



**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

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Head

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

Principal

**Yashwantrao Chavan College of Science
Karad**



Estd. 1958

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YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD

Vidyanagar, KARAD - 415 124 Dist. Satara (Maharashtra)

☎ 02164 - 271356, 271357 Fax : 02164-271356, e-mail : prinyccsk@gmail.com

Reaccredited B++ 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

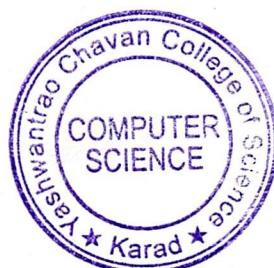
Board of Studies (BOS)

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	
2	Prof. Dr. G. G. Potdar	IQAC Coordinator	
3	Mr. A. A. Mulla	HOD	
3	Mrs. S. G. Padyal	Course Coordinator	
4	Mrs. A. V. Nalawade	Subject Expert	



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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.

Sr. No.	Name of The Course	Type of the Course
1.	Office Automation	Short-term Course


Course
Co-Ordinator


IQAC Coordinator
Co-ordinator,
Internal Quality Assurance Cell (IQAC),
Yashwantrao Chavan College
of Science, Karad


HOD


Principal
Principal
Yashwantrao Chavan College of Science
Karad



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 use.
 - 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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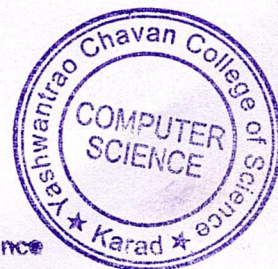
**Yashwantrao Chavan College of Science
Karad**

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 1. Introduction to Office Automation - Overview of office automation concepts and significance in modern workplaces. - Historical perspective and evolution of office automation.	2
1.2	2. Office Software Applications - In-depth study of word processing, spreadsheet, and presentation software. - Understanding the features, functions, and best practices for each application.	2
1.3	3. Document Management - Document creation, editing, and formatting techniques. - File organization, storage, and retrieval strategies.	2
1.4	4. Communication and Collaboration - Effective business communication through email and collaboration tools. - Email etiquette and best practices.	2
1.5	5. Time Management and Productivity - Time management techniques for prioritizing tasks and optimizing workflow. - Productivity tools and strategies to enhance efficiency in an office setting.	2
1.6	6. Data Analysis and Decision-Making - Data handling and analysis using spreadsheet applications. - Interpretation of data for informed decision-making.	2
1.7	7. Data Security and Ethics - Ethical practices in handling sensitive information and data. - Awareness of data security and privacy regulations.	2
1.8	8. Emerging Technologies - Staying updated with the latest trends and emerging technologies in office automation. - Exploring cloud-based collaboration platforms and tools.	2
2.1	Practical 1. Hands-on Practice	2

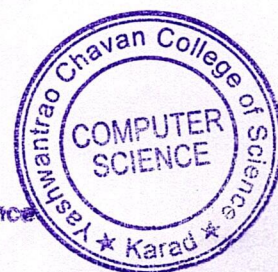


	<ul style="list-style-type: none"> - Practical exercises and assignments using office software applications. - Creating documents, spreadsheets, and presentations. 	
2.2	2. Document Management <ul style="list-style-type: none"> - Organizing and managing digital files and documents. - Practice in document retrieval and version control. 	2
2.3	3. Communication and Collaboration Tools <ul style="list-style-type: none"> - Practical use of email for business correspondence. - Collaborative projects using cloud-based platforms. 	2
2.4	4. Time Management and Productivity Tools <ul style="list-style-type: none"> - Applying time management techniques in real-world scenarios. - Using productivity tools to manage tasks and deadlines. 	2
2.5	5. Data Analysis and Reporting <ul style="list-style-type: none"> - Analysing real data sets using spreadsheet software. - Creating reports and presentations based on data analysis. 	2
2.6	6. Data Security Practices <ul style="list-style-type: none"> - Hands-on exercises in securing and protecting sensitive data. - Identifying and addressing security threats and vulnerabilities. 	2
2.7	7. Technology Integration <ul style="list-style-type: none"> - Exploring and practicing with emerging office automation technologies and tools. 	2

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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➤ Mapping of PO's -CO's:

PO's CO'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

- Creating a table (At least 4 columns and 6 rows).
- Entering appropriate data into the table.
- Sort the table.
- Apply the formulas on table numeric values

2) Using MS-Word create "Mail Merge" document for "FORM LETTERS"

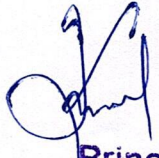
3) Using MS-Excel spread sheet, create worksheet t called "Employee" and calculate the following using formulas

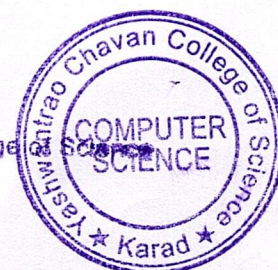
Enter Employee Code, Name and Basic Salary.

- Calculate DA (20% of Basic Salary).
- Calculate HRA (10% of Basic Salary).
- Calculate CCA (8.5% of Basic Salary).
- Calculate Total Salary (Basic Salary + DA + HRA + CCA).
- Calculate Deductions (10% of Total Salary).
- 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


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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

- Create appropriate records.
- Calculate total and marks using formula.
- 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.

- Create STUDENT database table.
- Create appropriate records.
- Add two more records to the table.
- Delete second record to the table.

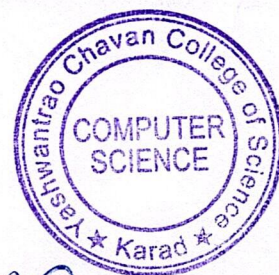
7) View the records Using MS-PowerPoint with suitable examples write steps and execute the following:

- Create presentation slides with Titles, Sub Titles and Charts choosing different slide layouts.
- Use design templates for background.
- Format the slides design

8) Using MS-PowerPoint with suitable examples write steps and execute the following:

- Create Presentation table slides using an organization chart.
- 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



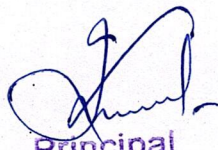
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YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD
DEPARTMENT OF COMPUTER SCIENCE
Short Term Course: Office Automation 2021-22

Course Code	CCD-08	Course	Office Automation	
Prepared by	Mrs. S. G. Padyal, Mrs. A.V. Nalawade		Date	2021-22
Target Group	B.Sc. CS Entire I and B. Sc. CS Optional I			
Pre-requisites	Basic (10+2) knowledge of science faculty Good analytical skills. Basic knowledge regarding computer concepts.			
Course Outcomes				
At the end of the course the students should be able 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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Department of Computer Science

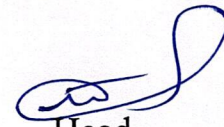
Notice

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 10th March 2022.

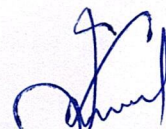
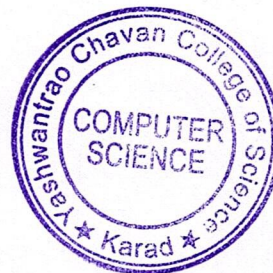


Course Co-ordinator



Head
Head

Department of Computer Science
Yashwantrao Chavan College of Science
Karad



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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 May |
| 6. Practical Examination | : Last week of May |



Course Co-Ordinator



HOD

Head

Department of Computer Science
Yashwantrao Chavan College of Science
Karad



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Yashwantrao Chavan College of Science
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YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD

Department of Computer Science

STC: Office Automation (2021-22)

Registration

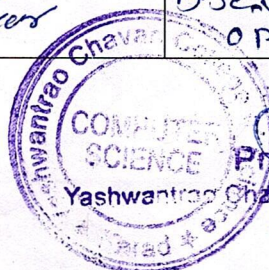
Sr. No.	Student Name	Class	Mobile No.	Signature
1	Chitane Surbhashan Sunil	Bsc.cs (Entire)	8554035334	
2	Dubal Vijay Sanjay	Bsc.cs (entire)	880 4057171	
3	Boragankar Nikhile Bhairudas	Bsc.cs (Optional)	9921099612	
4	Gaikwad Anisha Anil	Bsc.cs (Optional)	7058622594	
5	Jadhav Sanika Haridas	Bsc.cs (Optional)	9169028394	
6	Gaikwad Prachi Santosh	Bsc.cs (entire)	7620048456	
7	Jadhav Aditya Santosh	Bsc.cs (optional)	7820933712	
8	Deshmukh Aditya Sambhajirao	Bsc.cs (entire)	712967905	
9	Ghag Manasvi Sambhaji	Bsc.cs (Optional)	8767796343	
10	Jadhav Vaishnavi Sitaram	Bsc.cs (optional)	8421175375	
11	Gurav Abhishek Tukaram	Bsc.cs (entire)	90229695	
12	Deshmukh Vivek Arun	Bsc.cs (Entire)	9503265702	
13	Jadhav Nilesh Anil	Bsc (Entire)	9284552098	
14	Jadhav Parashram Bhagwan	Bsc (Entire)	7385032772	
15	Kate Priyash Subhash	Bsc.cs (optional)	9322509082	
16	JADHAV AISHWARYA POPAT	BSC-CS (entire)	7387649487	
17	INGOLE AKSHAY CHANDRAKANT	BSC-CS (entire)	7558307482	
18	Kushid vivek Namdeo	Bsc.cs (optional)	9834404580	



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19	Panaskar Sayali Surendra	B.Sc (CS) optional - I	9309727885	<u>Panaskar</u>
20	Jadhav Sakshi Suresh	— II —	7498469819	<u>Sakshi</u>
21	Desai Akash Balaso	— II —	7098462819	<u>Desai</u>
22	Humbe Ganesh Shashaji	— II —	9175392179	<u>Ganesh</u>
23	Date Purva Anun.	B.Sc (C.S) optional - I	9175392179	<u>Purva</u>
24	Deshmukh suraj Ravindra	B.Sc. CS optional - I	9356813075	<u>S.R.D</u>
25	Desai suraj Santaji	B.Sc. CS Entre - I	9356813075	<u>Suraj SD</u>
26	More vishal Vinayak	B.Sc (CS) optional I	9523153333	<u>More</u>
27	Dubal Vaishnavi Shivraj	B.Sc. CS Entre	9822758382	<u>Dubal</u>
28	GHOLAP OMKAR NIVARUTE	— II —	7666492525	<u>Omkar</u>
29	Lokare Chetan Shashikant	B.Sc (C.S) optional - I	7057076764	<u>Lokare</u>
30	Jadhav omkar Dipak	B.Sc CS Entre - I	7057076764	<u>OD Jadhav</u>
31	More Ganesh Chandrakant	B.Sc (C.S) optional - I	9665492582	<u>Gumore</u>
32	Ambekar alfaj nasir	— II —	9665492582	<u>alfaj</u>
33	Ingale Pankaj Pratik	B.Sc (C.S) optional I	9167665229	<u>Pankaj</u>
34	Jadav pratik nanasa	B.Sc. CS Entre - I	9167665229	<u>Pranasa</u>
35	Sanika Ramchandra Jogdale	B.Sc CS optional I	9657395193	<u>Sanika</u>
36	Lakhan Satish Kambire	B.Sc (CS) optional I	8767319546	<u>Lakhan</u>
37	Jadhav Rushikesh Sandip	B.Sc CS optional - I	8767319546	<u>RJ Jadhav</u>
38	Jadhav Prathmesh Bharat	B.Sc CS optional - I	9322968677	<u>PBJ</u>
39	Kalantre anil sachin	B.Sc CS Entre - I	962125054	<u>AK</u>
40	More Omkar Shamkar	B.Sc (CS) optional I	9666497768	<u>S. More</u>

Spadyal
Course Coordinator



Principal

HOD

Head
Department of Computer Science
Yashwantrao Chavan College of Science
Karad

Yashwantrao Chavan College of Science ,Karad

Department of Computer Science

Student Registration

Office Automation

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

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

[Signature]

Co-ordinator

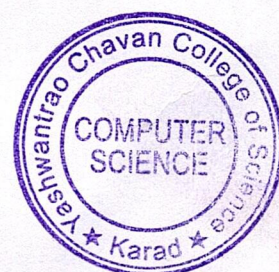
[Signature]
Head of Department

Head
Department of Computer Science
Yashwantrao Chavan College of Science
Karad

[Signature]

Principal

Yashwantrao Chavan College of Science
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YASHWANTRAO CHAVAN COLLEGE OF SCIENCE, KARAD

Department of Computer Science

Short-Term Course in "Office Automation"

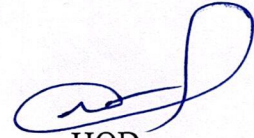
Year 2021-2022

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 15th March 2022. All concerned should note and follow.



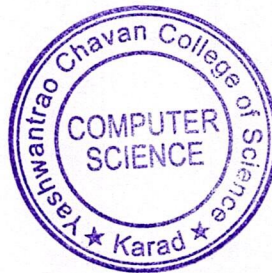
Course Co-Ordinator



HOD

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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

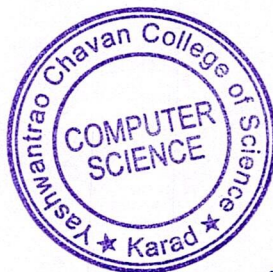
Time	Thursday	Friday
8.50 AM-9.40 AM	L16 SGP	L16 SGP
9.40 AM-10.30 AM	L16 AVN	L16 AVN

Practical Time Table March 2022 to May 2022

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

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[Signature]

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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.

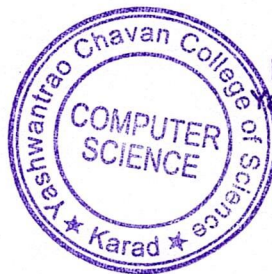
- Test No-1: Internal Examination
- Test No-2: Final Examination
- Test No-1: Practical Examination

All should note and follow.

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

S.G. Padyal

Mrs. S.G.Padyal
Course Coordinator



[Signature]

HOD
Head

Department of Computer Science
Yashwantrao Chavan College of Science
Karad

[Signature]

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Yashwantrao Chavan College of Science
Karad

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]

1. On which toolbar can you find Format Painter tool?

- a. Formatting toolbar
- b. Picture Toolbar
- c. Drawing Toolbar
- d. Standard toolbar

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

4. A work book is a collection of-----used in a single file

- a. Work sheet
- b. Work record
- c. Work field
- d. Work file

Answer

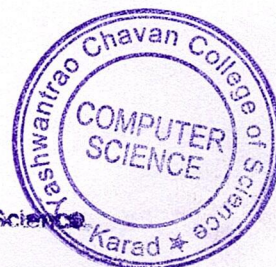
5. Which of the following series type is not valid for Fill Series dialog box?

- a. Linear
- b. Growth
- c. Auto fill
- d. Time

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

Answer ☐

7. _____ controls all the main slide control tasks for your presentation.
- a.Task Pane
 - b.Task Bar
 - c.Control Panel
 - 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 ☐

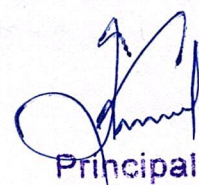
10. The mail server as defined in the text uses the _____ protocol.
- a. HTTP
 - b. FTP
 - c. POP
 - d. SMTP

Answer ☐

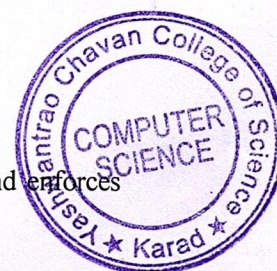
11. Why headers and footers used in MS -Word
- a. To enhance the overall appearance of the document
 - b. To mark the starting of a page
 - c. To make large document more readable
 - d. To allow page headers and footers to appear on document when it is printed

Answer ☐

12. Discussion groups may have a _____ who monitors the postings and enforces


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the site's rules.

- a. judge
- b. sysop
- c. narrator
- d. censor

Answer

☐

13. Which of the following section does not exist in a slide layout?

- a. Titles
- b. Lists
- c. Charts
- d. Animations

Answer

☐

14. A message with replies on a newsgroup is often called a _____.

- a. post
- b. list
- c. thread
- d. comment

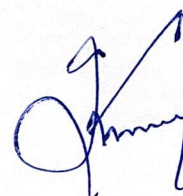
Answer

☐

15. Which of the following option is not available in Insert >> Picture?

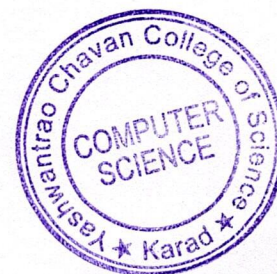
- a. Chart
- b. Graph
- c. Clip Art
- d. Word Art

Answer

☐

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Yashwantrao Chavan College of Science, Karad

Department of Computer Science

Short Term Course- Office Automation

Final Exam

2021-22

Total Marks: 30

Date : 30/05/2022

Time:1 Hour

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. A _____ is a small program that helps to automate a frequently used series of commands in most productivity software tools.
- a. Macro
 - b. Utility
 - c. Template
 - d. Wizard

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

Answer

☐

4. Which menu provides you options like Animation Scheme, custom Animation, Slide Transition?
- a. Insert Menu
 - b. Format Menu
 - c. Tools Menu
 - d. Slide Show Menu

Answer

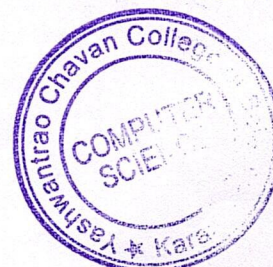
☐

5. Which of the following is not a part of Slide Design
- a. Design Template
 - b. Colour Scheme
 - c. Animation Scheme



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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. List Box and Text box

- a. Are some other than that in a list box the bullets are enabled
- b. Are different. List boxes are used to present lists and can't be created with text boxes.
- c. Both of above
- d. None of above

Answer

☐

11. In which menu can you find features like Slide Design, Slide Layout etc.?

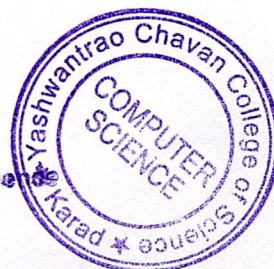
- a. Insert Menu
- b. Format Menu
- c. Tools Menu
- d. Slide Show Menu

Answer

☐

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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

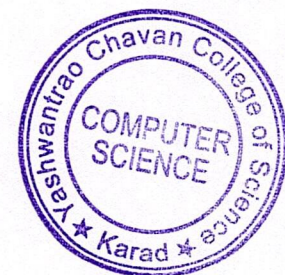
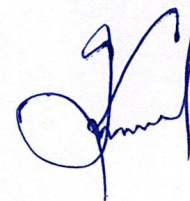
Answer

☐

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

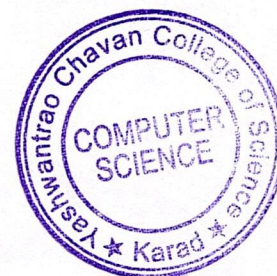
Instructions:

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



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Yashwantrao Chavan College of Science ,Karad
Department of Computer Science
Marksheet
Office Automation

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

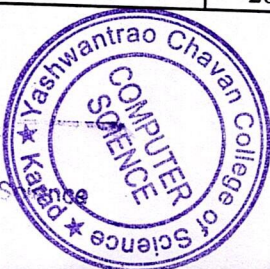
2021-22

Sr No.	Roll No.	Name of the students	Mid-course exam	Final Exam	Practical Exam	Total	%
1	STC1	AMBEKARI ALFAJ NASIR	26	28	37	91	91
2	STC2	BORGAONKAR NIKHIL BHANUDAS	24	26	34	84	84
3	STC3	CHIKANE SUDARSHAN SUNIL	26	24	31	81	81
4	STC4	DATE PURVA ARUN	28	28	36	92	92
5	STC5	DESAI AKASH BALASO	28	26	34	88	88
6	STC6	DESAI SURAJ SANTAJI	26	28	36	90	90
7	STC7	DESHMUKH ADITYA SAMBHAJIRAO	26	28	33	87	87
8	STC8	DESHMUKH SURAJ RAVINDRA	28	26	38	92	92
9	STC9	DESHMUKH VIVEK ARUN	20	28	34	82	82
10	STC10	DUBAL VAISHNAVI SHIVTEJ	26	28	36	90	90
11	STC11	DUBAL VIJAY SANJAY	26	25	31	82	82
12	STC12	GAIKWAD ANISHA ANIL	26	26	36	88	88
13	STC13	GAIKWAD PRACHI SANTOSH	28	28	37	93	93
14	STC14	GHAG MANASVI SAMBHAJI	28	28	35	91	91
15	STC15	GHOLAP OMAR NIVRUTTI	26	28	38	92	92
16	STC16	GURAV ABHISHEK TUKARAM	28	28	34	90	90
17	STC17	HUMBE GANESH SHAHAJI	16	16	32	64	64
18	STC18	INGALE AKSHAY CHANDRAKANT	26	28	33	87	87
19	STC19	INGALE SANKET SATISH	28	28	32	88	88
20	STC20	JADHAV AISHWARYA POPAT	28	28	33	89	89
21	STC21	JADHAV NILESH ANIL	26	26	33	85	85
22	STC22	JADHAV OMAR DIPAK	28	26	38	92	92
23	STC23	JADHAV PRATHAMESH BHAGWAN	26	28	37	91	91
24	STC24	JADHAV PRATIK NANASO	28	26	32	86	86
25	STC25	JADHAV RUSHIKESH SANDIP	26	28	37	91	91
26	STC26	JADHAV SAKSHI SANTOSH	28	24	36	88	88
27	STC27	JADHAV ADITYA SANTOSH	28	28	33	89	89
28	STC28	JADHAV PRATHAMESH BHARAT	28	26	38	92	92
29	STC29	JADHAV SANIKA HARIDAS	28	28	33	89	89
30	STC30	JADHAV VAISHNAVI SITARAM	28	28	31	87	87
31	STC31	JAGDALE SANIKA RAMCHANDRA	24	26	32	82	82
32	STC32	KALANTRE ANIL SACHIN	28	28	33	89	89
33	STC33	KAMBIRE LAKHAN SATISH	28	28	35	91	91
34	STC34	KASHID VIVEK NAMDEV	28	26	31	85	85
35	STC35	KATE PRIYASH SUBHASH	26	28	34	88	88
36	STC36	LOKARE CHETAN SHASHIKANT	28	28	34	90	90
37	STC37	MORE GANESH CHANDRAKANT	28	28	37	93	93
38	STC38	MORE OMAR SHANKAR	28	24	35	87	87
39	STC39	MORE VISHAL VINAYAK	30	16	32	78	78
40	STC40	PANASKAR SAYALI SURENDRA	28	28	34	90	90

Co-ordinator.

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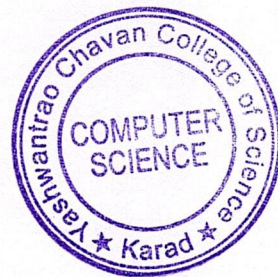
Head of Department

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****Result**

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

Padyal

A handwritten signature in blue ink, likely of the Principal.

Principal**Yashwantrao Chavan College of Science
Karad**

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 attainment	30% of attainment Level in Mid-Course Exam (I)	% of students above 60 % of Final Exam marks	Level of attainment	30% of attainment Level in Final Exam (II)	% of students above 75 % of Practical Exam marks	Level of attainment	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
Level 2	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	Level 3	>= 70% of students scoring more than average marks

Achieved Attainment Level :

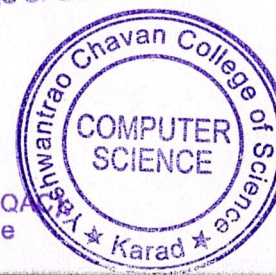
Average Attainment	Target Attainment level	Remark
3	5	Target achieved


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
Yashwantrao Chavan College of Science
Karad


Co-ordinator,
Internal Quality Assurance Cell (IQAC)
Yashwantrao Chavan College
of Science, Karad



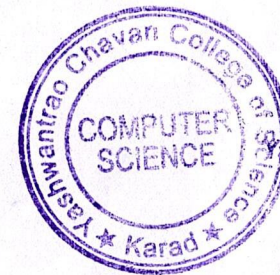

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Karad

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

Sr. No	Roll No	Name Of Student	17/03/22	18/03/22	24/03/22	25/03/22	26/03/22	1/04/22	7/04/22
1	STC1	AMBEKARI ALFAJ NASIR	Alfa	Alfa	Alfa	Alfa	Alfa	Alfa	Alfa
2	STC2	BORGAONKAR NIKHIL BHANUDAS	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil
3	STC3	CHIKANE SUDARSHAN SUNIL	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil
4	STC4	DATE PURVA ARUN	Purva	Purva	Purva	Purva	Purva	Purva	Purva
5	STC5	DESAI AKASH BALASO	Akash	Akash	Akash	Akash	Akash	Akash	Akash
6	STC6	DESAI SURAJ SANTAJI	Suraj	Suraj	Suraj	Suraj	Suraj	Suraj	Suraj
7	STC7	DESHMUKH ADITYA SAMBHAJIRAO	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya
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	V.A.D	V.A.D	V.A.D	V.A.D	V.A.D	V.A.D	V.A.D
10	STC10	DUBAL VAISHNAVI SHIVTEJ	Valubal	Valubal	Valubal	Valubal	Valubal	Valubal	Valubal
11	STC11	DUBAL VIJAY SANJAY	Vijay	Vijay	Vijay	Vijay	Vijay	Vijay	Vijay
12	STC12	GAIKWAD ANISHA ANIL	Anisha	Anisha	Anisha	Anisha	Anisha	Anisha	Anisha
13	STC13	GAIKWAD PRACHI SANTOSH	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi
14	STC14	GHAG MANASVI SAMBHAJI	M.S.ghag	M.S.ghag	M.S.ghag	M.S.ghag	M.S.ghag	M.S.ghag	M.S.ghag
15	STC15	GHOLAP OMKAR NIVRUTTI	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar
16	STC16	GURAV ABHISHEK TUKARAM	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek
17	STC17	HUMBE GANESH SHAHAJI	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh
18	STC18	INGALE AKSHAY CHANDRAKANT	Akshay	Akshay	Akshay	Akshay	Akshay	Akshay	Akshay
19	STC19	INGALE SANKET SATISH	Sanket	Sanket	Sanket	Sanket	Sanket	Sanket	Sanket
20	STC20	JADHAV AISHWARYA POPAT	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya	Aishwarya
21	STC21	JADHAV NILESH ANIL	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh
22	STC22	JADHAV OMKAR DIPAK	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar
23	STC23	JADHAV PRATHAMESH BHAGWAN	Prathamesh	Prathamesh	Prathamesh	Prathamesh	Prathamesh	Prathamesh	Prathamesh
24	STC24	JADHAV PRATIK NANASO	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik	Pratik

25	STC25	JADHAV RUSHIKESH SANDIP	<u>RSJadhav</u>	<u>RSJadhav</u>	<u>RSJadhav</u>	<u>RSJadhav</u>	<u>RSJadhav</u>	<u>RSJadhav</u>	<u>RSJadhav</u>
26	STC26	JADHAV SAKSHI SANTOSH	<u>Saks</u>	<u>Saks</u>	<u>Saks</u>	<u>Saks</u>	<u>Saks</u>	<u>Saks</u>	<u>Saks</u>
27	STC27	JADHAV ADITYA SANTOSH	<u>AJadhav</u>	<u>AJadhav</u>	<u>AJadhav</u>	<u>AJadhav</u>	<u>AJadhav</u>	<u>AJadhav</u>	<u>AJadhav</u>
28	STC28	JADHAV PRATHAMESH BHARAT	<u>PBJ</u>	<u>PBJ</u>	<u>PBJ</u>	<u>PBJ</u>	<u>PBJ</u>	<u>PBJ</u>	<u>PBJ</u>
29	STC29	JADHAV SANIKA HARIDAS	<u>HJadhav</u>	<u>HJadhav</u>	<u>HJadhav</u>	<u>HJadhav</u>	<u>HJadhav</u>	<u>HJadhav</u>	<u>HJadhav</u>
30	STC30	JADHAV VAISHNAVI SITARAM	<u>VSadhav</u>	<u>VSadhav</u>	<u>VSadhav</u>	<u>VSadhav</u>	<u>VSadhav</u>	<u>VSadhav</u>	<u>VSadhav</u>
31	STC31	JAGDALE SANIKA RAMCHANDRA	<u>RJagdale</u>	<u>RJagdale</u>	<u>RJagdale</u>	<u>RJagdale</u>	<u>RJagdale</u>	<u>RJagdale</u>	<u>RJagdale</u>
32	STC32	KALANTRE ANIL SACHIN	<u>ASK</u>	<u>ASK</u>	<u>ASK</u>	<u>ASK</u>	<u>ASK</u>	<u>ASK</u>	<u>ASK</u>
33	STC33	KAMBIRE LAKHAN SATISH	<u>L.M.Kambire</u>	<u>L.M.Kambire</u>	<u>L.M.Kambire</u>	<u>L.M.Kambire</u>	<u>L.M.Kambire</u>	<u>L.M.Kambire</u>	<u>L.M.Kambire</u>
34	STC34	KASHID VIVEK NAMDEV	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>
35	STC35	KATE PRIYASH SUBHASH	<u>PKate</u>	<u>PKate</u>	<u>PKate</u>	<u>PKate</u>	<u>PKate</u>	<u>PKate</u>	<u>PKate</u>
36	STC36	LOKARE CHETAN SHASHIKANT	<u>Chetan</u>	<u>Chetan</u>	<u>Chetan</u>	<u>Chetan</u>	<u>Chetan</u>	<u>Chetan</u>	<u>Chetan</u>
37	STC37	MORE GANESH CHANDRAKANT	<u>Gemore</u>	<u>Gemore</u>	<u>Gemore</u>	<u>Gemore</u>	<u>Gemore</u>	<u>Gemore</u>	<u>Gemore</u>
38	STC38	MORE OMKAR SHANKAR	<u>O.S.More</u>	<u>O.S.More</u>	<u>O.S.More</u>	<u>O.S.More</u>	<u>O.S.More</u>	<u>O.S.More</u>	<u>O.S.More</u>
39	STC39	MORE VISHAL VINAYAK	<u>Vishalm</u>	<u>Vishalm</u>	<u>Vishalm</u>	<u>Vishalm</u>	<u>Vishalm</u>	<u>Vishalm</u>	<u>Vishalm</u>
40	STC40	PANASKAR SAYALI SURENDRA	<u>Spomaskar</u>	<u>Spomaskar</u>	<u>Spomaskar</u>	<u>Spomaskar</u>	<u>Spomaskar</u>	<u>Spomaskar</u>	<u>Spomaskar</u>



[Signature]

Principal

Yashwantrao Chavan College of Science
Karad

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

Sr. No	Roll No	Name Of Student	08/04/22	09/04/22	14/04/22	15/04/22	22/04/22	23/04/22	28/04/22
1	STC1	AMBEKARI ALFAJ NASIR	alfaj	alfaj	alfaj	alfaj	alfaj	alfaj	alfaj
2	STC2	BORGAONKAR NIKHIL BHANUDAS	BorGaonkar	BorGaonkar	BorGaonkar	BorGaonkar	BorGaonkar	BorGaonkar	BorGaonkar
3	STC3	CHIKANE SUDARSHAN SUNIL	Chikane	Chikane	Chikane	Chikane	Chikane	Chikane	Chikane
4	STC4	DATE PURVA ARUN	Purva	Purva	Purva	Purva	Purva	Purva	Purva
5	STC5	DESAI AKASH BALASO	ABDesai	ABDesai	ABDesai	ABDesai	ABDesai	ABDesai	ABDesai
6	STC6	DESAI SURAJ SANTAJI	SurajSD	SurajSD	SurajSD	SurajSD	SurajSD	SurajSD	SurajSD
7	STC7	DESHMUKH ADITYA SAMBHAJIRAO	D.ADITYA	D.ADITYA	D.ADITYA	D.ADITYA	D.ADITYA	D.ADITYA	D.ADITYA
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	V.A.P	V.A.P	V.A.P	V.A.P	V.A.P	V.A.P	V.A.P
10	STC10	DUBAL VAISHNAVI SHIVTEJ	V.Shivtej	V.Shivtej	V.Shivtej	V.Shivtej	V.Shivtej	V.Shivtej	V.Shivtej
11	STC11	DUBAL VIJAY SANJAY	V.Sanjay	V.Sanjay	V.Sanjay	V.Sanjay	V.Sanjay	V.Sanjay	V.Sanjay
12	STC12	GAIKWAD ANISHA ANIL	A.Gaikwad	A.Gaikwad	A.Gaikwad	A.Gaikwad	A.Gaikwad	A.Gaikwad	A.Gaikwad
13	STC13	GAIKWAD PRACHI SANTOSH	P.Prachi	P.Prachi	P.Prachi	P.Prachi	P.Prachi	P.Prachi	P.Prachi
14	STC14	GHAG MANASVI SAMBHAJI	M.S.ghag	M.S.ghag	M.S.ghag	M.S.ghag	M.S.ghag	M.S.ghag	M.S.ghag
15	STC15	GHOLAP OMKAR NIVRUTTI	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar
16	STC16	GURAV ABHISHEK TUKARAM	A.Tukaram	A.Tukaram	A.Tukaram	A.Tukaram	A.Tukaram	A.Tukaram	A.Tukaram
17	STC17	HUMBE GANESH SHAHAJI	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh
18	STC18	INGALE AKSHAY CHANDRAKANT	A.CI	A.CI	A.CI	A.CI	A.CI	A.CI	A.CI
19	STC19	INGALE SANKET SATISH	S.Satish	S.Satish	S.Satish	S.Satish	S.Satish	S.Satish	S.Satish
20	STC20	JADHAV AISHWARYA POPAT	A.Sharmar	A.Sharmar	A.Sharmar	A.Sharmar	A.Sharmar	A.Sharmar	A.Sharmar
21	STC21	JADHAV NILESH ANIL	N.Anil	N.Anil	N.Anil	N.Anil	N.Anil	N.Anil	N.Anil
22	STC22	JADHAV OMKAR DIPAK	O.Dipak	O.Dipak	O.Dipak	O.Dipak	O.Dipak	O.Dipak	O.Dipak
23	STC23	JADHAV PRATHAMESH BHAGWAN	P.BT	P.BT	P.BT	P.BT	P.BT	P.BT	P.BT
24	STC24	JADHAV PRATIK NANASO	P.Nanaso	P.Nanaso	P.Nanaso	P.Nanaso	P.Nanaso	P.Nanaso	P.Nanaso

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25	STC25	JADHAV RUSHIKESH SANDIP	<u>Rstadv</u>	<u>Rstadv</u>	<u>Rstadv</u>	<u>Rstadv</u>	<u>Rstadv</u>	<u>Rstadv</u>	<u>Rstadv</u>
26	STC26	JADHAV SAKSHI SANTOSH	<u>Sakshi</u>	<u>Sakshi</u>	<u>Sakshi</u>	<u>Sakshi</u>	<u>Sakshi</u>	<u>Sakshi</u>	<u>Sakshi</u>
27	STC27	JADHAV ADITYA SANTOSH	<u>Aditya</u>	<u>Aditya</u>	<u>Aditya</u>	<u>Aditya</u>	<u>Aditya</u>	<u>Aditya</u>	<u>Aditya</u>
28	STC28	JADHAV PRATHAMESH BHARAT	<u>PBT</u>	<u>PBT</u>	<u>PBT</u>	<u>PBT</u>	<u>PBT</u>	<u>PBT</u>	<u>PBT</u>
29	STC29	JADHAV SANIKA HARIDAS	<u>Hadhav</u>	<u>Hadhav</u>	<u>Hadhav</u>	<u>Hadhav</u>	<u>Hadhav</u>	<u>Hadhav</u>	<u>Hadhav</u>
30	STC30	JADHAV VAISHNAVI SITARAM	<u>Sadhav</u>	<u>Sadhav</u>	<u>Sadhav</u>	<u>Sadhav</u>	<u>Sadhav</u>	<u>Sadhav</u>	<u>Sadhav</u>
31	STC31	JAGDALE SANIKA RAMCHANDRA	<u>Jagdale</u>	<u>Jagdale</u>	<u>Jagdale</u>	<u>Jagdale</u>	<u>Jagdale</u>	<u>Jagdale</u>	<u>Jagdale</u>
32	STC32	KALANTRE ANIL SACHIN	<u>Ask</u>	<u>Ask</u>	<u>Ask</u>	<u>Ask</u>	<u>Ask</u>	<u>Ask</u>	<u>Ask</u>
33	STC33	KAMBIRE LAKHAN SATISH	<u>Lakhan</u>	<u>Lakhan</u>	<u>Lakhan</u>	<u>Lakhan</u>	<u>Lakhan</u>	<u>Lakhan</u>	<u>Lakhan</u>
34	STC34	KASHID VIVEK NAMDEV	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>
35	STC35	KATE PRIYASH SUBHASH	<u>Pskate</u>	<u>Pskate</u>	<u>Pskate</u>	<u>Pskate</u>	<u>Pskate</u>	<u>Pskate</u>	<u>Pskate</u>
36	STC36	LOKARE CHETAN SHASHIKANT	<u>Chetan</u>	<u>Chetan</u>	<u>Chetan</u>	<u>Chetan</u>	<u>Chetan</u>	<u>Chetan</u>	<u>Chetan</u>
37	STC37	MORE GANESH CHANDRAKANT	<u>Gemore</u>	<u>Gemore</u>	<u>Gemore</u>	<u>Gemore</u>	<u>Gemore</u>	<u>Gemore</u>	<u>Gemore</u>
38	STC38	MORE OMKAR SHANKAR	<u>O.S.More</u>	<u>O.S.More</u>	<u>O.S.More</u>	<u>O.S.More</u>	<u>O.S.More</u>	<u>O.S.More</u>	<u>O.S.More</u>
39	STC39	MORE VISHAL VINAYAK	<u>Vishal</u>	<u>Vishal</u>	<u>Vishal</u>	<u>Vishal</u>	<u>Vishal</u>	<u>Vishal</u>	<u>Vishal</u>
40	STC40	PANASKAR SAYALI SURENDRA	<u>Somaskar</u>	<u>Somaskar</u>	<u>Somaskar</u>	<u>Somaskar</u>	<u>Somaskar</u>	<u>Somaskar</u>	<u>Somaskar</u>

[Signature]

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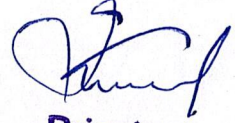
Class:B.Sc(CS)(Entire) &(Optional)-I

Sr. No	Roll No	Name Of Student	28/04/22	05/05/22	12/05/22	13/05/22	14/05/22	20/05/22	21/05/22
1	STC1	AMBEKARI ALFAJ NASIR	alfaj	alfaj	alfaj	alfaj	alfaj	alfaj	alfaj
2	STC2	BORGAONKAR NIKHIL BHANUDAS	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil	Nikhil
3	STC3	CHIKANE SUDARSHAN SUNIL	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil	Sunil
4	STC4	DATE PURVA ARUN	Purva	Purva	Purva	Purva	Purva	Purva	Purva
5	STC5	DESAI AKASH BALASO	ABDesai	ABDesai	ABDesai	ABDesai	ABDesai	ABDesai	ABDesai
6	STC6	DESAI SURAJ SANTAJI	SurajSD	SurajSD	SurajSD	SurajSD	SurajSD	SurajSD	SurajSD
7	STC7	DESHMUKH ADITYA SAMBHAJIRAO	D.ADITYA	D.ADITYA	D.ADITYA	D.ADITYA	D.ADITYA	D.ADITYA	D.ADITYA
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	V.A.P	V.A.P	V.A.P	V.A.P	V.A.P	V.A.P	V.A.P
10	STC10	DUBAL VAISHNAVI SHIVTEJ	Vaishal	Vaishal	Vaishal	Vaishal	Vaishal	Vaishal	Vaishal
11	STC11	DUBAL VIJAY SANJAY	Vijay	Vijay	Vijay	Vijay	Vijay	Vijay	Vijay
12	STC12	GAIKWAD ANISHA ANIL	Anisha	Anisha	Anisha	Anisha	Anisha	Anisha	Anisha
13	STC13	GAIKWAD PRACHI SANTOSH	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi	Prachi
14	STC14	GHAG MANASVI SAMBHAJI	M.S.ghag	M.S.ghag	M.S.ghag	M.S.ghag	M.S.ghag	M.S.ghag	M.S.ghag
15	STC15	GHOLAP OMAR NIVRUTTI	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar	Omkar
16	STC16	GURAV ABHISHEK TUKARAM	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek
17	STC17	HUMBE GANESH SHAHAJI	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh
18	STC18	INGALE AKSHAY CHANDRAKANT	A.C	A.C	A.C	A.C	A.C	A.C	A.C
19	STC19	INGALE SANKET SATISH	Sanket	Sanket	Sanket	Sanket	Sanket	Sanket	Sanket
20	STC20	JADHAV AISHWARYA POPAT	Sharyga	Sharyga	Sharyga	Sharyga	Sharyga	Sharyga	Sharyga
21	STC21	JADHAV NILESH ANIL	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh	Nilesh
22	STC22	JADHAV OMAR DIPAK	ODJadhav	ODJadhav	ODJadhav	ODJadhav	ODJadhav	ODJadhav	ODJadhav
23	STC23	JADHAV PRATHAMESH BHAGWAN	P.B.J	P.B.J	P.B.J	P.B.J	P.B.J	P.B.J	P.B.J
24	STC24	JADHAV PRATIK NANASO	Pranjo	Pranjo	Pranjo	Pranjo	Pranjo	Pranjo	Pranjo

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25	STC25	JADHAV RUSHIKESH SANDIP	<u>RSJadhav</u>	<u>RSJadhav</u>	<u>RSJadhav</u>	<u>RSJadhav</u>	<u>RSJadhav</u>	<u>RSJadhav</u>	<u>RSJadhav</u>
26	STC26	JADHAV SAKSHI SANTOSH	<u>Sakshi</u>	<u>Sakshi</u>	<u>Sakshi</u>	<u>Sakshi</u>	<u>Sakshi</u>	<u>Sakshi</u>	<u>Sakshi</u>
27	STC27	JADHAV ADITYA SANTOSH	<u>Aditya</u>	<u>Aditya</u>	<u>Aditya</u>	<u>Aditya</u>	<u>Aditya</u>	<u>Aditya</u>	<u>Aditya</u>
28	STC28	JADHAV PRATHAMESH BHARAT	<u>PBT</u>	<u>PBT</u>	<u>PBT</u>	<u>PBT</u>	<u>PBT</u>	<u>PBT</u>	<u>PBT</u>
29	STC29	JADHAV SANIKA HARIDAS	<u>HJadhav</u>	<u>HJadhav</u>	<u>HJadhav</u>	<u>HJadhav</u>	<u>HJadhav</u>	<u>HJadhav</u>	<u>HJadhav</u>
30	STC30	JADHAV VAISHNAVI SITARAM	<u>Badhav</u>	<u>Badhav</u>	<u>Badhav</u>	<u>Badhav</u>	<u>Badhav</u>	<u>Badhav</u>	<u>Badhav</u>
31	STC31	JAGDALE SANIKA RAMCHANDRA	<u>Bagdale</u>	<u>Bagdale</u>	<u>Bagdale</u>	<u>Bagdale</u>	<u>Bagdale</u>	<u>Bagdale</u>	<u>Bagdale</u>
32	STC32	KALANTRE ANIL SACHIN	<u>ASK</u>	<u>ASK</u>	<u>ASK</u>	<u>ASK</u>	<u>ASK</u>	<u>ASK</u>	<u>ASK</u>
33	STC33	KAMBIRE LAKHAN SATISH	<u>LMKambire</u>	<u>LMKambire</u>	<u>LMKambire</u>	<u>LMKambire</u>	<u>LMKambire</u>	<u>LMKambire</u>	<u>LMKambire</u>
34	STC34	KASHID VIVEK NAMDEV	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>	<u>V.N.Kashid</u>
35	STC35	KATE PRIYASH SUBHASH	<u>PKate</u>	<u>PKate</u>	<u>PKate</u>	<u>PKate</u>	<u>PKate</u>	<u>PKate</u>	<u>PKate</u>
36	STC36	LOKARE CHETAN SHASHIKANT	<u>Khetar</u>	<u>Khetar</u>	<u>Khetar</u>	<u>Khetar</u>	<u>Khetar</u>	<u>Khetar</u>	<u>Khetar</u>
37	STC37	MORE GANESH CHANDRAKANT	<u>Gemore</u>	<u>Gemore</u>	<u>Gemore</u>	<u>Gemore</u>	<u>Gemore</u>	<u>Gemore</u>	<u>Gemore</u>
38	STC38	MORE OMKAR SHANKAR	<u>O.S.Mor</u>	<u>O.S.Mor</u>	<u>O.S.Mor</u>	<u>O.S.Mor</u>	<u>O.S.Mor</u>	<u>O.S.Mor</u>	<u>O.S.Mor</u>
39	STC39	MORE VISHAL VINAYAK	<u>Vishalm</u>	<u>Vishalm</u>	<u>Vishalm</u>	<u>Vishalm</u>	<u>Vishalm</u>	<u>Vishalm</u>	<u>Vishalm</u>
40	STC40	PANASKAR SAYALI SURENDRA	<u>Spomaskar</u>	<u>Spomaskar</u>	<u>Spomaskar</u>	<u>Spomaskar</u>	<u>Spomaskar</u>	<u>Spomaskar</u>	<u>Spomaskar</u>


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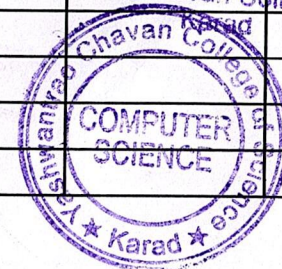


Class: B.Sc(CS)(Entire) & (Optional)-I

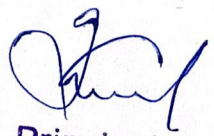
Sr. No	Roll No	Name Of Student	28/05/22	29/05/22					
1	STC1	AMBEKARI ALFAJ NASIR	Alfa	Alfa					
2	STC2	BORGAONKAR NIKHIL BHANUDAS	Nikhil	Nikhil					
3	STC3	CHIKANE SUDARSHAN SUNIL	Sudarshan	Sudarshan					
4	STC4	DATE PURVA ARUN	Purva	Purva					
5	STC5	DESAI AKASH BALASO	ABDesai	ABDesai					
6	STC6	DESAI SURAJ SANTAJI	SurajSD	SurajSD					
7	STC7	DESHMUKH ADITYA SAMBHAJIRAO	D. ADITYA	Ab					
8	STC8	DESHMUKH SURAJ RAVINDRA	S. R. D	S. R. D					
9	STC9	DESHMUKH VIVEK ARUN	V. A. P	V. A. P					
10	STC10	DUBAL VAISHNAVI SHIVTEJ	V. Dubal	V. Dubal					
11	STC11	DUBAL VIJAY SANJAY	V. Dubal	V. Dubal					
12	STC12	GAIKWAD ANISHA ANIL	A. Gai	A. Gai					
13	STC13	GAIKWAD PRACHI SANTOSH	P. Prachi	P. Prachi					
14	STC14	GHAG MANASVI SAMBHAJI	M. S. Ghag	M. S. Ghag					
15	STC15	GHOLAP OMKAR NIVRUTTI	O. Gholap	O. Gholap					
16	STC16	GURAV ABHISHEK TUKARAM	A. Gurav	A. Gurav					
17	STC17	HUMBE GANESH SHAHAJI	G. Humbe	G. Humbe					
18	STC18	INGALE AKSHAY CHANDRAKANT	A. Ingale	A. Ingale					
19	STC19	INGALE SANKET SATISH	S. Ingale	S. Ingale					
20	STC20	JADHAV AISHWARYA POPAT	A. Jadhav	A. Jadhav					
21	STC21	JADHAV NILESH ANIL	N. Jadhav	N. Jadhav					
22	STC22	JADHAV OMKAR DIPAK	O. Jadhav	O. Jadhav					
23	STC23	JADHAV PRATHAMESH BHAGWAN	P. Jadhav	P. Jadhav					
24	STC24	JADHAV PRATIK NANASO	P. Jadhav	P. Jadhav					

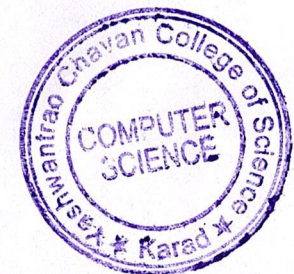
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25	STC25	JADHAV RUSHIKESH SANDIP	<u>RSTadhaV</u>	<u>RSTadhaV</u>					
26	STC26	JADHAV SAKSHI SANTOSH	<u>Saks</u>	<u>Saks</u>					
27	STC27	JADHAV ADITYA SANTOSH	<u>Aradh</u>	<u>Aradh</u>					
28	STC28	JADHAV PRATHAMESH BHARAT	<u>PBJ</u>	<u>PBJ</u>					
29	STC29	JADHAV SANIKA HARIDAS	<u>Hadhav</u>	<u>Hadhav</u>					
30	STC30	JADHAV VAISHNAVI SITARAM	<u>Badhav</u>	<u>Badhav</u>					
31	STC31	JAGADALE SANIKA RAMCHANDRA	<u>Jagdale</u>	<u>Jagdale</u>					
32	STC32	KALANTRE ANIL SACHIN	<u>Ask</u>	<u>Ask</u>					
33	STC33	KAMBIRE LAKHAN SATISH	<u>Y.N.Kashid</u>	<u>Y.N.Kashid</u>					
34	STC34	KASHID VIVEK NAMDEV	<u>Y.N.Kashid</u>	<u>Y.N.Kashid</u>					
35	STC35	KATE PRIYASH SUBHASH	<u>Pskate</u>	<u>Pskate</u>					
36	STC36	LOKARE CHETAN SHASHIKANT	<u>Kete</u>	<u>Kete</u>					
37	STC37	MORE GANESH CHANDRAKANT	<u>Gemore</u>	<u>Gemore</u>					
38	STC38	MORE OMKAR SHANKAR	<u>P.S.more</u>	<u>P.S.more</u>					
39	STC39	MORE VISHAL VINAYAK	<u>Vipalm</u>	<u>Vipalm</u>					
40	STC40	PANASKAR SAYALI SURENDRA	<u>Spmaskar</u>	<u>Spmaskar</u>					


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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	Ambekari
2	STC2	BORGAONKAR NIKHIL BHANUDAS	Nikhil
3	STC3	CHIKANE SUDARSHAN SUNIL	Subhash
4	STC4	DATE PURVA ARUN	Purva
5	STC5	DESAI AKASH BALASO	Akash
6	STC6	DESAI SURAJ SANTAJI	Desai
7	STC7	DESHMUKH ADITYA SAMBHAJIRAO	Deshmukh
8	STC8	DESHMUKH SURAJ RAVINDRA	Deshmukh
9	STC9	DESHMUKH VIVEK ARUN	Adeshmukh
10	STC10	DUBAL VAISHNAVI SHIVTEJ	Dubal
11	STC11	DUBAL VIJAY SANJAY	Dubal
12	STC12	GAIKWAD ANISHA ANIL	Gaikwad
13	STC13	GAIKWAD PRACHI SANTOSH	Prachi
14	STC14	GHAG MANASVI SAMBHAJI	M.S. Ghag
15	STC15	GHOLAP OMAR NIVRUTTI	Gholap
16	STC16	GURAV ABHISHEK TUKARAM	Gurav
17	STC17	HUMBE GANESH SHAHAJI	Humbe
18	STC18	INGALE AKSHAY CHANDRAKANT	Ingale
19	STC19	INGALE SANKET SATISH	Ingale
20	STC20	JADHAV AISHWARYA POPAT	Aishwarya
21	STC21	JADHAV NILESH ANIL	Nilesh
22	STC22	JADHAV OMAR DIPAK	D.O. Jadhav
23	STC23	JADHAV PRATHAMESH BHAGWAN	Prathamesh
24	STC24	JADHAV PRATIK NANASO	Pratik
25	STC25	JADHAV RUSHIKESH SANDIP	Rushikesh
26	STC26	JADHAV SAKSHI SANTOSH	Sakshi
27	STC27	JADHAV ADITYA SANTOSH	Aditya
28	STC28	JADHAV PRATHAMESH BHARAT	Prathamesh
29	STC29	JADHAV SANIKA HARIDAS	Sanika
30	STC30	JADHAV VAISHNAVI SITARAM	Jadhav.V.S
31	STC31	JAGADALE SANIKA RAMCHANDRA	Jagadale
32	STC32	KALANTRE ANIL SACHIN	Kalantre
33	STC33	KAMBIRE LAKHAN SATISH	L.S. Kambire
34	STC34	KASHID VIVEK NAMDEV	V.N. Kashid
35	STC35	KATE PRIYASH SUBHASH	P.S. Kate
36	STC36	LOKARE CHETAN SHASHIKANT	C.S. Lokare
37	STC37	MORE GANESH CHANDRAKANT	G.C. More
38	STC38	MORE OMAR SHANKAR	O.S. More
39	STC39	MORE VISHAL VINAYAK	V.V. More
40	STC40	PANASKAR SAYALI SURENDRA	Panaskar

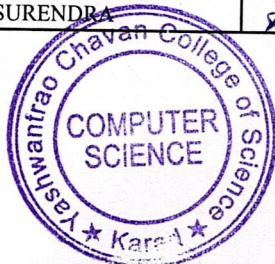
(Signature)

Principal

Yashwantrao Chavan College of Science
Karad

Head

Department of Computer Science
Yashwantrao Chavan College of Science
Karad



(Signature)

Estd.:

1958

|| Be one with the downtrodden and the underprivileged ||

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




Yashwantrao Chavan College of Science, Karad

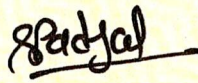
- Vidyanagar, Karad - 415 124. •
- Reaccredited B++ Level by NAAC, Bangalore. • An ISO 9001 : 2015 Certified College

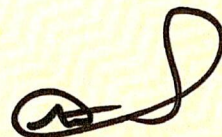


Short Term Course CERTIFICATE OF COMPLETION

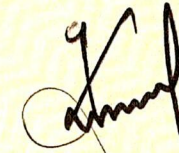
This is to certify that Mr./Miss. Deshmukh Vevek Arun
of Class B.Sc [cs] Entire-I has Completed Short Term Course (3 Months) in Office Automation
conducted by the department of
Computer Science during the academic year 2021 - 2022


Principal


Course Co-ordinator


Head of the Department


IQAC Co-ordinator


Principal

Yashwantrao Chavan College of Science
Karad



109

Estd.:

1958

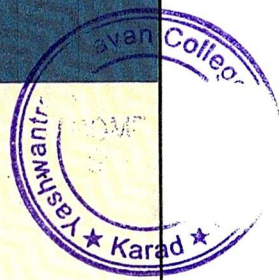
|| Be one with the downtrodden and the underprivileged ||

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

Yashwantrao Chavan College of Science, Karad



- Vidyanagar, Karad - 415 124.
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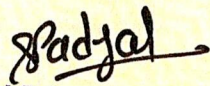


Short Term Course CERTIFICATE of Completion

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

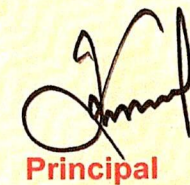

Principal

Yashwantrao Chavan College of Science
Karad


Course Co-ordinator


Head of the Department


IQAC Co-ordinator


Principal

Estd.:

1958

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

Yashwantrao Chavan College of Science, Karad

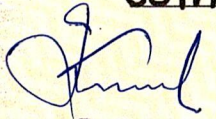


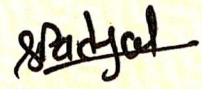
- Vidyanagar, Karad - 415 124.
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- An ISO 9001 : 2015 Certified College

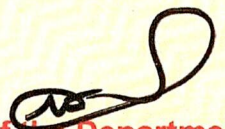


Short Term Course CERTIFICATE of Completion

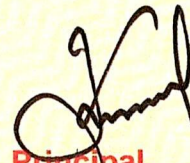
This is to certify that Mr./Miss. Gaikwad Anisha Anil
of Class B.Sc [CS] optional-I has Completed Short Term Course (3 Months) in office Automation
conducted by the department of Computer Science during the academic year 2021 - 2022


Principal


Yashwantrao Chavan College of Science
Karad Course Co-ordinator


Head of the Department


IQAC Co-ordinator


Principal

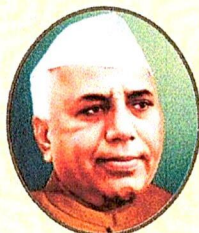
Estd.:

1958

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

Yashwantrao Chavan College of Science, Karad




- Vidyanagar, Karad - 415 124. •
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- An ISO 9001 : 2015 Certified College




Short Term Course CERTIFICATE of Completion

This is to certify that Mr./Miss. Jadhav Sakshi Santosh
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



Principal

Yashwantrao Chavan College of Science
Karad


Course Co-ordinator


Head of the Department


IQAC Co-ordinator


Principal

Estd.:

1958

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Board for Higher Education's, Vidyanagar Karad's




Yashwantrao Chavan College of Science, Karad

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Short Term Course CERTIFICATE of Completion

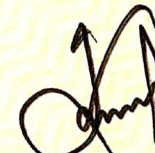
This is to certify that Mr./Miss. Kashid Vivek Namdev
of Class B.Sc [CS] Optional-I has Completed Short Term Course (3 Months) in
Office Automation conducted by the department of
Computer Science during the academic year 2021 - 2022


Principal
Yashwantrao Chavan College of Science
Karad


Course Co-ordinator


Head of the Department


IQAC Co-ordinator


Principal



YASHWANTRAO CHAVAV COLLEGE OF SCIENCE, KARAD

Department of Computer Science

Short Term Course

“Office Automation”

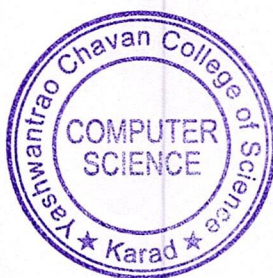
Year 2021–2022

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	✓			

S.S.Ingle
Signature

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: 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		✓		
5	Knowledge gets from the course	✓			
6	The course if beneficial for Students and Parents	✓			

A.A. Gaikwad
Signature

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”

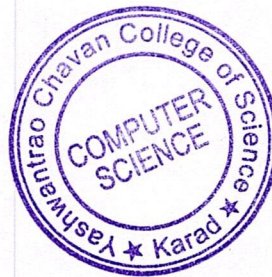
Year 2021–2022

Name of student: Kashid Vivek Namdev Roll No: STC34

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

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”

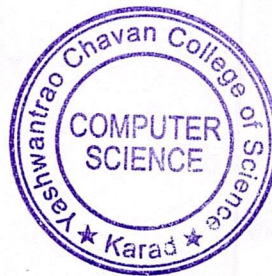
Year 2021-2022

Name of student: Deshmukh Vevek Arun **Roll No:** STCG

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 is beneficial for Students and Parents	✓			

V.A. Deshmukh.
Signature

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: Jadhav 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

Sakshi Jadhav

Date: 08-06-2022



[Signature]

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

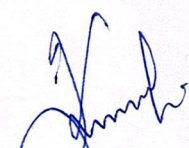
Report

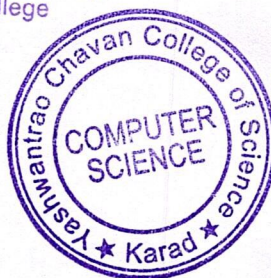
For this course Total 40 students are enrolled and 40 students are appeared for the exam. This course was conducted in Mar. 2022 to May. 2022. Department of Computer Science Satisfactorily conducted this course.

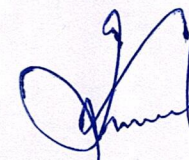

**Course
Co-Ordinator**


IQAC Coordinator
Co-ordinator,
Internal Quality Assurance Cell (IQAC),
Yashwantrao Chavan College
of Science, Karad


HOD


Principal
Principal
Yashwantrao Chavan College of Scie
Karad




Principal
Yashwantrao Chavan College of Scie
Karad

YASHWANTRAO CHAVAV COLLEGE OF SCIENCE, KARAD**Department of Computer Science**

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

Year 2021- 22

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



A handwritten signature in blue ink, appearing to be "S. J. Karad".