Department of Computer Science

Organized By

Certificate Course of 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 Scuite & 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 /Evalution/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.   Leaning the formatting skills on paragraphs, tables, lists, and pages.

CO3.   Knowledge on navigating the Word Ribbon Interface.

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

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

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

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

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

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

CO10. Creating and producing a mail merge

COURSE Microsoft Excel

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

CO2.   Formatting techniques and presentation styles.

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

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

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

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

CO7.   Securing information in an Excel workbook.

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

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

CO10. Analyzing data using Pivot Tables and Pivot Charts.

COURSE Microsoft PowerPoint

CO1.   Learning to modify presentation themes.

CO2.   Analyzing formatting techniques and presentation styles

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

CO4.   Working with text, themes, and styles.

CO5.   Creating charts, grants, and tables.

CO6.   Inserting media clips and animation

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

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

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

CO10. Use design layouts and templates for presentations.

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

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

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

CO14.   Collaborate using social media and PowerPoint together

COURSE: Internet and Educational Resources

CO1.   Introduction to Internet.

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

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

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

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

CO6.   Social networking.

Practical

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

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

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

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

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

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.
Department of Computer Science
Certificate Course in MS-Office Suite & Introduction to Internet
Academic Year 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	SADukare
5	Komal Shivdas Padghan	B.Sc. I Sem. I	kSpadghan
6	Rushikesh Shivaji Pangole	B.Sc. I Sem. I	RSpangole
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	ASZanke
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	AP.Targe
13	Shubham Raju Kolhe	B.Sc. I Sem. I	SRkolhe
14	Jayesh Milind Zine	B.Sc. I Sem. I	JMzine
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

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
20	Shital Shankar Ambhore	B.Sc. I Sem. I	S.S. Ambhore
21	Umang Ramavtar Purohit	B.Sc. I Sem. I	URPurohit.
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	Prajkta Rajendra Kale	B.Sc. I Sem. I	PRkale
27	Sunita Devidas Kankhar	B.Sc. I Sem. I	S.D.khankhar
28	Nishant Arun Murkut	B.Sc. I Sem. I	NAMurkut
29	Komal Shriram Wayal	B.Sc. I Sem. I	KSwayal.
30	Shubhangi Vijay Jadhao	B.Sc. I Sem. I	SVJadhao
31	Shyam Asaram Jadhao	B. Com. 1 Sem. 1	S.A.Jadhao
32	Siddheshwar Dilip Parihar	B. Com. 1 Sem. 1	SDparihar
33	Swati Kisan Gadekar	B. Com. 1 Sem. 1	SKGadekar
34	Tejashree Vishwanath Borkar	B. Com. 1 Sem. 1	TVBorkar.
35	Uma Devrao Tekale	B. Com. 1 Sem. 1	UDTakale
36	Umesh Kishor Nake	B. Com. 1 Sem. 1	UKNake
37	Vaibhav Bhaskar Khangadale	B. Com. 1 Sem. 1	VBKhangadale
38	Vaibhav Sanjay Khandagale	B. Com. 1 Sem. 1	VSkhandagale

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
39	Vaishnavi Samadhan Gadekar	B. Com. 1 Sem. 1	OsGadekar.
40	Vicky Vishnu Malode	B. Com. 1 Sem. 1	Qvmolode
41	Vikas Sidharth More	B. Com. i Sem. 1	Osmore
42	Vishal Arjun Jadhao	B. Com. 1 Sem. 1	QAJadhao.
43	Vishal Fakira Kale	B. Com. 1 Sem. 1	QFkale.
44	Akshay Pradip Bhandare	M. Com. 1 Sem. 1	ApBhandare
45	Amar Narayan Shelke	M. Com. 1 Sem. 1	ANShelke.
46	Manisha B.Barde	B.A. 1 Sem. 1	M. B. Barde
47	Maruti R.Kusalkar	B.A. 1 Sem. 1	M. R. kusalkare
48	Maya S.Jadhao	B.A. 1 Sem. 1	M. S. Jadhao
49	Mohan S.Deshmukh	B.A. 1 Sem. 1	MSDeshmukh
50	Nikaita S.Misal	B.A. 1 Sem. 1	N. S. Misal
51	Nikita V.Mhaske	B.A. 1 Sem. 1	Qvmhaske.
52	Pawan B.Ingale	B.A. 1 Sem. 1	PBIngle
53	Mangesh K.Jadhao	B.A. 1 Sem. 1	Mkjadhao.
54	Pooja D.Jagdale	B.A. 1 Sem. 1	P. D. Jagdale
55	Pradip V.Solanki	B.A. 1 Sem. 1	P. V. Solanki
56	Prakash M.Bhise	B.A. 1 Sem. 1	PM.bhise
57	Pratik B.Gawai	B.A. 1 Sem. 1	P. B. Gawai

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

Sr.No.	Name of the Student	Class	Sign
58	Rajesh T.Khillare	B.A. 1 Sem. 1	R.T.khillare
59	Rahul R.Kusalkar	B.A. 1 Sem. 1	RRkusalkar.
60	Ram.S.Shinde	B.A. 1 Sem. 1	Psshinde

(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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Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.
Department of Computer Science
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1	Janvhi Revashankar Gondhane	B.Sc. I Sem. I	Gondhane	AB.	Grandhane	Grandhane	Gandhane
2	Akanksha Kailas Jadhao	B.Sc. I Sem. I	Jadhao	Jadhao	Jadhao	Jadhao	Jadhao
3	Nikita Dattatray Lahane	B.Sc. I Sem. I	Nahane	Nahane	Nahane	Nahare	Nahane
4	Swapnil Ashruba Dukare	B.Sc. I Sem. I	S.A.Dukare	AB	S.A.Dukare	SA.Dukare	SA.Dukare
5	Komal Shivdas Padghan	B.Sc. I Sem. I	K.S.Padghan	K.S.Padghan	K.S.Padghan	K.S.Padgha	K.S.Padghan
6	Rushikesh Shivaji Pangole	B.Sc. I Sem. I	Pangole	Pangole	Pangole	Pangole	Pangole
7	Sapna Rajendra Bhople	B.Sc. I Sem. I	Bhople	Bhople	Bhople	Bhople	Bhople
8	Mansi Subhash Chunawale	B.Sc. I Sem. I	MChunawale	Mchunawale	AB	MChunawale	MChunawale
9	Abhay Samadhan Zanke	B.Sc. I Sem. I	Azanke	Azanke	Azanke	AB	Azanke
10	Pratiksha Pralhad Pawar	B.Sc. I Sem. I	P.P.Pawar	P.P.Pawar	P.P.Pawar	P.P.Pawar	AB
11	Yazdani Rabbani Sayyad	B.Sc. I Sem. I	Sayyad	Sayyad	AB	Sayyad	Sayyad
12	Apurva Purushottam Targe	B.Sc. I Sem. I	Targe	Targe	Targe	Targe	AB
13	Shubham Raju Kolhe	B.Sc. I Sem. I	Skolhe	Skolhe	Skolhe	Skolhe	Skolhe

Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.
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14	Jayesh Milind Zine	B.Sc. I Sem. I	Zine	Zine	Zine	Zine	Zine
15	Sanket Sanjay Sharma	B.Sc. I Sem. I	Sharma	Sharma	Sharma	Sharma	AB
16	Rahul Dattatray Mosambe	B.Sc. I Sem. I	Rmosambe	Rmosambe	AB	Rmosambe	Rmosambe
17	Abhijit Puransingh Shengar	B.Sc. I Sem. I	AB	@Shengar	@Shengar	@Shengar	@Shengar
18	Abrar Siraj Sayyad	B.Sc. I Sem. I	Asayyad	Asayyad	Asayyad	Asayyad	AB
19	Vaishnavi Rajendra Mhaske	B.Sc. I Sem. I	VMhaske	VMhaske	VMhaske	VMhaske	AB
20	Shital Shankar Ambhore	B.Sc. I Sem. I	Ambhore	Ambhore	AB	Ambhore	Ambhore
21	Umang Ramavtar Purohit	B.Sc. I Sem. I	U.R.Purohit	U.R.Purohit	U.R.Purohit	U.R.Purohit	AB
22	Gopal Ramdas Ghadge	B.Sc. I Sem. I	Ghadge	Ghadge	Ghadge	Ghadge	Ghadge
23	Vaibhav Rameshwar Deshmukh	B.Sc. I Sem. I	VDeshmukh	VDeshmukh	VDeshmukh	AB	VDeshmukh
24	Shivam Mukinda Dudhalkar	B.Sc. I Sem. I	Dudhalkar	Dudhalkar	Dudhalkar	Dudhalkar	AB
25	Surjeetsingh Pradip Rajput	B.Sc. I Sem. I	Rajput	Rajput	Rajput	Rajput	Rajput
26	Prajkta Rajendra Kale	B.Sc. I Sem. I	P. R. Kale	AB	P.R. Kale	P.R. Kale	P.R. Kale

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

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

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53	Mangesh K.Jadhao	B.A. 1 Sem. 1	Jadhao	Jadhao	Jadhao	Jadhao	Jadhao
54	Pooja D.Jagdale	B.A. 1 Sem. 1	Jagdale	Jagdale	Jagdale	AB	Jagdale
55	Pradip V.Solanki	B.A. 1 Sem. 1	Pradip	Pradip	Pradip	Pradip	Pradip
56	Prakash M.Bhise	B.A. 1 Sem. 1	Bhise	Bhise	Bhise	Bhise	Bhise
57	Pratik B.Gawai	B.A. 1 Sem. 1	P.B.Gawai	P.B.Gawai	P.B.Gawai	P.B.Gawai	P.B.Gawai
58	Rajesh T.Khillare	B.A. 1 Sem. 1	RKhillare	RKhillare	RKhillare	RKhillare	AB
59	Rahul R.Kusalkar	B.A. 1 Sem. 1	Rkusalkar	Kusalkar	Kusalkar	Rkusalkar	Kusalkar
60	Ram.S.Shinde	B.A. 1 Sem. 1	Shinde	Shinde	Shinde	Shinde	Shinde

(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

B

Shri Shivaji Education Society Amravati's
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1	Janvhi Revashankar Gondhane	B.Sc. I Sem. I	J Gondhane	J Gondhane	J Gondhane	J Gondhane	J Gondhane
2	Akanksha Kailas Jadhao	B.Sc. I Sem. I	AJadhao	AJadhao	AJadhao	AJadhao	AJadhao
3	Nikita Dattatray Lahane	B.Sc. I Sem. I	N.D. Lahane	N.D. Lahane	N.D. Lahane	N.D. Lahane	N.D. Lahane
4	Swapnil Ashruba Dukare	B.Sc. I Sem. I	SDukare	SDukare	SDukare	SDukare	SDukare
5	Komal Shivdas Padghan	B.Sc. I Sem. I	KPadghan	KPadghan	AB	KPadghan	KPadghan
6	Rushikesh Shivaji Pangole	B.Sc. I Sem. I	R. Pangole	R. Pangole	R. Pangole	R. Pangole	R. Pangole
7	Sapna Rajendra Bhople	B.Sc. I Sem. I	SBhople	SBhople	SBhople	SBhople	SBhople
8	Mansi Subhash Chunawale	B.Sc. I Sem. I	M.S.Chunawale	M.S.Chunawale	M.S.Chunawale	M.S.Chunawale	M.S.Chunawale
9	Abhay Samadhan Zanke	B.Sc. I Sem. I	A.S.Zanke	A.S.Zanke	A.S.Zanke	A.S.Zanke	AB
10	Pratiksha Pralhad Pawar	B.Sc. I Sem. I	PPawar	PPawar	PPawar	PPawar	PPawar
11	Yazdani Rabbani Sayyad	B.Sc. I Sem. I	Y.R.Sayyad	Y.R.Sayyad	Y.R.Sayyad	Y.R.Sayyad	Y.R.Sayyad
12	Apurva Purushottam Targe	B.Sc. I Sem. I	ATarge	ATarge	ATarge	ATarge	ATarge
13	Shubham Raju Kolhe	B.Sc. I Sem. I	SKolhe	SKolhe	SKolhe	SKolhe	SKolhe

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

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

Sr. No.	Name of the Student	Class	27-01-2020 09:30AM to 10:30AM	28-01-2020 09:30AM to 10:30AM	29-01-2020 09:30AM to 10:30AM	30-01-2020 09:30AM to 10:30AM	31-01-2020 09:30AM to 10:30AM
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	SSSharma	SSSharma	SSSharma	SSSharma	SSSharma
16	Rahul Dattatray Mosambe	B.Sc. I Sem. I	RDMosambe	RDmosambe	RDMosambe	RDMosambe	RDMosambe
17	Abhijit Puransingh Shengar	B.Sc. I Sem. I	APshengar	APshengar	APshengar	APshengar	APshengar
18	Abrar Siraj Sayyad	B.Sc. I Sem. I	ASSayyad	ASSayyad	ASSayyad	AB	ASSayyad
19	Vaishnavi Rajendra Mhaske	B.Sc. I Sem. I	VRmhaske	VRmhaske	AB	VRmhaske	VRmhaske
20	Shital Shankar Ambhore	B.Sc. I Sem. I	SSAmbhore	SSAmbhore	SSAmbhore	SSAmbhore	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	GRGhadge	GRGhadge	GRGhadge	GRGhadge	GRGhadge
23	Vaibhav Rameshwar Deshmukh	B.Sc. I Sem. I	VRDeshmukh	AB	VRDeshmukh	VRDeshmukh	VRDeshmukh
24	Shivam Mukinda Dudhalkar	B.Sc. I Sem. I	SMDhdhankar SMDudhalkar		SMDhdhalkar SMDudhalkar		AB
25	Surjeetsingh Pradip Rajput	B.Sc. I Sem. I	SPRajput	SPRajput	SPRajput	SPRajput	SPRajput
26	Prajkta Rajendra Kale	B.Sc. I Sem. I	P.R.kale	P.R.kale	P.R.kale	P.R.kale	P.R.kale

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27	Sunita Devidas Kankhar	B.Sc. I Sem. I	S.D.kankhar	S.D.kankhr	S.D.kankhar	S.D.kankhar	S.D.kankhar
28	Nishant Arun Murkut	B.Sc. I Sem. I	NAmurket	NAmurket	AB	NAmurket	NAmurket
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.Jadha	S.V.Jadha	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	Sparihar	Sparihar	Sparihar	Sparihar	Sparihar
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	Utekale	Utekale	Utekale	AB	Utekale
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	Bkhadgle	Bkhandgle	Bkhandgle	AB	Bkhandgle
38	Vaibhav Sanjay Khandagale	B.Com. I Sem. I	V.S.khandagle	V.S.khandagle	V.S.khandagale	V.S.khandagle	V.S.khandagle
39	Vaishnavi Samadhan Gadekar	B.Com. I Sem. I	Sgadekar	Sgadekar	Sgadekar	AB	Sgadekar

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40	Vicky Vishnu Malode	B. Com. 1 Sem. 1	V.V.Malode	V.V.Malode	V.V.Malode	V.V.malode	V.V.malode
41	Vikas Sidharth More	B. Com. 1 Sem. 1	V.S.More	V.S.More	V.S.More	V.S.More	V.S.more
42	Vishal Arjun Jadhao	B. Com. 1 Sem. 1	VJadhao	VJadhao	VJadhao	VJadhao	VJadhao
43	Vishal Fakira Kale	B. Com. 1 Sem. 1	Vkale	Vkale	Vkale	Vkale	Vkale
44	Akshay Pradip Bhandare	M.Com. 1 Sem. 1	ABhandare	ABhandare	ABhandare	ABhandare	ABhandare
45	Amar Narayan Shelke	M.Com. 1 Sem. 1	AShelke	AShelke	AShelke	AShelke	AShelke
46	Manisha B.Barde	B.A. 1 Sem. 1	M.B.Barde	M.B.Barde	M.B.Barde	M.B.Barde	M.B.Barde
47	Maruti R.Kusalkar	B.A. 1 Sem. 1	Mkusalkar	Mkusalkar	Mkusalkar	AB	Mkusalkar
48	Maya S.Jadhao	B.A. 1 Sem. 1	M.S.Jadhao	M.S.Jadhao	M.S.Bhao	M.S.Jadhao	M.S.Jadhao
49	Mohan S.Deshmukh	B.A. 1 Sem. 1	MDeshmukh	MDeshmukh	MDeshmukh	MDeshmukh	MDeshmukh
50	Nikaita S.Misal	B.A. 1 Sem. 1	N.S.Misal	N.S.Misal	N.S.Misal	AB	N.S.Misal
51	Nikita V.Mhaske	B.A. 1 Sem. 1	N.V.Mhaske	N.V.Mhaske	N.V.Mhaske	N.V.Mhaske	N.V.Mhaske
52	Pawan B.Ingale	B.A. 1 Sem. 1	P.B.Ingale	P.B.Ingale	P.B.Ingale	P.B.Ingale	P.B.Ingale

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53	Mangesh K.Jadhao	B.A. 1 Sem. 1	M.K.Jadhao	M.K.Jadhao	M.K.Jadhao	M.K.Jadhao	
54	Pooja D.Jagdale	B.A. 1 Sem. 1	PDJagdale	PDJagdale	AB	PDJagdale	PDJagdale
55	Pradip V.Solanki	B.A. 1 Sem. 1	PSolanki	PSolanki	PSolanki	PSolanki	PSolanki
56	Prakash M.Bhise	B.A. 1 Sem. 1	PMBhise	PMBhise	PMBhise	AB	PMBhise
57	Pratik B.Gawai	B.A. 1 Sem. 1	PBGawai	PBGawai	PBGawai	PBGawai	AB
58	Rajesh T.Khillare	B.A. 1 Sem. 1	R.T khillare	R.T khillare	R.T khillare	AB	R.T khillare
59	Rahul R.Kusalkar	B.A. 1 Sem. 1	Rkusalkar	AB	Rkusalkar	Rkusalkar	Rkusalkar
60	Ram.S.Shinde	B.A. 1 Sem. 1	Rshinde	Rshinde	Rshinde	Rshinde	AB

(Dr. M. E. Jadhav)

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

Department of Computer Science

Action taken report on

Certificate Course in MS-Office Suite & Introduction to Internet

Academic Year 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

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

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