhav	09:00 Am. To 10:00AM
10	B.Sc.,B.Com.B.A.and M.Com	31-01-2020	Exam /Evaluation/Valedictory function	Dr.M.E.Jadhav	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 2019-20**

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 2019-20

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

Sr.No.	Name of the Student	Class	Sign
1	Janvhi Revashankar Gondhane	B.Sc. I Sem. I	J. R. Ghodhane
2	Akanksha Kailas Jadhao	B.Sc. I Sem. I	AJadhao
3	Nikita Dattatray Lahane	B.Sc. I Sem. I	Nalahane
4	Swapnil Ashruba Dukare	B.Sc. I Sem. I	SDukare
5	Komal Shivdas Padghan	B.Sc. I Sem. I	KSpadghan
6	Rushikesh Shivaji Pangole	B.Sc. I Sem. I	RPangole
7	Sapna Rajendra Bhople	B.Sc. I Sem. I	S. R. Bhople
8	Mansi Subhash Chunawale	B.Sc. I Sem. I	M. S. Chunawale
9	Abhay Samadhan Zanke	B.Sc. I Sem. I	AZanke
10	Pratiksha Pralhad Pawar	B.Sc. I Sem. I	P. P. Pawar
11	Yazdani Rabbani Sayyad	B.Sc. I Sem. I	Y. R. Sayyad
12	Apurva Purushottam Targe	B.Sc. I Sem. I	APTarge
13	Shubham Raju Kolhe	B.Sc. I Sem. I	SKolhe
14	Jayesh Milind Zine	B.Sc. I Sem. I	JZine
15	Sanket Sanjay Sharma	B.Sc. I Sem. I	S. S. Sharma
16	Rahul Dattatray Mosambe	B.Sc. I Sem. I	RDmosambe
17	Abhijit Puransingh Shengar	B.Sc. I Sem. I	APshengar
18	Abrar Siraj Sayyad	B.Sc. I Sem. I	A. S. Sayyad
19	Vaishnavi Rajendra Mhaske	B.Sc. I Sem. I	VRMhaske

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Department of Computer Science

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Sr.No.	Name of the Student	Class	Sign
20	Shital Shankar Ambhore	B.Sc. I Sem. I	S.S. Ambhore
21	Umang Ramavtar Purohit	B.Sc. I Sem. I	UPurohit
22	Gopal Ramdas Ghadge	B.Sc. I Sem. I	GRGhadge
23	Vaibhav Rameshwar Deshmukh	B.Sc. I Sem. I	VRDeshmukh
24	Shivam Mukinda Dudhalkar	B.Sc. I Sem. I	S.M. Dudhalkar
25	Surjeetsingh Pradip Rajput	B.Sc. I Sem. I	S.P. Rajput
26	Prajakta Rajendra Kale	B.Sc. I Sem. I	PRKale
27	Sunita Devidas Kankhar	B.Sc. I Sem. I	S.D. Kankhar
28	Nishant Arun Murkut	B.Sc. I Sem. I	NAMurkut
29	Komal Shriram Wayal	B.Sc. I Sem. I	KWayal
30	Shubhangi Vijay Jadhao	B.Sc. I Sem. I	SJadhao
31	Shyam Asaram Jadhao	B. Com. I Sem. I	S.A. Jadhao
32	Siddheshwar Dilip Parihar	B. Com. I Sem. I	SDParihar
33	Swati Kisan Gadekar	B. Com. I Sem. I	SKGadekar
34	Tejashree Vishwanath Borkar	B. Com. I Sem. I	TVBorkar
35	Uma Devrao Tekale	B. Com. I Sem. I	UTekale
36	Umesh Kishor Nake	B. Com. I Sem. I	UKNake
37	Vaibhav Bhaskar Khangadale	B. Com. I Sem. I	VBKhangadale
38	Vaibhav Sanjay Khandagale	B. Com. I Sem. I	VSKhandagale

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Sr.No.	Name of the Student	Class	Sign
39	Vaishnavi Samadhan Gadekar	B. Com. I Sem. I	<u>VSGadekar</u>
40	Vicky Vishnu Malode	B. Com. I Sem. I	<u>VMalode</u>
41	Vikas Sidharth More	B. Com. I Sem. I	<u>VMore</u>
42	Vishal Arjun Jadhao	B. Com. I Sem. I	<u>VAJadhao</u>
43	Vishal Fakira Kale	B. Com. I Sem. I	<u>VFKale</u>
44	Akshay Pradip Bhandare	M. Com. I Sem. I	<u>APBhandare</u>
45	Amar Narayan Shelke	M. Com. I Sem. I	<u>ANShelke</u>
46	Manisha B.Barde	B.A. I Sem. I	M. B. Barde
47	Maruti R.Kusalkar	B.A. I Sem. I	M. R. Kusalkar
48	Maya S.Jadhao	B.A. I Sem. I	M. S. Jadhao
49	Mohan S.Deshmukh	B.A. I Sem. I	<u>MSDeshmukh</u>
50	Nikaita S.Misal	B.A. I Sem. I	N. S. Misal
51	Nikita V.Mhaske	B.A. I Sem. I	<u>NVMhaske</u>
52	Pawan B.Ingale	B.A. I Sem. I	<u>PBIngale</u>
53	Mangesh K.Jadhao	B.A. I Sem. I	<u>MKJadhao</u>
54	Pooja D.Jagdale	B.A. I Sem. I	P. D. Jagdale
55	Pradip V.Solanki	B.A. I Sem. I	P. V. Solanki
56	Prakash M.Bhise	B.A. I Sem. I	<u>PMbhise</u>
57	Pratik B.Gawai	B.A. I Sem. I	P. B. Gawai

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Sr.No.	Name of the Student	Class	Sign
58	Rajesh T.Khillare	B.A. I Sem. I	R.T. Khillare
59	Rahul R.Kusalkar	B.A. I Sem. I	PRKusalkar
60	Ram.S.Shinde	B.A. I Sem. I	RSshinde


(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

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1	Janvhi Revashankar Gondhane	B.Sc. I Sem. I	<u>Bondhane</u>	AB	<u>Bondhane</u>	<u>Bondhane</u>	<u>Bondhane</u>
2	Akanksha Kailas Jadhao	B.Sc. I Sem. I	<u>Jadhao</u>	<u>AJadhao</u>	<u>AJadhao</u>	<u>AJadhao</u>	<u>AJadhao</u>
3	Nikita Dattatray Lahane	B.Sc. I Sem. I	<u>Nahane</u>	<u>Nahane</u>	<u>Nahane</u>	<u>Nahane</u>	<u>Nahane</u>
4	Swapnil Ashruba Dukare	B.Sc. I Sem. I	<u>S.A.Dukare</u>	AB	<u>S.A.Dukare</u>	<u>SA.Dukare</u>	<u>SA.Dukare</u>
5	Koma! Shivdas Padghan	B.Sc. I Sem. I	<u>K.S.Padghan</u>	<u>K.S.Padgan</u>	<u>K.S.Padgan</u>	<u>K.S.Padgha</u>	<u>K.S.Padgham</u>
6	Rushikesh Shivaji Pangole	B.Sc. I Sem. I	<u>Pangole</u>	<u>Rangole</u>	<u>Rangole</u>	<u>Rangole</u>	<u>Rangole</u>
7	Sapna Rajendra Bhople	B.Sc. I Sem. I	<u>Bhople</u>	<u>Bhople</u>	<u>Bhople</u>	<u>Bhople</u>	<u>Bhople</u>
8	Mansi Subhash Chunawale	B.Sc. I Sem. I	<u>MChunawale</u>	<u>MChunawale</u>	AB	<u>MChunawale</u>	<u>MChunawale</u>
9	Abhay Samadhan Zanke	B.Sc. I Sem. I	<u>Azanke</u>	<u>Azanke</u>	<u>Azanke</u>	AB	<u>Azanke</u>
10	Pratiksha Pralhad Pawar	B.Sc. I Sem. I	<u>P.P.Pawar</u>	<u>P.P.Pawar</u>	<u>P.P.Pawar</u>	<u>P.P.Pawar</u>	AB
11	Yazdani Rabbani Sayyad	B.Sc. I Sem. I	<u>Sayyad</u>	<u>Sayyad</u>	AB	<u>Sayyad</u>	<u>Sayyad</u>
12	Apurva Purushottam Targe	B.Sc. I Sem. I	<u>Targe</u>	<u>Targe</u>	<u>Targe</u>	<u>Targe</u>	AB
13	Shubham Raju Kolhe	B.Sc. I Sem. I	<u>Skolhe</u>	<u>Skolhe</u>	<u>Skolhe</u>	<u>Skolhe</u>	<u>Skolhe</u>

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14	Jayesh Milind Zine	B.Sc. I Sem. I	<u>Zine</u>	<u>Zine</u>	<u>Zine</u>	<u>Zine</u>	<u>Zine</u>
15	Sanket Sanjay Sharma	B.Sc. I Sem. I	<u>Sharma</u>	<u>Sharma</u>	<u>Sharma</u>	<u>Sharma</u>	AB
16	Rahul Dattatray Mosambe	B.Sc. I Sem. I	<u>Rmosambe</u>	<u>Rmosambe</u>	AB	<u>Rmosambe</u>	<u>Rmosambe</u>
17	Abhijit Puransingh Shengar	B.Sc. I Sem. I	AB	<u>@shengani</u>	<u>@shengani</u>	<u>@shengani</u>	<u>@shengani</u>
18	Abrar Siraj Sayyad	B.Sc. I Sem. I	<u>Asayyad</u>	<u>Asayyad</u>	<u>Asayyad</u>	<u>Asayyad</u>	AB
19	Vaishnavi Rajendra Mhaske	B.Sc. I Sem. I	<u>Vmhaske</u>	<u>Vmhaske</u>	<u>Vmhaske</u>	<u>Vmhaske</u>	AB
20	Shital Shankar Ambhore	B.Sc. I Sem. I	<u>Ambhore</u>	<u>Ambhore</u>	AB	<u>Ambhore</u>	<u>Ambhore</u>
21	Umang Ramavtar Purohit	B.Sc. I Sem. I	<u>U.R.Purohit</u>	<u>U.R.Purohit</u>	<u>U.R.Purohit</u>	<u>U.R.Purohit</u>	AB
22	Gopal Ramdas Ghadge	B.Sc. I Sem. I	<u>Ghadge</u>	<u>Ghadge</u>	<u>Ghadge</u>	<u>Ghadge</u>	<u>Ghadge</u>
23	Vaibhav Rameshwar Deshmukh	B.Sc. I Sem. I	<u>Vdeshmukh</u>	<u>Vdeshmukh</u>	<u>Vdeshmukh</u>	AB	<u>Vdeshmukh</u>
24	Shivam Mukinda Dudhalkar	B.Sc. I Sem. I	<u>Dudhalkar</u>	<u>Dudhalkar</u>	<u>Dudhalkar</u>	<u>Dudhalkar</u>	AB
25	Surjeetsingh Pradip Rajput	B.Sc. I Sem. I	<u>Rajput</u>	<u>Rajput</u>	<u>Rajput</u>	<u>Rajput</u>	<u>Rajput</u>
26	Prajakta Rajendra Kale	B.Sc. I Sem. I	<u>P. R. Kale</u>	AB	<u>P.R.kale</u>	<u>P.R.Kale</u>	<u>P.R.Kale</u>

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27	Sunita Devidas Kankhar	B.Sc. I Sem. I	<u>S.Kankhar</u>	<u>S.Kankhar</u>	AB	<u>S.Kankhar</u>	<u>S.Kankhar</u>
28	Nishant Arun Murkut	B.Sc. I Sem. I	<u>Murkut</u>	<u>Murkut</u>	<u>Murkut</u>	<u>Murkut</u>	AB
29	Komal Shriram Wayal	B.Sc. I Sem. I	<u>K.S.Wayal</u>	AB	<u>K.S.Wayal</u>	<u>K.S.Wayal</u>	<u>K.S.Wayal</u>
30	Shubhangi Vijay Jadhao	B.Sc. I Sem. I	<u>Jadhao</u>	<u>Jadhao</u>	<u>Jadhao</u>	<u>Jadhao</u>	AB
31	Shyam Asaram Jadhao	B. Com. I Sem. I	<u>Jadhao</u>	<u>Jadhao</u>	<u>Jadhao</u>	<u>Jadhao</u>	<u>Jadhao</u>
32	Siddheshwar Dilip Parihar	B. Com. I Sem. I	<u>Parihar</u>	<u>Parihar</u>	AB	<u>Parihar</u>	<u>Parihar</u>
33	Swati Kisan Gadekar	B. Com. I Sem. I	<u>S.K.Gadekar</u>	<u>S.K.Gadekar</u>	<u>S.K.Gadekar</u>	<u>S.K.Gadekar</u>	<u>S.K.Gadekar</u>
34	Tejashree Vishwanath Borkar	B. Com. I Sem. I	<u>T.V.Borkar</u>	<u>T.V.Borkar</u>	<u>T.V.Borkar</u>	<u>T.V.Borkar</u>	AB
35	Uma Devrao Tekale	B. Com. I Sem. I	<u>U.D.Takale</u>	<u>U.D.Takale</u>	AB	<u>U.D.Takale</u>	<u>U.D.Takale</u>
36	Umesh Kishor Nake	B. Com. I Sem. I	<u>U.Nake</u>	<u>U.Nake</u>	<u>U.Nake</u>	<u>U.Nake</u>	<u>U.Nake</u>
37	Vaibhav Bhaskar Khangadale	B. Com. I Sem. I	<u>V.Khangadale</u>	<u>V.Khangadale</u>	AB	<u>V.Khangadale</u>	<u>V.Khangadale</u>
38	Vaibhav Sanjay Khandagale	B. Com. I Sem. I	<u>V.Khandagale</u>	<u>V.Khandagale</u>	<u>V.Khandagale</u>	<u>V.Khandagale</u>	AB
39	Vaishnavi Samadhan Gadekar	B. Com. I Sem. I	<u>V.S.Gadekar</u>	<u>V.S.Gadekar</u>	<u>V.S.Gadekar</u>	<u>V.S.Gadekar</u>	<u>V.S.Gadekar</u>

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40	Vicky Vishnu Malode	B. Com. 1 Sem. 1	<u>VMalode</u>	<u>VMalode</u>	AB	<u>VMalode</u>	<u>VMalode</u>
41	Vikas Sidharth More	B. Com. 1 Sem. 1	<u>V.S.More</u>	<u>V.S.more</u>	<u>V.S.More</u>	<u>V.S.more</u>	<u>V.S.more</u>
42	Vishal Arjun Jadhao	B. Com. 1 Sem. 1	<u>VJadhao</u>	<u>VJadhao</u>	<u>VJadhao</u>	<u>VJadhao</u>	<u>VJadhao</u>
43	Vishal Fakira Kale	B. Com. 1 Sem. 1	<u>Vkale</u>	<u>Vkale</u>	<u>Vkale</u>	<u>Vkale</u>	<u>Vkale</u>
44	Akshay Pradip Bhandare	M. Com. 1 Sem. 1	<u>Abhandare</u>	<u>Abhandare</u>	<u>Abhandare</u>	AB	<u>Abhandare</u>
45	Amar Narayan Shelke	M. Com. 1 Sem. 1	<u>Ashelke</u>	<u>Ashelke</u>	<u>Ashelke</u>	<u>Ashelke</u>	<u>Ashelke</u>
46	Manisha B.Barde	B.A. 1 Sem. 1	<u>BBarde</u>	<u>BBarde</u>	AB	<u>BBarde</u>	<u>BBarde</u>
47	Maruti R.Kusalkar	B.A. 1 Sem. 1	<u>Mkusalkar</u>	<u>Mkusalkar</u>	<u>Mkusalkar</u>	<u>Mkusalkar</u>	AB
48	Maya S.Jadhao	B.A. 1 Sem. 1	<u>MJadhao</u>	<u>MJadhao</u>	<u>MJadhao</u>	<u>MJadhao</u>	<u>MJadhao</u>
49	Mohan S.Deshmukh	B.A. 1 Sem. 1	<u>Mdeshmukh</u>	<u>Mdeshmukh</u>	<u>Mdeshmukh</u>	<u>Mdeshmukh</u>	AB
50	Nikaita S.Misal	B.A. 1 Sem. 1	<u>Nmisal</u>	<u>Nmisal</u>	<u>Nmisal</u>	<u>Nmisal</u>	<u>Nmisal</u>
51	Nikita V.Mhaske	B.A. 1 Sem. 1	AB	<u>N.V.Mhaske</u>	<u>N.V.Mhaske</u>	<u>N.V.Mhaske</u>	<u>N.V.Mhaske</u>
52	Pawan B.Ingale	B.A. 1 Sem. 1	<u>Pingale</u>	AB	<u>Pingale</u>	<u>Pingale</u>	<u>Pingale</u>

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 2019-20

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

Sr. No.	Name of the Student	Class	20-01-2020 09:30AM to 10:30AM	21-01-2020 09:30AM to 10:30AM	22-01-2020 09:30AM to 10:30AM	23-01-2020 09:30AM to 10:30AM	24-01-2020 09:30AM to 10:30AM
53	Mangesh K.Jadhao	B.A. I Sem. 1	<u>MJadhao</u>	<u>MJadhao</u>	<u>MJadhao</u>	<u>MJadhao</u>	<u>MJadhao</u>
54	Pooja D.Jagdale	B.A. I Sem. 1	<u>PJagdale</u>	<u>PJagdale</u>	<u>PJagdale</u>	AB	<u>PJagdale</u>
55	Pradip V.Solanki	B.A. I Sem. 1	<u>Pradip</u>	<u>Pradip</u>	<u>Pradip</u>	<u>Pradip</u>	<u>Pradip</u>
56	Prakash M.Bhise	B.A. I Sem. 1	<u>Bhise</u>	<u>Bhise</u>	<u>Bhise</u>	<u>Bhise</u>	<u>Bhise</u>
57	Pratik B.Gawai	B.A. I Sem. 1	<u>P.B.Gawai</u>	<u>P.B.Gawai</u>	<u>P.B.Gawai</u>	<u>P.B.Gawai</u>	<u>P.B.Gawai</u>
58	Rajesh T.Khillare	B.A. I Sem. 1	<u>RKhillare</u>	<u>RKhillare</u>	<u>RKhillare</u>	<u>RKhillare</u>	AB
59	Rahul R.Kusalkar	B.A. I Sem. 1	<u>RKusalkar</u>	<u>RKusalkar</u>	<u>RKusalkar</u>	<u>RKusalkar</u>	<u>RKusalkar</u>
60	Ram.S.Shinde	B.A. I Sem. 1	<u>RShinde</u>	<u>RShinde</u>	<u>RShinde</u>	<u>RShinde</u>	<u>RShinde</u>


 (Dr. A. B. Kadam)

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


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

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1	Janvhi Revashankar Gondhane	B.Sc. I Sem. I	<u>J.Gondhane</u>	<u>J.Gondhane</u>	<u>J.Gondhane</u>	<u>J.Gondhane</u>	<u>J.Gondhane</u>
2	Akanksha Kailas Jadhao	B.Sc. I Sem. I	<u>A.Jadhao</u>	<u>A.Jadhao</u>	<u>A.Jadhao</u>	<u>A.Jadhao</u>	<u>A.Jadhao</u>
3	Nikita Dattatray Lahane	B.Sc. I Sem. I	<u>N.D.Lahane</u>	<u>N.D.Lahane</u>	<u>N.D.Lahane</u>	<u>N.D.Lahane</u>	<u>N.D.Lahane</u>
4	Swapnil Ashruba Dukare	B.Sc. I Sem. I	<u>S.Dukare</u>	<u>S.Dukare</u>	<u>S.Dukare</u>	<u>S.Dukare</u>	<u>S.Dukare</u>
5	Komal Shivdas Padghan	B.Sc. I Sem. I	<u>K.Padghan</u>	<u>K.Padghan</u>	AB	<u>K.Padghan</u>	<u>K.Padghan</u>
6	Rushikesh Shivaji Pangole	B.Sc. I Sem. I	<u>R.Pangole</u>	<u>R.Pangole</u>	<u>R.Pangole</u>	<u>R.Pangole</u>	<u>R.Pangole</u>
7	Sapna Rajendra Bhople	B.Sc. I Sem. I	<u>S.Bhople</u>	<u>S.Bhople</u>	<u>S.Bhople</u>	<u>S.Bhople</u>	<u>S.Bhople</u>
8	Mansi Subhash Chunawale	B.Sc. I Sem. I	<u>M.S.Chunawale</u>	<u>M.S.Chunawale</u>	<u>M.S.Chunawale</u>	<u>M.S.Chunawale</u>	<u>M.S.Chunawale</u>
9	Abhay Samadhan Zanke	B.Sc. I Sem. I	<u>A.S.Zanke</u>	<u>A.S.Zanke</u>	<u>A.S.Zanke</u>	<u>A.S.Zanke</u>	AB
10	Pratiksha Pralhad Pawar	B.Sc. I Sem. I	<u>P.Pawar</u>	<u>P.Pawar</u>	<u>P.Pawar</u>	<u>P.Pawar</u>	<u>P.Pawar</u>
11	Yazdani Rabbani Sayyad	B.Sc. I Sem. I	<u>Y.R.Sayyad</u>	<u>Y.R.Sayyad</u>	<u>Y.R.Sayyad</u>	<u>Y.R.Sayyad</u>	<u>Y.R.Sayyad</u>
12	Apurva Purushottam Targe	B.Sc. I Sem. I	<u>A.Targe</u>	<u>A.Targe</u>	<u>A.Targe</u>	<u>A.Targe</u>	<u>A.Targe</u>
13	Shubham Raju Kolhe	B.Sc. I Sem. I	<u>S.Kolhe</u>	<u>S.Kolhe</u>	<u>S.Kolhe</u>	<u>S.Kolhe</u>	<u>S.Kolhe</u>

Shri Shivaji Education Society Amravati's
 Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.
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14	Jayesh Milind Zine	B.Sc. I Sem. I	J.M.zine	J.M.zine	J.M.zine	AB	J.M.zine
15	Sanket Sanjay Sharma	B.Sc. I Sem. I	<u>SSharma</u>	<u>SSharma</u>	<u>SSharma</u>	<u>SSharma</u>	<u>SSharma</u>
16	Rahul Dattatray Mosambe	B.Sc. I Sem. I	<u>RDmosambe</u>	<u>RDmosambe</u>	<u>RDmosambe</u>	<u>RDmosambe</u>	<u>RDmosambe</u>
17	Abhijit Puransingh Shengar	B.Sc. I Sem. I	<u>APshengar</u>	<u>APshengar</u>	<u>APshengar</u>	<u>APshengar</u>	<u>APshengar</u>
18	Abrar Siraj Sayyad	B.Sc. I Sem. I	<u>ASSayyad</u>	<u>ASSayyad</u>	<u>ASSayyad</u>	AB	<u>ASSayyad</u>
19	Vaishnavi Rajendra Mhaske	B.Sc. I Sem. I	<u>VRmhaske</u>	<u>VRmhaske</u>	AB	<u>VRmhaske</u>	<u>VRmhaske</u>
20	Shital Shankar Ambhore	B.Sc. I Sem. I	<u>SSAmbhore</u>	<u>SSAmbhore</u>	<u>SSAmbhore</u>	<u>SSAmbhore</u>	AB
21	Umang Ramavtar Purohit	B.Sc. I Sem. I	U.R.Purohit	U.R.Purohit	U.R.Purohit	U.R.Purohit	U.R.Purohit
22	Gopal Ramdas Ghadge	B.Sc. I Sem. I	<u>GRGhadge</u>	<u>GRGhadge</u>	<u>GRGhadge</u>	<u>GRGhadge</u>	<u>GRGhadge</u>
23	Vaibhav Rameshwar Deshmukh	B.Sc. I Sem. I	<u>VRdeshmukh</u>	AB	<u>VRdeshmukh</u>	<u>VRdeshmukh</u>	<u>VRdeshmukh</u>
24	Shivam Mukinda Dudhalkar	B.Sc. I Sem. I	<u>SMdudhalkar</u>	<u>SMdudhalkar</u>	<u>SMdudhalkar</u>	<u>SMdudhalkar</u>	AB
25	Surjeetsingh Pradip Rajput	B.Sc. I Sem. I	<u>SPrajput</u>	<u>SPrajput</u>	<u>SPrajput</u>	<u>SPrajput</u>	<u>SPrajput</u>
26	Prajakta Rajendra Kale	B.Sc. I Sem. I	P.R.kale	P.R.kale	P.R.kale	P.R.kale	P.R.kale

Shri Shivaji Education Society Amravati's
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27	Sunita Devidas Kankhar	B.Sc. I Sem. I	S.D.Kankhar	S.D.Kankhar	S.D.Kankhar	S.D.Kankhar	S.D.Kankhar
28	Nishant Arun Murkut	B.Sc. I Sem. I	N.Amurkut	N.Amurkut	AB	N.Amurkut	N.Amurkut
29	Komal Shriram Wayal	B.Sc. I Sem. I	K.S.Wayal	K.S.Wayal	K.S.Wayal	K.S.Wayal	K.S.Wayal
30	Shubhangi Vijay Jadhao	B.Sc. I Sem. I	S.V.Jadhao	S.V.Jadhao	S.V.Jadhao	S.V.Jadhao	S.V.Jadhao
31	Shyam Asaram Jadhao	B.Com. I Sem. I	S.A.Jadhao	S.A.Jadhao	S.A.Jadhao	S.A.Jadhao	S.A.Jadhao
32	Siddheshwar Dilip Parihar	B. Com. I Sem. I	S.Parihar	S.Parihar	S.Parihar	S.Parihar	S.Parihar
33	Swati Kisan Gadekar	B. Com. I Sem. I	AB	S.K.Gadekar	S.K.Gadekar	S.K.Gadekar	S.K.Gadekar
34	Tejashree Vishwanath Borkar	B. Com. I Sem. I	T.V.Borkar	T.V.Borkar	T.V.Borkar	T.V.Borkar	T.V.Borkar
35	Uma Devrao Tekale	B. Com. I Sem. I	U.Tekale	U.Tekale	U.Tekale	AB	U.Tekale
36	Umesh Kishor Nake	B. Com. I Sem. I	U.K.Nake	U.K.Nake	U.K.Nake	U.K.Nake	U.K.Nake
37	Vaibhav Bhaskar Khangadale	B. Com. I Sem. I	V.Khangadale	V.Khangadale	V.Khangadale	AB	V.Khangadale
38	Vaibhav Sanjay Khandagale	B. Com. I Sem. I	V.S.Khandagale	V.S.Khandagale	V.S.Khandagale	V.S.Khandagale	V.S.Khandagale
39	Vaishnavi Samadhan Gadekar	B. Com. I Sem. I	V.Gadekar	V.Gadekar	V.Gadekar	AB	V.Gadekar

Shri Shivaji Education Society Amravati's
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 Academic Year 2019-20

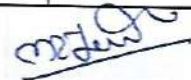
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40	Vicky Vishnu Malode	B. Com. I Sem. I	<u>V.V.Malode</u>	<u>V.V.Malode</u>	<u>V.V.Malode</u>	<u>V.V.Malode</u>	<u>V.V.Malode</u>
41	Vikas Sidharth More	B. Com. I Sem. I	<u>V.S.More</u>	<u>V.S.More</u>	<u>V.S.More</u>	<u>V.S.More</u>	<u>V.S.More</u>
42	Vishal Arjun Jadhao	B. Com. I Sem. I	<u>VJadhao</u>	<u>VJadhao</u>	<u>VJadhao</u>	<u>VJadhao</u>	<u>VJadhao</u>
43	Vishal Fakira Kale	B. Com. I Sem. I	<u>VKale</u>	<u>VKale</u>	<u>VKale</u>	<u>VKale</u>	<u>VKale</u>
44	Akshay Pradip Bhandare	M.Com. I Sem. I	<u>ABhandare</u>	<u>ABhandare</u>	<u>ABhandare</u>	<u>ABhandare</u>	<u>ABhandare</u>
45	Amar Narayan Shelke	M.Com. I Sem. I	<u>AShelke</u>	<u>AShelke</u>	<u>AShelke</u>	<u>AShelke</u>	<u>AShelke</u>
46	Manisha B.Barde	B.A. I Sem. I	<u>M.B.Barde</u>	<u>M.B.Barde</u>	<u>M.B.Barde</u>	<u>M.B.Barde</u>	<u>M.B.Barde</u>
47	Maruti R.Kusalkar	B.A. I Sem. I	<u>MKusalkar</u>	<u>MKusalkar</u>	<u>MKusalkar</u>	AB	<u>MKusalkar</u>
48	Maya S.Jadhao	B.A. I Sem. I	<u>M.S.Jadhao</u>	<u>M.S.Jadhao</u>	<u>M.S.Jadhao</u>	<u>M.S.Jadhao</u>	<u>M.S.Jadhao</u>
49	Mohan S.Deshmukh	B.A. I Sem. I	<u>MDeshmukh</u>	<u>MDeshmukh</u>	<u>MDeshmukh</u>	<u>MDeshmukh</u>	<u>MDeshmukh</u>
50	Nikaita S.Misal	B.A. I Sem. I	<u>N.S.Misal</u>	<u>N.S.Misal</u>	<u>N.S.Misal</u>	AB	<u>N.S.Misal</u>
51	Nikita V.Mhaske	B.A. I Sem. I	<u>N.V.Mhaske</u>	<u>N.V.Mhaske</u>	<u>N.V.Mhaske</u>	<u>N.V.Mhaske</u>	<u>N.V.Mhaske</u>
52	Pawan B.Ingale	B.A. I Sem. I	<u>P.B.Ingale</u>	<u>P.B.Ingale</u>	<u>P.B.Ingale</u>	<u>P.B.Ingale</u>	<u>P.B.Ingale</u>

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53	Mangesh K.Jadhao	B.A. I Sem. I	M.k.Jadhao	M.k.Jadhao	M.k.Jadhao	M.k.Jadhao	
54	Pooja D.Jagdale	B.A. I Sem. I	PJagdale	PJagdale	AB	PJagdale	PJagdale
55	Pradip V.Solanki	B.A. I Sem. I	PSolanki	PSolanki	PSolanki	PSolanki	PSolanki
56	Prakash M.Bhise	B.A. I Sem. I	PMBhise	PMBhise	PMBhise	AB	PMBhise
57	Pratik B.Gawai	B.A. I Sem. I	PBGawai	PBGawai	PBGawai	PBGawai	AB
58	Rajesh T.Khillare	B.A. I Sem. I	R.T Khillare	R.T Khillare	R.T Khillare	AB	R.T Khillare
59	Rahul R.Kusalkar	B.A. I Sem. I	Rkusalkar	AB	Rkusalkar	Rkusalkar	Rkusalkar
60	Ram.S.Shinde	B.A. I Sem. I	Rshinde	Rshinde	Rshinde	Rshinde	AB


 (Dr. M. E. Jadhav)


Coordinator
 IQAC, Shri Shivaji Sci. & Arts
 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 2019-20

Date: 20/01/2020 to 31/01/2020

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: -20/01/2020 to 31/01/2020

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

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

Convener: - Dr.M.E.Jadhav

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 20th January 2020 to 31st January 2020. 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. M.E.Jadhav had given the vote of thanks.

During the certificate course work which started from 20th January 2020 to 31st January 2020 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 31st January 2020 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. M. E. Jadhav.


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


IQAC
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

20.01.2020 to 31.01. 2020

CERTIFICATE OF PARTICIPATION

This is to certify that Mr./MS. **Janavi Revashankar Gondhane** studying in class **B.Sc. 1st Year** from Shri Shivaji Science & Arts College, Chikhli. Has successfully completed the certificate course in MS-Office Suite and Introduction to Internet during on 20/01/2020 to 31/01/2020.

Dr.A.B.Kadam
Coordinator

Dr.M.E.Jadhav
Convener

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

20.01.2020 to 31.01. 2020

CERTIFICATE OF PARTICIPATION

This is to certify that Mr./MS. **Swati Kisan Gadekar** studying in class **B.Com. 1st Year** from Shri Shivaji Science & Arts College, Chikhli. Has successfully completed the certificate course in MS-Office Suite and Introduction to Internet during on 20/01/2020 to 31/01/2020.

Dr.A.B.Kadam
Coordinator

Dr.M.E.Jadhav
Convener

Dr.A.M.Garode
Principal

