

# Shri Shivaji Education Society's Board for Higher Education Vidyanagar Karad.





#### YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD

#### DEPARTMENT OF COMPUTER SCIENCE

SHORT TERM COURSE

#### Office Automation

2021-22

#### Index

Class: B. Sc (CS)(Entire) &(Optional)-I

**Duration: 03 Months** 

Sr. No.	Documents	Page No.
1	BOS Letter	1
2	Syllabus approved letter	2
3	Syllabus	3-7
4	Course Outcomes	8
5	Notice of Enrolment	9-10
6	Student Enrolment	11-14
7	Timetable	15
8	<b>Examination Timetable</b>	16
9	QP Theory and Practical	17-23
10	Mark List	24-25
11	CO Attainment	26
12	Attendance	27-34
13	Certificate	35-40
14	Student Feedback	41-45
15	Report	46-47

Department of Computer Science
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Yashwantrao Chavan College of Scienc Karad

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## Il Be One with the downtrodden and the underprivileged Il Shri Shivaji Education Society Karad, Board For Higher Education's

### YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD

Reacredited B<sup>++</sup> Level by NAAC, Bangalore
AN ISO 9001-2015 CERTIFIED COLLEGE REG. NO.: RQ91/5237

#### **Department of Computer Science**

Short-Term Course In "Office Automation"

Year 2021-2022

**Board of Studies (BOS)** 

Date: 07/09/2021

Short-Term Course in "Office Automation" is going to start in the Department of Computer Science, Yashwantrao Chavan College of Science, Karad. As per decision made in the CDC and IQAC, a BOS in Computer Science compositions is as follows,

#### Board of Studies (BOS) Members

Sr. No.	Members	Designations	Signatures
1	Principal Dr. S. B. Kengar	Chairman	Junh
2	Prof. Dr. G. G. Potdar	IQAC Coordinator	aw .
3	Mr. A. A. Mulla	HOD	~
3	Mrs. S. G. Padyal	Course Coordinator	. Sodjal
4	Mrs. A. V. Nalawade	Subject Expert	All







## Il Be One with the downtrodden and the underprivileged II

Shri Shivaji Education Society Karad, Board For Higher Education's

Vidyanagar, KARAD - 415 124 Dist. Satara (Maharashtra) **3** 02164 - 271356, 271357 Fax: 02164-271356, e-mail: prinyccsk@gmail.com

Reacredited B++ Level by NAAC, Bangalore

AN ISO 9001-2015 CERTIFIED COLLEGE REG. NO.: RQ91/5237

#### **Department of Computer Science**

Year 2021-22

**Syllabus Approved Letter** 

The IQAC Committee has approved the syllabus of the short-term course to be conducted by the Department of Computer Science.

Name of The Course	Type of the Course
Office Automation	Short-term Course

Course Co-Ordinator

**IQAC Coordinator** 

Co-ordinator,

Internal Quality Assurance Cell (IQAC). Yashwantrao Chavan College of Science, Karad

Principal

Principal





#### Yashwantrao Chavan College of Science, Karad **Department of Computer Science**

**Syllabus -Short Term Course** B.Sc. Computer Science (Optional)&(Entire)Part-I Implemented form the Academic Year 2021-22 **Course Title: Office Automation** Course Code: CCD-08

#### Preamble: -

The Office Automation Course is designed to equip participants with the essential skills and knowledge needed to leverage automation tools and technologies effectively in an office setting. From routine administrative tasks to complex data analysis, this course will empower participants to optimize office operations and drive business success.

#### Course Objectives (CO):

CO1. To introduce students to the fundamental concepts and principles of office automation.

CO2. To provide hands-on training in using popular office automation software and tools.

CO3. To develop students' skills in document creation, management, and presentation.

CO4. To enhance students' understanding of email communication and collaboration tools.

CO5. To teach time management techniques and productivity strategies within an office environment.

#### Program Outcomes (PO):

PO1: Proficiency in using word processing software to create, edit, and format documents for professional

PO2: Competence in spreadsheet applications for data analysis, calculations, and reporting.

PO3: Proficient in creating and delivering effective presentations using presentation software.

PO4: Effective utilization of email and communication tools for business correspondence and teamwork.

PO5: Mastery of file management and organization for efficient document storage and retrieval.

PO6: Ability to apply time management techniques and productivity tools in an office setting.

PO7: Understanding and utilization of cloud-based collaboration platforms for document sharing and teamwork.

PO8: Troubleshooting and problem-solving skills for common issues related to office automation software.

PO9: Knowledge of ethical and security practices related to handling sensitive data in an office environment.

PO10: Adaptation to emerging office automation technologies and tools to stay up-to-date in the field. Please note that these objectives and outcomes can be further tailored to suit the specific curriculum and goals of the certificate course offered by the institution.

Total Allotted lectures = 45 L of 45 minutes (30 Hours)

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#### **Course Title: Office Automation**

#### > Syllabus:

A graphics design course typically covers both **theory** and **practical** skills. Here's a general outline of what you might find in such a course:

Unit No.	Description	Hours
1.1	Theory	2
	1. Introduction to Office Automation	
	- Overview of office automation concepts and	
	significance in modern workplaces.	
	- Historical perspective and evolution of office	
1.0	automation.	
1.2	2. Office Software Applications	2
	- In-depth study of word processing, spreadsheet,	
	and presentation software.	
	- Understanding the features, functions, and best	
12	practices for each application.	2
1.3	3. Document Management	2
	- Document creation, editing, and formatting	
	techniques.	
1.4	- File organization, storage, and retrieval strategies.	2
1.4	4. Communication and Collaboration	2
	- Effective business communication through email and collaboration tools.	
	를 보면했다면서 이렇게 전혀 있다면서 없어요요요요요요요요요요요요요요요요요요요요요요요요요요요요요요요요요요요요	
1.5	<ul><li>- Email etiquette and best practices.</li><li>5. Time Management and Productivity</li></ul>	2
1.5	- Time management techniques for prioritizing	2
	tasks and optimizing workflow.	
	- Productivity tools and strategies to enhance	
	efficiency in an office setting.	
1.6	6. Data Analysis and Decision-Making	2
1.0	- Data handling and analysis using spreadsheet	-
	applications.	
	- Interpretation of data for informed decision-	
	making.	
1.7	7. Data Security and Ethics	2
1.,	- Ethical practices in handling sensitive information	4
	and data.	
	- Awareness of data security and privacy	
	regulations.	
	1-6	
1.8	8. Emerging Technologies	2
	- Staying updated with the latest trends and	
	emerging technologies in office automation.	
	- Exploring cloud-based collaboration platforms	
	and tools.	
2.1	Practical	2
	1. Hands-on Practice	



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	- Practical exercises and assignments using office	
	software applications.	
	- Creating documents, spreadsheets, and	
	presentations.	
2.2	2. Document Management	2
	- Organizing and managing digital files and	
	documents.	
	- Practice in document retrieval and version	
	control.	
2.3	3. Communication and Collaboration Tools	2
	- Practical use of email for business	
	correspondence.	
	- Collaborative projects using cloud-based	
	platforms.	
2.4	4. Time Management and Productivity Tools	2
	- Applying time management techniques in real-	
	world scenarios.	
	- Using productivity tools to manage tasks and	
	deadlines.	
2.5	5. Data Analysis and Reporting	2
	- Analysing real data sets using spreadsheet	I The second
	software.	
	- Creating reports and presentations based on data	
	analysis.	
2.6	6. Data Security Practices	2
	- Hands-on exercises in securing and protecting	
	sensitive data.	
	- Identifying and addressing security threats and	
	vulnerabilities.	
2.7	7. Technology Integration	2
	- Exploring and practicing with emerging office	
	automation technologies and tools.	
	1	

#### Reference Books :-

- 1) Office Automation: The Dynamics of a Technological Boondoggle By Driscoll James W
- 2) Microsoft Office for Dummies by Wallace Wang
- 3) Computer Basics with Office Automation By Archana Kumar
- 4) Computer Fundamental & Office Automation By T Balaji Experts
- 5) Computer Fundamentals and Office Automation By Dr R. Deepalakshmi
- 6) Internet 6 in 1 Joe Krayuak & Harbraken, PHI

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Yashwantrao Chavan College of Science
Karad

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#### > Mapping of PO's -CO's:

PO's	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	3	3			3	3				2
CO2		1					1	3		2
CO3				4						
CO4							3			
CO5			1						3	

#### Lab Course

#### (Performs any five experiments)

#### (1 Practical - 4 L), Then total 20 L

- 1)Using MS-Word with suitable examples, write the steps and execute the following with respect to table handling
  - A. Creating a table (At least 4 columns and 6 rows).
  - B. Entering appropriate data into the table.
  - C. Sort the table.
  - D. Apply the formulas on table numeric values
- 2)Using MS-Word create "Mail Merge" document for "FORM LETTERS"
- 3)Using MS-Excel spread sheet, create worksheet t called "Employee" and calculate the following using formulas Enter Employee Code, Name and Basic Salary.
  - A. Calculate DA (20% of Basic Salary).
  - B. Calculate HRA (10% of Basic Salary).
  - C. Calculate CCA (8.5% of Basic Salary).
  - D. Calculate Total Salary (Basic Salary + DA + HRA + CCA).
  - E. Calculate Deductions (10% of Total Salary).
  - F. Calculate Net Salary (Total Salary Deductions).
- 4)Using MS-Excel draw X-Y Line Chart and Bar Charts based on the following worksheet data and write the steps

ITEM	MONTHLY SALES (in Thousands)
Cotton	2500
Wool	3700
Yarn	1600
Jute	4000
Fiber	3300 Va

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5) Using MS-Excel spreadsheet write the steps and execute the following:



Roll No.	Student Name	Marks1	Marks2	Marks3	Total	Percentage	Result

- A. Create appropriate records.
- B. Calculate total and marks using formula.
- C. Update result column using IF function.

(Result: Distinction, First Class, Second Class, Pass, Fail).

- 6)Using MS-Access with suitable examples write steps and execute the following.i.
  - A. Create STUDENT database table.
  - B. Create appropriate records.
  - C. Add two more records to the table.
  - D. Delete second record to the table.
- 7) View the records Using MS-PowerPoint with suitable examples write steps and execute the following:
  - A. Create presentation slides with Titles, Sub Titles and Charts choosing different slide layouts.
  - B. Use design templates for background.
  - C. Format the slides design
- 8) Using MS-PowerPoint with suitable examples write steps and execute the following:
  - A. Create Presentation table slides using an organization chart.
  - B. Use different views such as slide view, slide sorter view and slide.
- 9) Send an Email with attachment to karan@gmail.com with cc to Prerana@gmail.com and bcc to shreya@gmail.com



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## YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD DEPARTMENT OF COMPUTER SCIENCE

**Short Term Course: Office Automation 2021-22** 

Course Code	CCD-08	Course	Office A	Office Automation		
Prepared by	Mrs. S. G. Padyal, Mrs. A.V. Nalawad	e	Date	2021-22		
Target Group	B.Sc. CS Entire I ar	nd B. Sc. CS	Optional I			
Pre- requisites	Basic (10+2) knowledge of science faculty Good analytical skills. Basic knowledge regarding computer concepts.					
Course Outco	omes					
At the end of t	he course the student	s should be a	ble to:			
CO1	To introduce students to the fundamental concepts and principles of office automation.					
CO2	To provide hands-on training in using popular office automation software and tools.					
CO3	To develop students' skills in document creation, management, and presentation.					
CO4	To enhance students' understanding of email communication and collaboration tools.					
CO5	To teach time management techniques and productivity strategies within an office environment.					



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# YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD Department of Computer Science Notice

Date: 04/03/2022

All the Students of the B.Sc. CS Entire I and B. Sc. CS Optional I are hereby informed that the Department of Computer Science is going to run a short-term course entitled as "Office Automation". Interested Candidates enrol their names to Miss. S. G. Padyal (course Co-ordinator) on or before 10<sup>th</sup> March 2022.

Course Co-ordinator

Head
Department of Computer Science
Yashwantrao Chavan College of Science
Karad



#### YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD

#### Department of Computer Science

#### Short-Term Course in "Office Automation"

Year 2021-2022

Date: 11 /03/2022

1. Class : B.Sc. CS Entire I and B. Sc. CS Optional I

2. Duration of the Course : 3 Months

3. Capacity : 40 4. No. of Students Enrolled : 40

5. Theory Examination : Last week of May6. Practical Examination : Last week of May

Course Co-Ordinator

HOD

Head
Department of Computer Science
Yashwantrao Chavan College of Science
Karad

COMPUTER SCIENCE SCIEN

# YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD Department of Computer Science

STC: Office Automation (2021-22)

#### Registration

Sr. No.	Student Name	Class	Mobile No.	Signature
1	Chikane Sudanshan Sunil	Besc.cs (Entire	855403533	BH
2	Dubal Vijay Sonjay	OSC. CS (online)		U
3	Boogaan Kar Nikhill Bhanada		002100000	
4	Gaikwad Anisha Anil.	BSc. Cs Coptional		
5	Jadhov Sanika Haridas	BSC.cs Coptional	8169028394	Hadhor
6	Gairwad Prachi santosh	BSC < S(entire)	7620048456	grachi.
7	Jadhar Aditya Sawosh	Brc-cs (optional)	782933118	As adhas
8	Deshmukh AbityaSambhajirao	Bsc.cs(enling)	72767905	D. ADITYA
9	Ghag Manasui Sambhaii	BSC-CS(OPHONOI)	SHOUSE CONTRACTOR AND ADDRESS OF THE PARTY O	
10	Jadhar Vaishnavi sitaram	Bsc.cs(optional)	8421135375	*Sadhav
11	Gusar ablishek tykaman	BSC (Sential)	90229695	anh;
12	Deshmudh wek Arun	BSCCS (Entre)	950326 702	vA.D
13	sadhay Milest And	BCSCENTRELI)	9284592098	Matth
14	Jobhane Parathonosh Bloggween	Bes (Entiry) -I	1385 <b>7 3</b> 27/2	PB3
15	Kate. Priyash Subhash	BSC.CS Cophional	9322509082	Pakake
16		BSC-Cs (envis)		
17	IH coale AKShay Changrakan	BCS. ce (Chre)	रेडड ३० ४४%	ACP
18		BSC.(5 (optional)		
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				CO
19	Ponoskar Sayali Surendra	BSc(CS) optional _ J	930972786	Sponeskon
20	sadtou Saksli Sondosh	-11 -	7498469819	Selve)
21	Desai Akash Balaso	-u-	7088467819	ABasai
22	Humbe banesh Shahaji	_11_	917539213	Ganish
23	Date Purva Arun.	B.S.c.(C.S) optional-I	9175392179	Aperova
24	Deshmukh suraj Ravindra	Biscies optional-I	93581307	S.R.D
25	Desai surai Santail	B.Sc. coss Enthre - I	9356813075	Suraj 50
26	More vishal vinayak		0183113333	Gray.
27	Dubal Vaishnavi Shivtaj	BSICENTER	9822758382	The state of the s
28	CHOLAP OMKAR NIVIRUTI	-11-	7666 <b>9003</b> 7S	Orkar
29	Lokare Chetan Shashikant	Bisc (C-S) optional - I	7057076764	hte
30	Jadhar omkar Dipak		1657076769	ODJadkan
31/	More Geometh Chandrakans	BSC (GG)	9665492582	Genove
32	Ambekani alfaj najn	_11-	96. <b>\$</b> S 49 <i>QS</i> 82	afferi
33	Ingale Barket Satish	B:Sc(c·S)optional		
34	Jadou pratik nanato	B.Sc. cs) Inter	9167665225	Pranso
35	Sanilca Ramchondra Jogdale	Bisccs) Optional I	965739 <i>51</i> 9y	
36	Lakhan Satish Kambire	B.Sc (Cs) optional I	8767319548	, A
37	Jadhav Ryshikesh sandip	17 00 0000	8767315566	
38 .	Jadhar prathernesh Bhonat	D 01 010 0	9322969677	
39	Kalantoe anil sachin	D.Sc coch	9621215054	
40	More anker Shankers	Bsecs)	१६६६५११११६	
S agree		90	1	

Course Coordinator

COMMITTED PROPAIR HOD

Yashwantrag Children College of Science Head

Department of Computer Science Yashwantrao Chavan College of Science Karad



#### Yashwantrao Chavan College of Science ,Karad Department of Computer Science Student Rgistration

## Office Automation

B.Sc CS (Entire) & (Optional) -I Computer Science

	Disc es (El	2021-22
Sr No.	Roll No.	Name of the students
1	STC1	AMBEKARI ALFAJ NASIR
2	STC2	BORGAONKAR NIKHIL BHANUDAS
3	STC3	CHIKANE SUDARSHAN SUNIL
4	STC4	DATE PURVA ARUN
5	STC5	DESAI AKASH BALASO
6	STC6	DESAI SURAJ SANTAJI
7	STC7	DESHMUKH ADITYA SAMBHAJIRAO
8	STC8	DESHMUKH SURAJ RAVINDRA
9	STC9	DESHMUKH VIVEK ARUN
10	STC10	DUBAL VAISHNAVI SHIVTEJ
11	STC11	DUBAL VIJAY SANJAY
12	STC12	GAIKWAD ANISHA ANIL
13	STC13	GAIKWAD PRACHI SANTOSH
14	STC14	GHAG MANASVI SAMBHAJI
15	STC15	GHOLAP OMKAR NIVRUTTI
16	STC16	GURAV ABHISHEK TUKARAM
17	STC17	HUMBE GANESH SHAHAJI
18	STC18	INGALE AKSHAY CHANDRAKANT
19	STC19	INGALE SANKET SATISH
20	STC20	JADHAV AISHWARYA POPAT
21	STC21	JADHAV NILESH ANIL
22	STC22	JADHAV OMKAR DIPAK
23	STC23	JADHAV PRATHAMESH BHAGWAN
24	STC24	JADHAV PRATIK NANASO
25	STC25	JADHAV RUSHIKESH SANDIP
26	STC26	JADHAV SAKSHI SANTOSH
27	STC27	JADHAV ADITYA SANTOSH
28	STC28	JADHAV PRATHAMESH BHARAT
29	STC29	JADHAV SANIKA HARIDAS
30	STC30	JADHAV VAISHNAVI SITARAM
31	STC31	JAGADALE SANIKA RAMCHANDRA
32	STC32	KALANTRE ANIL SACHIN
33	STC33	KAMBIRE LAKHAN SATISH
34	STC34	KASHID VIVEK NAMDEV
35	STC35	KATE PRIYASH SUBHASH
36	STC36	LOKARE CHETAN SHASHIKANT
37	STC37	MORE GANESH CHANDRAKANT
38	STC38	MORE OMKAR SHANKAR
39	STC39	MORE VISHAL VINAYAK
40	STC40	PANASKAR SAYALI SURENDRA

Principal
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Social Co-ordinator

Head of Department

Head
Department of Computer Science
Yashwantrao Chavan College of Science
Karad



### YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD

Department of Computer Science

Short-Term Course in "Office Automation"

Year 2021-2022

Date: 11 /03/2022

All the students those who are enrolled their names for "Office Automation" course are hereby informed that their theory lectures are going to start from 15<sup>th</sup> March 2022. All concerned should note and follow.

Course Co-Ordinator

Head

Department of Computer Science
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#### YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD

#### **Department of Computer Science**

Short-Term Course in "Office Automation"

Year 2021-2022

WEF Date: 15 /03/2022

#### Theory Time Table March 2022 to May 2022

Time	Thursday	Friday
8.50 AM-	L16	L16
9.40 AM	SGP	SGP
9.40 AM-	L16	L16
10.30 AM	AVN	AVN

#### Practical Time Table March 2022 to May 2022

Time	Saturday
8.50 AM-9.40 AM	Computer Lab 1.
9.40 AM-10.30 AM	SGP/AVN

Course Co-Ordinator

HOD

Head
Department of Computer Science
Yashwantrao Chavan College of Science

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#### Yashwantrao Chavan College of Science, Karad **Department of Computer Science Short-Term Course: Office Automation**

#### **Notice-Examination**

All the registered students of the short-term course "Office Automation" are informed that as per discussed question paper patterns the examinations of the course are conducted as follow.

The time-table of examination is in 3 slots as follows.

Test No-1: Internal Examination

Test No-2: Final Examination

Test No-1: Practical Examination

All should note and follow.

	Test No-1	Test No-2	Test No-3
Date & Time	Thursday,12/05/2022	Monday,30/05/2022	Tuesday,31/05/2022
	9:30am-10:30 am	9:30am-10:30 am	9:30am-11:00 am

Mrs. S.G.Padyal

**Course Coordinator** 

**Department of Computer Science** ashwantrao Chavan College of Science

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#### Yashwantrao Chavan College of Science, Karad

#### **Department of Computer Science**

## Short Term Course- Office Automation Mid-Course Exam

2021-22	
Total Marks: 30 Date: 12/05/2022	Time:1 Hour
Q1. Select the correct alternative: (Each question carries 2 marks)	[30]
<ol> <li>On which toolbar can you find Format Painter tool?</li> <li>a. Formatting toolbar</li> <li>b. Picture Toolbar</li> <li>c. Drawing Toolbar</li> <li>d. Standard toolbar</li> </ol>	
Answer	
2. Formulas in Excel start with  a. %  b. =  c. +  d	
Answer	
3. The cell reference for cell range of F2 to P12 is a. F2.P12 b. F;P12 c. F2:P12 d. F2-P12	
Answer	
<ul> <li>4. A work book is a collection ofused in a single file</li> <li>a. Work sheet</li> <li>b. Work record</li> <li>c. Work field</li> <li>d. Work file</li> </ul>	
Answer	
5. Which of the following series type is not valid for Fill Series dialog ba. Linear b. Growth c. Auto fill d. Time	chavan Co

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Karad

Answer

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6. Which tab is not available on left panel when you open a presentation?
a. Outline b. Slides
c. Notes d. All of above are available
d. All of above are available
Answer
7controls all the main slide control tasks for your presentation.
a. Task Pane
b.Task Bar
c.Control Panel d.None of above
d.None of above
Answer
8. Which of the following statement is false?
a. If you choose to select from one of the pre-made slide layouts, you can change the positioning
b. If you choose to select from the pre-made slide layouts, you cannot delete the objects in the layout.
c. Blank Slide is at the top of the 'Content Layouts' area in the Slide Layout panel.
d. All of above are false statements
Answer
9. Which of the following is not a part of Slide Design
a. Design Template
b. Colour Scheme
c. Animation Scheme
d. Slide Layout
Answer
10. The mail server as defined in the text uses theprotocol.
a. HTTP b. FTP
c. POP
d. SMTP
Answer
11. Why headers and footers used in MS -Word
a. To enhance the overall appearance of the document  Yashwantrao Chavan College of Science  Karad
o. To mark the starting of a page
c. To make large document more readable
d. To allow page headers and footers to appear on document when it is printed
Answer
ravan College
Discussion around the SCIENCE OF SCIENCE OF SCIENCE
12. Discussion groups may have awho monitors the postings and enforces

the site's	s rules.
a.	judge
b.	sysop
c.	narrator
d.	censor
Answer	
13. Which o	f the following section does not exist in a slide layout?  a. Titles b. Lists c.Charts d.Animations
Answer	
14. A messa	ge with replies on a newsgroup is often called a
a.	post
b.	
c.	그리트 그리트 그 그는 그
d.	comment
Answer	
a. C b. G c. C	f the following option is not available in Insert >> Picture? hart raph lip Art /ord Art
Answer	



## Yashwantrao Chavan College of Science, Karad

#### **Department of Computer Science**

#### Short Term Course- Office Automation Final Exam 2021-22

Total Mar Date : 30/	1 mic.1 110	our
Q1. Select	the correct alternative:	[30]
1.	If a computer on the network shares resources for others to use, it is called  a. Server. b. Client. c. Mainframe. d. Super.	
	Answer	
2.	Ais a small program that helps to automate a frequently used so of commands in most productivity software tools.  a. Macro b. Utility c. Template d. Wizard	eries
	Answer	
3.	Which function of Ms Word enables you to create multiple mails at a time?  a. Macro  b. Mail merge  c. Scenario manager  d. Pivot table	
4	Answer	
4.	Which menu provides you options like Animation Scheme, custom Animation, Slid Transition?  a. Insert Menu b. Format Menu c. Tools Menu d. Slide Show Menu	e

5. Which of the following is not a part of Slide Design

a. Design Template

b. Colour Scheme

Answer

c. Animation Scheme



	d. Slide Layout
	Answer
6.	If you want to insert some slides from other presentation into current one choose a. From Insert menu choose Slides from Files b. From Insert menu choose Slides from Presentation c. From Insert menu choose Slides d. None of above
	Answer
7.	To insert a hyperlink in a slide  a. Choose Insert >> Hyperlink  b. Press Ctrl + K  c. Hyperlinks can't be inserted in slides  d. both a & b
	Answer
8.	controls all the main slide control tasks for your presentation.  a. Task Pane b. Task Bar c. Control Panel d. None of above
	Answer
9.	Trojan Horse is a  a. Accounting software  b. Search engine  c. Portal  d. None of these
	Answer
10.	<ul> <li>List Box and Text box</li> <li>a. Are some other than that in a list box the bullets are enabled</li> <li>b. Are different. List boxes are used to present lists and can't be created with text boxes.</li> <li>c. Both of above</li> <li>d. None of above</li> </ul>
	Answer
11.	In which menu can you find features like Slide Design, Slide Layout etc.?  a. Insert Menu b. Format Menu c. Tools Menu d. Slide Show Menu
	Answer  Principal  Yashwantrao Chavan College of Science (School College)  Karad



12. Which of the following is not a financial function in Excel?
a. PV
b. Count
c. PMT
d. Rate
Answer
13. "Auto fill" is a unique feature of:
a. Ms Word
b. Ms Excel
c. Ms PowerPoint
d. All of these
Answer
14. Which of the following button will allow you to add, delete, or change records in
your Data Source?
a. 'Edit' button
b. 'Data editing' button
c. 'Data Source' button
d. 'Edit Data Source' button
Answer
15. The area that contains the URL or web address of the active web page is called
the bar.
a. Address
b. Menu.
c. Link.
d. Browser.
Answer





# Yashwantrao Chavan College of Science, Karad Department of Computer Science Short Term Course- Office Automation Practical Exam 2021-22

Total Marks: 40 Date: 31/05/2022 Time:1.5 Hour

#### **Instructions:**

1. Program Writing, Loading and Executions – 10 Marks

2. Results and Conclusion – 5 Marks

3.Oral - 10 Marks

Q. Attempt any two of following. (One question carries 15 Marks)

[30]

- 1) Using MS-Excel spread sheet, create worksheet t called "Employee" and calculate the following using formulas
  - a) Enter Employee Code, Name and Basic Salary.
  - b) Calculate DA (20% of Basic Salary).
  - c) Calculate HRA (10% of Basic Salary).
  - d) Calculate CCA (8.5% of Basic Salary).
  - e) Calculate Total Salary (Basic Salary + DA + HRA + CCA).
  - f) Calculate Deductions (10% of Total Salary).
  - g) Calculate Net Salary (Total Salary Deductions).
- 2) Using MS-Word create "Mail Merge" document for "FORM LETTERS"
- 3) Send an Email with attachment to karan@gmail.com with cc to Prerana@gmail.com and bcc to shreya@gmail.com

Chavan College Computer SCIENCE SCIENCE COMPUTER SCIENCE



## Yashwantrao Chavan College of Science ,Karad Department of Computer Science Marksheet

#### Office Automation

B.Sc CS (Entire) & (Optional) -I Computer Science

	Roll No.	Name of the students	1-22 Mid- course exam	Final Exam	Practical Exam	Total	9
1	STC1	AMBEKARI ALFAJ NASIR	26	28	37	91	9
2	STC2	BORGAONKAR NIKHIL BHANUDAS	24	26	34	84	8
3	STC3	CHIKANE SUDARSHAN SUNIL	26	24	31	81	8
4	STC4	DATE PURVA ARUN	28	28	36	92	9
5	STC5	DESAI AKASH BALASO	28	26	34	88	8
6	STC6	DESAI SURAJ SANTAJI	26	28	36	90	_
7	STC7	DESHMUKH ADITYA SAMBHAJIRAO	26	28	33	87	9
8	STC8	DESHMUKH SURAJ RAVINDRA	28	26	38		8
9	STC9	DESHMUKH VIVEK ARUN	20	28	34	92	9
10	STC10	DUBAL VAISHNAVI SHIVTEJ	26	28	36	82	8
11	STC11	DUBAL VIJAY SANJAY	26	25	31	90	9
12	STC12	GAIKWAD ANISHA ANIL	26	26		82	8:
13	STC13	GAIKWAD PRACHI SANTOSH	28	28	36	88	88
14		GHAG MANASVI SAMBHAJI	28		37	93	93
15	A CONTRACTOR OF THE PARTY OF TH	GHOLAP OMKAR NIVRUTTI	26	28	35	91	9:
16		GURAV ABHISHEK TUKARAM		28	38	92	92
17		HUMBE GANESH SHAHAJI	28	28	34	90	90
18		NGALE AKSHAY CHANDRAKANT	16	16	32	64	64
19		NGALE SANKET SATISH	26	28	33	87	87
20		ADHAV AISHWARYA POPAT	28	28	32	88	88
21		ADHAV NILESH ANIL	28	28	33	89	89
		ADHAV OMKAR DIPAK	26	26	33	85	85
		The state of the s	28	26	38	92	92
		ADHAV PRATHAMESH BHAGWAN	26	28	37	91	91
-		ADHAV PRATIK NANASO	28	26	32	86	86
_		ADHAV RUSHIKESH SANDIP	26	28	37	91	91
_		ADHAV SAKSHI SANTOSH	28	24	36	88	88
200		ADHAV ADITYA SANTOSH	28	28	33	89	89
		DHAV PRATHAMESH BHARAT	28	26	38	92	92
		DHAV SANIKA HARIDAS	28	28	33	89	89
		DHAV VAISHNAVI SITARAM	28	28	31	87	87
_		GADALE SANIKA RAMCHANDRA	24	26	32	82	
. 100	TOTAL COLUMN STATE OF THE STATE	ALANTRE ANIL SACHIN	28	28	33	89	82 89
200		AMBIRE LAKHAN SATISH	28	28	35	91	
100	TO SERVICE WITH SERVICE SERVIC	SHID VIVEK NAMDEV	28	26	31	85	91
		TE PRIYASH SUBHASH	26	28	34	88	85
		KARE CHETAN SHASHIKANT	28	28	34	90	88
		ORE GANESH CHANDRAKANT	28	28	37		90
		ORE OMKAR SHANKAR	28	24	35	93	93
4.0		RE VISHAL VINAYAK	30	16	32	87	87
S	TC40 PAN	NASKAR SAYALI SURENDRA	28	28	34	78	78

Co-ordinator

Yashwantra: Char

**Head of Department** 

Head **Department of Computer Science** 

## 25

#### YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD

#### **Department of Computer Science**

Short-Term Course in "Office Automation"

Year 2021-2022

#### Result

No. of Students Enrolled	No. of Students Appeared	Pass	Fail	Result
40	40	40	00	100

spadjal\_

COMPUTER SCIENCE SCIENCE SCIENCE

#### Yashwantrao Chavan College of Science, Karad Department of Computer Science Short term Course –Office Automation CO Attainment 2021-22

Course Code	Course Title	% of students above 60 % of Mid-Course Exam marks	Level of attaintment	30% of attainment Level in Mid- Course Exam (I)	% of students above 60 % of Final Exam marks	Level of		% of students above 75 % of Practical Exam marks	Charles and the first the second	40% of attainment Level in Practical Exam (III)	Attainment of course (I+II+III)
Short term	Office Automation	97.50	3	0.9	95.00	3	0.9	100.00	3	1.2	3

#### **Attainment Criteria:**

Att. Level	Attainment criteria for Mid-Course and Final exam	Att. Level	Attainment criteria for Practical exam
Level 1	Less than 45% of students scoring more than average marks	Level 1	Less than 50% of students scoring more than average marks
	45% - 60% of students scoring more than average marks	Level 2	50% - 70% of students scoring more than average marks
Level 3	>= 60% of students scoring more than average marks		>= 70% of students scoring more than average marks

#### **Achieved Attainment Level:**

Av	erage Attainment	Target Attainment level	Remark	
	3	5	Target achieved	

Assessment criteria: Target attainment level based on Average Attainment Level 1 = 0.5-1.0, Level 2 = 1.0-1.5, Level 3 = 1.5-2.0, Level 4 = 2.0-2.5, Level 5 = 2.5-3.0

Head

Department of Computer Science

SCIENCE

Karad

ashwantrao Chavan College of Science

Karad

Principal

Yashwantrao Chavan College of Science
Karad

Co-or

Co-ordinator,

Internal Quality Assurance Cell (IQA Yashwantrao Chavan College of Science, Karad (2)

## YASHWANTRAO CHAVAN COLLEGE OF SCIENCE KARAD

#### PARTMENT OF COMPUTER SCIENC

#### Attendance Short Term Course 2021-22

#### Office Automation

Class: B.Sc(CS)(Entire) &(Optional)-I

È	1433	·D.DC(	CS)(Entire) & (Optional)-1							
	or. No	Roll No	Name Of Student	17/03/22	18/03/22	24/03/12	25/03/22	26/03/ze	1104/22	7106122
1	S	TC1	AMBEKARI ALFAJ NASIR	defe	May	alfoj.	alfay	alfa	alfi	alfor
2	S	TC2	BORGAONKAR NIKHIL BHANUDAS	With.	OKIN=	Q do	akt.	Q.KH.	Q. K -	ale:
3	S	TC3	CHIKANE SUDARSHAN SUNIL	SUF	(8)2	BUS	30	BYL	(8)1L	(BV).
4	S	TC4	DATE PURVA ARUN	Torso	Dung	- Dumpy	Toward	Tolova	Farav9	The boye
5	S	TC5	DESAI AKASH BALASO	ABBSOU	A 60 esai	A & Desal	Aspesa	ABDESai	ABOesai.	DECESA
6	S	TC6	DESAI SURAJ SANTAJI	Surgiso.	Surgist.	Surgist.	suraj SD	SurajsD.	Swajso.	Surgiso
7	ST	TC7	DESHMUKH ADITYA SAMBHAJIRAO	PADITYA	D ADITA	DADITYA	D. AOTOA	D. ADITYA	D. ADITA	D. ADITM
8	ST	TC8	DESHMUKH SURAJ RAVINDRA 0	S.R.D	S.R.D	S.R.D	S.R.D	S.R. D_	S.R.D	S. R.D
9	ST	TC9	DESHMUKH VIVEK ARUN	WA.D	L'AD	NAP	VAP.	WA.P	V.A.P	V.A.P
10	ST	TC10	DUBAL VAISHNAVI SHIVTEJ	Soubor	Glubal	Molubal	Edubal	Solubol	Soluted	Alubou
11	SI	TC11 1	DUBAL VIJAY SANJAY	(Feel)	A .	CHESTERY.	Color P	Douber.	(Xales)	Tooler.
12	ST	TC12	GAIKWAD ANISHA ANIL	Diskussel &	Factural.	Fraitwel	Anitual	Aritwad	Asikwal	Jakwey
13	ST	ГС13	GAIKWAD PRACHI SANTOSH	Grachi.	Grachi,	aprachi.	Cprachi.	grachi.	grachi.	Grachi.
14	ST	ГС14	GHAG MANASVI SAMBHAJI	m.s.ghag	m.s.ghag	m.5.9ha9	M.S.ghag	M.S.ghog	M.S.gha9	M-Sghag
15	ST	ГС15	GHOLAP OMKAR NIVRUTTI	aprikas	Onorkon	Onder	(grakar	Oravor	OMBar	Onellas
16	ST	ГС16	GURAV ABHISHEK TUKARAM	GAMA:	(GAShi	COAM	Cophi	Callebre	Capab	anh)
17	ST	ГС17 I	HUMBE GANESH SHAHAJI	Coanesh	Ganesh	Ganesh	Garest	Ganesh	Granests	Garests
18	ST	TC18 I	NGALE AKSHAY CHANDRAKANT	ACC	ACE	A:CI	ACE	ACT	ACT	ACD
19	ST	C19 I	NGALE SANKET SATISH	skild	This	2-kya	skya	2/kya	Heya	Zkya
20	ST	C20 J	JADHAV AISHWARYA POPAT	3. ANA	Flynpe	Dharp.	shap.	\$ harp	Sharp	new Lange
21	ST		ADHAV NILESH ANIL	Nilech	+ Well	Nissb	Hitesh	Wilest	philes 3	Ytiler 8
22	ST	C22	ADHAV OMKAR DIPAK	MONTHERE	NOTOGRADIO	MALPEGO	DOZUAZAN	SASSAS	0050am	Sprange
23	ST	C23	ADHAV PRATHAMESH BHAGWAN	PBT	9:B.J	PBJ	P.B.D	PBO	PBD 5	P Boy
24	ST	C24	ADHAV PRATIK NANASO	Joanso	Pranso	Drango	Pronge	Fran 80	Franso!	Phous
	Enic			1 O a) Cal Sec	C) i) cargo	Franko 1	Don/St	FU001 80	anso 1	nous

25	STC25	JADHAV KUSHIKESH SANDIP	SSJAGAU	RSJadhau	RSTALLAU	Rs Jadi	restables	RSJOHLAN	RSTALLOW
26	STC26	JADHAV SAKSHI SANTOSH	Sads	Salah	Saleshi	Sall -	Seksh	Rakso	felop
27	STC27	JADHAV ADITYA SANTOSH	Jack as	A Laches	A Sedhar	Alahas	Atadha	A Jackey -	Asaker
28	STC28	JADHAV PRATHAMESH BHARAT	PBI	PBJ	P87	682	PBT	682	PBT
29	STC29	JADHAV SANIKA HARIDAS	Hodhor	Madhar	Hadhov	tradhor	tradhar	Hodhar	Hadhow
30	STC30	JADHAV VAISHNAVI SITARAM	Zadhav	Madhay	Sad hav	Madhay	*Jadhav	Badhav	*Gahav
31	STC31	JAGADALE SANIKA RAMCHANDRA	Bordale	Flagdale	FJandala	Dagdale	Sagdole		Agydale
32	STC32	KALANTRE ANIL SACHIN	03K	<u>OS12</u>	OSK	Osk _	O5K	ask -	OSK -
33	STC33	KAMBIRE LAKHAN SATISH	लासकां विदे	[munaid	1101 Hapital 2	एक एम के शिवर		7 mUHailas	7 m/140वर्गिर.
34	STC34	KASHID VIVEK NAMDEV	KY . N. Kash H	V.N.Kashid	V.N.Kashid	V.N.Kashld	J N. Kasmid		V.N. Kashid
35	STC35	KATE PRIYASH SUBHASH	PEKOLO	Petrate	Bokate	Pokats	Percate	Pakate	Percale
36	STC36	LOKARE CHETAN SHASHIKANT	thete	theta	Sheter	Keta	Retan	theter	Sheter
37	STC37	MORE GANESH CHANDRAKANT	Sumone	Genore	Commone	Sinore	Genore	Gemore	
38	STC38	MORE OMKAR SHANKAR	B.S. more	8.5. Mol	B.S. More	6.5. more	6.5. Mon		65 Mos
39	STC39	MORE VISHAL VINAYAK	Menapor	agrada	ashalm	Many	( Xishalm	Angul	Manalmy
40	STC40	PANASKAR SAYALI SURENDRA	Spomarkon	Spanaskar	Spanaskan	Spanaskar	Sponaskon	Spomaskor,	Spanaskon

COMPUTER Shwantrao Chavan College of Science Karad

#### YASHWANTRAO CHAVAN COLLEGE OF SCIENCE KARAD

### PARTMENT OF COMPUTER SCIENC

**Attendance Short Term Course 2021-22** 

Office Automation

Class: B.Sc(CS)(Entire) &(Optional)-I

Cia	33.D.SC(	CS)(Entire) &(Optional)-1							
Sr. No	Roll No	Name Of Student	08/04/22	03/04/22	14/04/22	15/04/22	22/06/22	23/04/22	28/04/20
1	STC1	AMBEKARI ALFAJ NASIR	alfay	alfelf	alter	alfol	alfeis	alfq'	alfr
2	STC2	BORGAONKAR NIKHIL BHANUDAS	Que -	and	0	Q V	Q.	0	Q48 ·
3	STC3	CHIKANE SUDARSHAN SUNIL	(ely)	(IM	(8 h)	(BV)-	R VI	QV.	(D)
4	STC4	DATE PURVA ARUN	Drand	Jany	Dima	Denig	Dung	Dunia	Derong.
5	STC5	DESAI AKASH BALASO	ABDESai	AB Desal	AB Desai	AB Desal	ABDesai	ABDesai	AB Desai
6	STC6	DESAI SURAJ SANTAJI	surajs0	Surajso.	Surajso	SuraisD	Surajso	SurajsD	Surajso
7	STC7	DESHMUKH ADITYA SAMBHAJIRAO	DADITYA	DADITYA	part of the same o			D.ADITY 9	D. APTY
8	STC8	DESHMUKH SURAJ RAVINDRA	S.R.D	S. R.D	S.R.D	S.R.D	S.R.D	S. R. D	S.R.D
9	STC9	DESHMUKH VIVEK ARUN	20AD	VAAIP	VA.D	4AA	CAD	VAD	VAP
10	STC10	DUBAL VAISHNAVI SHIVTEJ	Shapal	Kelebed	Helphal	Solubal	Adusal	Solated	Scluber
11	STC11	DUBAL VIJAY SANJAY	South.	(Karbet	A John	Coulos	Holad.	Stubelt	Kalan.
12	STC12	GAIKWAD ANISHA ANIL	Arakwa)	Acakual	Faikual	Agekual .	Hickary	Hackurd	Saircual
13	STC13	GAIKWAD PRACHI SANTOSH	Grachi.	Frachi.	(Prachi.	Grachi.	Carachi.	(prachi.	Gerachi.
14	STC14	GHAG MANASVI SAMBHAJI	M.S. 9209	M.S.ghag	m.s.ghag	Ms.ghag	M.S.ghag	M. S. 9 has	M.S. 9709
15	STC15	GHOLAP OMKAR NIVRUTTI	Orekor	Orakas	Orgkon	Mg be eve	Mores	Makar	Makar
16	STC16	GURAV ABHISHEK TUKARAM	आरीपक	3112 4m	उग्रिप क	31890	310000	= 3110 dan	3179761 an
17	STC17	HUMBE GANESH SHAHAJI	Ganesh	Ganesh	Gahesh	Coanesh	Granesh	Goanesh	Coanesb
8	STC18	INGALE AKSHAY CHANDRAKANT	A.C.I	A.CI	A.CI	ACT	A.C.	A-CE	ACT
9	STC19	INGALE SANKET SATISH	zicya	sign	siega	2/4/2	Deya	2 juga	3 1340
0.	STC20	JADHAV AISHWARYA POPAT	- Shared	Stompa	Shangar,	Shoryer	Shanga	Shony of 2	Sherry &
1		JADHAV NILESH ANIL	Milests	Hiles	Hilas	1 literty	Milesto	HADA E	Think 3
2	S1C22	ADHAV PRATHAMESH BUASHUN	DOJUGYOU	SOJUHJAN	MABUEDO	odd Lav	SOMBOTOS	STAP PCCO	& WATANA
3	51023	ADHAY PRATIK NAMES BHAGWAN	PBJ	PBI	P.87	PBV	P.85	PBJE	PBY SI
4	STC24	ADHAV PRATIK NANASO	Prompo	Tonon8	Pranso	Tonens.	Pranse	Tonors	Prongo
		1 1 huy	1			9	0	- 1	7770



25	STC25	JADHAV RUSHIKESH SANDIP	establev	RSJ9dJav	RSJOHLOV	RSJAD YU	RSJOHWV	is stad Lu U	Kestallan
26	STC26	JADHAV SAKSHI SANTOSH	Sall 8	Sateh	Batsh	Sat	Salsi	Retov	Sollsy
27	STC27	JADHAV ADITYA SANTOSH	Aladha	Asadha	Stacher	A Jadyas	Dauha .	- Dadhogo	Atadha
28	STC28	JADHAV PRATHAMESH BHARAT	<b>BBI</b>	682	681	P87	PBT_	<u> 789</u>	682
29	STC29	JADHAV SANIKA HARIDAS	Hadhar	Hadhor	tradhor	Stadhar	4Radhar	Hadhor	Madhor
30	STC30	JADHAV VAISHNAVI SITARAM	Andbar	*dadhav	Jadhav	Aadhar	* ad hav	Radhax	Agad hav
31	STC31	JAGADALE SANIKA RAMCHANDRA	Plagdale	Pagdale	Dogdale	Flagolale	Sandale	- Sugdah	Saydale
32	STC32	KALANTRE ANIL SACHIN	Obk &	ask _	Osk _	@3K	ask -	@8/L	ask
33	STC33	KAMBIRE LAKHAN SATISH	TIMEH ODITAL	UMURADISTAL	-710119Wille 2	TIME IS CONTROLL	CIMCIADORAL.	ाना एउटा कि	-/ im/ Habital
34	STC34	KASHID VIVEK NAMDEV	V.N.Kashid	VN. Kashid	N. N. Kashid	V.N.Kashid	U.N.Kashd	V.N. Kashi'd	V.N.Kashid
35	STC35	KATE PRIYASH SUBHASH	Brake	Perkate	Percute	Revolte	Pekate	Pokals	Rekak
36	STC36	LOKARE CHETAN SHASHIKANT	theter	thete	Rete	Retor	theter	Ketu	Kelen
37	STC37	MORE GANESH CHANDRAKANT	Genore	Cenare	Demore,	General	Cremere	Conese	George
38	STC38	MORE OMKAR SHANKAR	6.5.Mag	6.5. more	8.5.19ce	8.5. More	_es.moe	6.5. MOL	65 Mol
39	STC39	MORE VISHAL VINAYAK	arom	Manage	again	apopu	agraphy	aspalm	Bryny
40	STC40	PANASKAR SAYALI SURENDRA	spomaskon .	Spomaskon	spomer lor.	spomostor.	Spanoskor	Spanaskon	Spanaskar



#### YASHWANTRAO CHAVAN COLLEGE OF SCIENCE KARAD

#### PARTMENT OF COMPUTER SCIENCE

#### **Attendance Short Term Course 2021-22**

Office Automation

Class:B.Sc(CS)(Entire) &(Optional)-I

Cias	3.0.50(	CS)(Entire) &(Optional)-1							
Sr. No	Roll No	Name Of Student	29/04/22	06/05/22	12/05/22	13/05/22	14/05/22	20/05/22	21/05/22
1	STC1	AMBEKARI ALFAJ NASIR	alfan	al flaj	alfé	al fel	al Pay	al flers	alfol
2	STC2	BORGAONKAR NIKHIL BHANUDAS	000	10	Q .	ale.	Q.J.	Q RA	Wille.
3	STC3	CHIKANE SUDARSHAN SUNIL	(8 V)	(3)	BUL	CH	( THE	CHY	CH
4	STC4	DATE PURVA ARUN	Ding	During	The same	Formy	James	Dino	Toursey.
5	STC5	DESAI AKASH BALASO	BOBOE	ABDessi	AB Deser	ABOSSI	ABDESSE	PBDesoi	ABDesai
6	STC6	DESAI SURAJ SANTAJI	Suraj8D	Suraj8D	Suzaj80	surajso	surajsa	Suraisp	suraisp
7	STC7	DESHMUKH ADITYA SAMBHAJIRAO	D'ADITYA	· D · ADITYA	P.ADITY	D.ADITYA	DADITYA	D.ADJIY	D.ADITYN
8	STC8	DESHMUKH SURAJ RAVINDRA	5.R.D	S.R.D	S.R.D	S. R.D	SIRD	SIRID	S.R.D
9	STC9	DESHMUKH VIVEK ARUN	WAP	CAR	MAP	VAP	VAP.	WAR	- to-AD
10	STC10	DUBAL VAISHNAVI SHIVTEJ	Volument	Solubal	Walned	Solubol	Solute	Adelsal	18d whol
11	STC11	DUBAL VIJAY SANJAY	CALLAN.	Stabella	tobet?	Ctale!	Carton.	Media	Chylan,
12	STC12	GAIKWAD ANISHA ANIL	Arikud	Taithus	of ordered	Haitsud	Conkud	Fritzel	Railwal
13	STC13	GAIKWAD PRACHI SANTOSH	GPROW -	Grach'.	Prachi.	GP rachi	sprachi.	Grach	Cprachi.
14	STC14	GHAG MANASVI SAMBHAJI	m.s.9189	Mis ghag	M.S. ghag	M.S.ghag	M.S.9409	m.s.ghag	M.S.ghay
15	STC15	GHOLAP OMKAR NIVRUTTI	1 19 Kes	Makon	Orakoro	Onghas	Arakon	(Inaxion	Maken
16	STC16	GURAV ABHISHEK TUKARAM	3 Ban	31184 a	- अभिवे	Stolan	31/8/4m	इशिक्न	= 3/18/14es
17	STC17	HUMBE GANESH SHAHAJI	Ganesh-	Ganesh	Ganesh	Ganesh	Cranel	Ganest	Ganesh
18	STC18	INGALE AKSHAY CHANDRAKANT	Aer	ACT	ACT	A.CR	A.CF	AUI	ACIT
19	STC19	INGALE SANKET SATISH	2/4/2	51×10	2/4ya	zjega	2/4/2	244	ajeya
20	STC20	JADHAV AISHWARYA POPAT	shand_	Shanga	shorrya,	change	shongo	sheng q	S Chille
21	STC21	JADHAV NILESH ANIL	1418	Hitest	11108)	14188	+vists	ytiles for	MHEST ?
22	STC22	JADHAV OMKAR DIPAK	SOJUGARON	DO 394 Kan	SD3dg/dn	SP209 ran	@DJ09Pan	00209 P	Shipper
23	STC23	JADHAV PRATHAMESH BHAGWAN	H2BJ	PBJ	P.8:5	PBJ	PBJ (	PBJE	1308 1 8
24	STC24	JADHAV PRATIK NANASO	Eprensi	Prange	Prongo	Frence	Prayo	Pagenso	Praise

25	STC25	JADHAV RUSHIKESH SANDIP	RESOURCESS	RSTODLOU	BEZICHIMIN A	RSTAIL	RSJAHUV	RSIGILOU	RSTOLDAUV
26	STC26	JADHAV SAKSHI SANTOSH	Says	Salsa	Solsu	50440	Saller	Color	Self
27	STC27	JADHAV ADITYA SANTOSH	Japas .	AJadhan	Asadhar-	Sadhar.		A Jadray -	Diadhay
28	STC28	JADHAV PRATHAMESH BHARAT	PBI	PBJ	287	682	789	682	PBT
29	STC29	JADHAV SANIKA HARIDAS	HTadh ar	Hadhor	Hodhov	Hodhon	Hadhar	tradhar	Hadhor
30	STC30	JADHAV VAISHNAVI SITARAM	Bad hav	Bad bay	Aadhay	Bad hav	Madhav	*Jadhav	Sadhav
31	STC31	JAGADALE SANIKA RAMCHANDRA	Flagdale	Flay dale	Staydale	Stagolde	Plagdale	Daydale	Dagdale
32	STC32	KALANTRE ANIL SACHIN	ask	0sk =	ask	ash -	ask -	Q32_	ask
33	STC33	KAMBIRE LAKHAN SATISH	TIMURIONDAZ-	TIPICIEDO PORT.	1101 HAND)	710/1200 lat 2-	TIME THENOL	नामा सकारें।	TIMERIDION
34	STC34	KASHID VIVEK NAMDEV	VN Kashiq	V.N.Kashla	V.N.Kashid	J.N. Kashja	V N Kashid	WN Kashly	V.N. Kashla
35	STC35	KATE PRIYASH SUBHASH	Pakate	Perate	Pskate	PSIANS	P&Koule	Pokeute	Percute
36	STC36	LOKARE CHETAN SHASHIKANT	theto	Keter	Theter	Leter	theter	Keter	Shele-
37	STC37	MORE GANESH CHANDRAKANT	Genore	Gerrore	Genere	Gemore	General	Cremere	George
38	STC38	MORE OMKAR SHANKAR	as. Mon	Q. 5. MOR	8.5.MOT	8.5. Mou	as. more	6.5. MOR	6.1. MGC
39	STC39	MORE VISHAL VINAYAK	Bhalm	genam	XXXIII	Marchi	Breny	Right	Madry
40	STC40	PANASKAR SAYALI SURENDRA	Spanaskans	Sporaskar	spomoskon	Spanaskan	Spanaskar	Spanaskon	Spamaskary





#### YASHWANTRAO CHAVAN COLLEGE OF SCIENC KARAD

### PARTMENT OF COMPUTER SCIENCE

**Attendance Short Term Course 2021-22** 

Office Automation

Sr. No	Roll No	Name Of Student	28/05/22	29 105/22					
	STC1	AMBEKARI ALFAJ NASIR	alta	alfoj					
	STC2	BORGAONKAR NIKHIL BHANUDAS	Q. J.	Q.J.					
	STC3	CHIKANE SUDARSHAN SUNIL	(EV)	( )					
	STC4	DATE PURVA ARUN	Taina	During.					
	STC5	DESAI AKASH BALASO	AB Desai	ABDesai					
	STC6	DESAI SURAJ SANTAJI	SuraisD.	Surajso					
5 g	STC7	DESHMUKH ADITYA SAMBHAJIRAO	DADTIYA	Ab					
	STC8	DESHMUKH SURAJ RAVINDRA	S. R. D	C.9.2		•			
	STC9	DESHMUKH VIVEK ARUN	VAD.	VAP					
	STC10	DUBAL VAISHNAVI SHIVTEJ	oduhal	Solubal					
	STC11	DUBAL VIJAY SANJAY	A trubelly	Atropa					
	STC12	GAIKWAD ANISHA ANIL	Ackvel	dellud					
	STC13	GAIKWAD PRACHI SANTOSH	Grachi-	GPrachi.					
	STC14	GHAG MANASVI SAMBHAJI	M.S.ghaq	M.S.ghag					
	STC15	GHOLAP OMKAR NIVRUTTI	Makour	Orakar					
_	STC16	GURAV ABHISHEK TUKARAM	Ziolian	38 march					
	STC17	HUMBE GANESH SHAHAJI	Ga need	Ganesh				_ Q	
	STC18	INGALE AKSHAY CHANDRAKANT	ACP	ACT			-	0	7
5	STC19	INGALE SANKET SATISH	akya	zkya		T. 1		Die	4
5	STC20 J	JADHAV AISHWARYA POPAT	Lunga	Sherrya	-		Yashwa	Principa	
S		JADHAV NILESH ANIL	16188	THIRT				chavan Coll	ege of Scien
S	S1C22	ADHAV OMKAR DIPAK	Dogradian	Nolfoldo			. //	CILL	
S	STC23	ADHAV PRATHAMESH BHAGWAN	PBS	PBP			1/8	COMPUTER S	
S	TC24 J	ADHAV PRATIK NANASO	Prenso	Donogo			e wing		

25	STC25	JADHAV RUSHIKESH SANDIP	BENAPAN	RSTOOLAV				
26	STC26	JADHAV SAKSHI SANTOSH	Couls!	Says		1		
27	STC27	JADHAV ADITYA SANTOSH	Sadha	Stadhay				
28	STC28	JADHAV PRATHAMESH BHARAT	PBI	CBP				
29	STC29	JADHAV SANIKA HARIDAS	Hadhar	Hadhan				
30	STC30	JADHAV VAISHNAVI SITARAM	Bad Par	Sad hav				
31	STC31	JAGADALE SANIKA RAMCHANDRA	<b>Saydale</b>	Stagdala				
32	STC32	KALANTRE ANIL SACHIN	Osk -	Osk				
33	STC33	KAMBIRE LAKHAN SATISH	Lent [12/00/10]	Civil Figural	3			
34	STC34	KASHID VIVEK NAMDEV	V.N. Norshid	N.Kash,				
35	STC35	KATE PRIYASH SUBHASH	Brate	Pokale				
36	STC36	LOKARE CHETAN SHASHIKANT	Keter	Leter				
37	STC37	MORE GANESH CHANDRAKANT	Cenare	Genor				
38	STC38	MORE OMKAR SHANKAR	85 more	8.5. More				
39	STC39	MORE VISHAL VINAYAK	arnahm	Malin				
40	STC40	PANASKAR SAYALI SURENDRA	Spomaskom	Spomaskore				









#### YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD

#### Department of Computer Science STC: Office Automation (2021-22) Certificate Distribution

Sr. No	Course Roll No	Student name	Signature
1	STC1	AMBEKARI ALFAJ NASIR	Amehekori
2	STC2	BORGAONKAR NIKHIL BHANUDAS	Nikhill
3	STC3	CHIKANE SUDARSHAN SUNIL	Subrishore
4	STC4	DATE PURVA ARUN	Durang
5	STC5	DESAI AKASH BALASO	Akash
6	STC6	DESAI SURAJ SANTAJI	Delai
7	STC7	DESHMUKH ADITYA SAMBHAJIRAO	leshmukla.
8	STC8	DESHMUKH SURAJ RAVINDRA	Deshmiller
9	STC9	DESHMUKH VIVEK ARUN	ADESHOWKH
10	STC10	DUBAL VAISHNAVI SHIVTEJ	Bulel
11	STC11	DUBAL VIJAY SANJAY	Rubert
12	STC12	GAIKWAD ANISHA ANIL	Faikwead
13	STC13	GAIKWAD PRACHI SANTOSH	VI.
14	STC14	GHAG MANASVI SAMBHAJI	M.S.Ghag
15	STC15	GHOLAP OMKAR NIVRUTTI	GME
16	STC16	GURAV ABHISHEK TUKARAM	Culs .
17	STC17	HUMBE GANESH SHAHAJI	th II
18	STC18	INGALE AKSHAY CHANDRAKANT	570
19	STC19	INGALE SANKET SATISH	2/4/2
20	STC20	JADHAV AISHWARYA POPAT	Thomas
21	STC21	JADHAV NILESH ANIL	Mush
22	STC22	JADHAV OMKAR DIPAK	D.O. Jadhar
23	STC23	JADHAV PRATHAMESH BHAGWAN	gelste .
24	STC24	JADHAV PRATIK NANASO	Ladren
25	STC25	JADHAV RUSHIKESH SANDIP	Pushi kesh
26	STC26	JADHAV SAKSHI SANTOSH	- Jachnes -
27	STC27	JADHAV ADITYA SANTOSH	(Aum
8	STC28	JADHAV PRATHAMESH BHARAT	Saldin
9	STC29	JADHAV SANIKA HARIDAS	Hadhan
0	STC30	JADHAV VAISHNAVI SITARAM	Jodhov. V.S
1	STC31	JAGADALE SANIKA RAMCHANDRA	Sadadele.
2	STC32	KALANTRE ANIL SACHIN	Rulante
3	STC33	KAMBIRE LAKHAN SATISH	l. S. Wambire
4	STC34	KASHID VIVEK NAMDEV	V. N. Kelshif
5	STC35	KATE PRIYASH SUBHASH	P.S. Kate
6	STC36	LOKARE CHETAN SHASHIKANT	6.5. Colicere Yash
7		MORE GANESH CHANDRAKANT	Cr. C. More
8	2000	MORE OMKAR SHANKAR	B.S. Mox
9	STC39	MORE VISHAL VINAYAK	V. V. more
0	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	PANASKAR SAYALI SURENDRA	Spomoskop

Principal antrao Chavan College of Scien Karad

8Padjal



Department of Computer Science Yashwantrao Chavan College of Science Karad

II Be one with the downtrodden and the underprivileged II

Shri Shivaji Education Society, Vidyanagar, Karad Board for Higher Education's, Vidyanagar Karad's







## **Yashwantrao Chavan College of Science, Karad**

Vidyanagar, Karad - 415 124.

Reaccredited B<sup>++</sup> Level by NAAC, Bangalore.
 An ISO 9001 : 2015 Certified College





# **Short Term Course** CERTIFICATE OF COMPLETION

This is to certify that Mr./Miss. Deshmukh Vevek	Arun
of Class B.Sc [cs] Entire-I has Completed Short Term Course (3	Months) in
Office Automation	conducted by the department of
Computer Science during the academic year 2021 - 2022	9/1
我们是在1000年,我们就是一个时间,我们就是一个时间,我们就是一个时间,我们就是一个时间,我们就是一个时间,我们就是一个时间,我们就是一个时间,我们就是一个时	9/ 11

Principal

Karad

shwantrae Chavan College of Science Co-ordnator

**Head of the Department** 

**IQAC** Co-ordinator



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Shri Shivaji Education Society, Vidyanagar, Karad Board for Higher Education's, Vidyanagar Karad's

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1958

# **Short Term Course** CERTIFICATE OF COMPLETION

This is to certify that Mr./Miss. Ingle Sanket Sac	hin
of Class B. 5c [c5] optional-Ihas Completed Short Term Course (3	Months) in
Office Automation (2021-2022)	conducted by the department of
Computer Science during the academic year 2021 - 2022	

rashwantrao Chavan College of Science Karad

Department

**IQAC Co-ordinator** 







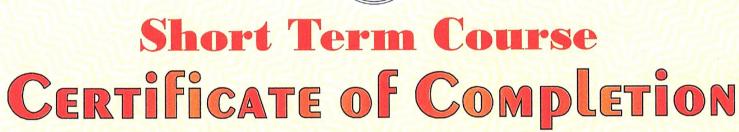
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This is to certify that Mr./Miss. Gaikwad Anisha	Ani
of Class B.Sc [CS] Optional-I has Completed Short Term Course	(3 Months) in
Office Automation	conducted by the department of
Computer Science during the academic year 2021 - 2022	

Yashwantrao Chavan College of Science ordinator Karad









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# **Short Term Course** CERTIFICATE OF COMPLETION

This is to certify that Mr./Miss. Jadhay Saks	hi santosh
of Class B. Sc [cs] Entire - I has Completed Short Term Con	urse (3 Months) in
Office Automation	conducted by the department of
Computer Science during the academic year 2021 - 2022	

Karad

shwantrao Chavan College of Sci

Head of the Department





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# **Short Term Course** CERTIFICATE OF COMPLETION

This is to certify that Mr./Miss. Kashid Vevek Nau	mdev
of Class B.5c [C5] Optional-I has Completed Short Term Course (3	Months) in
Office Automation	conducted by the department of
Computer Science during the academic year 2021 - 2022	

Principal Yashwantrao Chavan College of Science-ordnator







#### YASHWANTRAO CHAVAV COLLEGE OF SCIENCE, KARAD

#### **Department of Computer Science**

**Short Term Course** 

"Office Automation"

Year 2021-2022

Name of student: Ingle Sanket Sachin Roll No: STC19

Sr. No.	Criteria	Excellent	Good	Average	Poor
1	Curriculum Content	-			
2	Gratification about Lecture		~		
3	Gratification about Practical				
4	Hands on Training				
5	Knowledge gets from the course	~			
6	The course if beneficial for Students and Parents				

Signature

Date: 8 | 6 | 2022

Chavan College Computer SCIENCE SCIENCE

Principal

Yashwantrao Chavan College of Science

Karad



**Short Term Course** 

"Office Automation"

Year 2021–2022

Name of student: Gaikwad Anisha Anil Roll No: STC12

Sr. No.	Criteria	Excellent	Good	Average	Poor
1	Curriculum Content				
2	Gratification about Lecture				
3	Gratification about Practical	~			
4	Hands on Training		1		
5	Knowledge gets from the course	~			
6	The course if beneficial for Students and Parents	W			

A.A. Gaik Wad Signature

Date: 8 | 6 | 2022

COMPUTER SCIENCE SCIENCE SCIENCE SCIENCE

Yashwantrao Chavan College of Science
Karad

**Short Term Course** 

"Office Automation"

Year 2021-2022

Name of student: Kashid Vivek Namdev Roll No: 57034

Sr. No.	Criteria	Excellent	Good	Average	Poor
1	Curriculum Content	~			
2	Gratification about Lecture	/			
3	Gratification about Practical		/		
4	Hands on Training		/		
5	Knowledge gets from the course	/			
6	The course if beneficial for Students and Parents	~			

Y. N. Kashid.
Signature

Conputer College Of Science Confuter College Of Science Confuter College Of Science College Of Science Of Scie

Date: 8/6/2022

Principal

Yashwantrao Chavan College of Science

Karad



## YASHWANTRAO CHAVAV COLLEGE OF SCIENCE, KARAD

### **Department of Computer Science**

**Short Term Course** 

"Office Automation"

Year 2021-2022

Name of student: Deshmukh vevek Arun Roll No: STC9

Sr. No.	Criteria	Excellent	Good	Average	Poor
1	Curriculum Content		<b>V</b>		
2	Gratification about Lecture				
3	Gratification about Practical	<b>/</b>			
4	Hands on Training				r
5	Knowledge gets from the course				
6	The course if beneficial for Students and Parents				

v. A. DeShmukh.
Signature

Chavan College of Science Science of Karad \*

Date: 8-6-2022

Principal
Yashwantrao Chavan College of Science
Karad



**Short Term Course** 

"Office Automation"

Year 2021-2022

Name of student: Tadhov Sakshi Santosh Roll No: STC26

Sr. No.	Criteria	Excellent	Good	Average	Poor
_ 1	Curriculum Content				
2	Gratification about Lecture		_		
3	Gratification about Practical		~		
4	Hands on Training				
5	Knowledge gets from the course				
6	The course if beneficial for Students and Parents	/			

Signature hardharg

Date: 08-06-2022

Yashwantrao Chavan College of Science Karad



#### YASHWANTRAO CHAVAV COLLEGE OF SCIENCE, KARAD

#### **Department of Computer Science**

**Short Term Course** 

"Office Automation"

Year 2021-2022

#### Report

For this course Total 40 students are enrolled and 40 students are appeared for the exam. This course was conducted in Mar. 2022 to May. 2022. Department of Computer Science Satisfactorily conducted this course.

Course Co-Ordinator **IQAC** Coordinator

Co-ordinator,

Internal Quality Assurance Cell (IQAC), Yashwantrao Chavan College avan Colle

of Science, Karad

Principal

Yashwantrao Chavan College of Scie

Karad /

Principal Yashwantrao Chavan College of Scie Karad



Career Oriented Courses/ Certificate Courses/ Add on Courses / Value Added Courses/ Skill Based Courses/ Short Term Courses

Year 2021-22

1 Office Automation	Name of Add on / Sr. No. Certificate Programs Offered
ion 3 Months	rograms Course
40	Number of the Students Enrolled

