



Wainganga Bahu-Uddeshiya Vikas Sanstha, Nagpur's
BAJIRAOJI KARANJEKAR COLLEGE OF PHARMACY

Nagzira Road, Sakoli, District: Bhandara (Maharashtra) 441802.

Tel./Fax : 07186-237199

E-mail : bkcp Sakoli 2003@gmail.com,

Web Site : www.bkcp.in

Ref:

Date: 20/10/2017

Notice

All the students of B- Pharm- II year are here by informed that college is organizing certificate course on "**Basics of MS Office**" from dated 30/10/2017 to 29/11/2017 including Sundays at 9.00 am to 10.00 am and 5.00 pm to 6.00 pm.

Certificate will be providing to students who will complete the course successfully.

Note: Students are divided two batches and schedule for batches are follows:

Batch A- Roll no. 01 to 30 - 9.00 am to 10.00 am

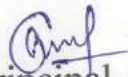
Batch B - Roll no. 31 to 60 - 5.00 pm to 6.00 pm.

On Sunday:

Batch A- 9.00 am to 10.00 am

Batch B - 10.00 am to 11.00 am.




Principal
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Certificate course on "Basics of MS Office"

Objective of Program

- To provide basic information about the computer system.
- To impart knowledge about computer hardware and computer software.
- To make students familiar with the use of MS Windows, Internet and E-mail.
- To make students familiar with the use of MS Office-MS Word, MS Excel & MS PowerPoint

Overview:

- Computer Proficiency is an inexorable part of commerce education.
- The course is aiming to equip all the commerce aspirants to have basic skills as well as hands on experience on word processing, for creating excel spread sheets, for building databases and preparing presentations, through the use of Microsoft Office Word, Excel, and PowerPoint programmes.

Module I

Introduction to Computer Fundamentals, Windows OS, Internet and Email Computer, Classification of computers, Parts of a computer, Operating System, Internet, Modem, Web browsers, E-mail, Establishing your e-mail account (6 Hours)

Module II

Introduction to Microsoft Word Basic components of a Word window, Preparing a word document, Editing a prepared document, Adjusting the margin settings, Additional formatting options, Header and Footer options, Border and Shading of page, Drawing options, Inserting images, Mail merge options, Saving a document, Creating a new document, Inserting audio and video files (9 Hours)

Module III

Introduction to Microsoft Excel Enter data in excel workbook, Formatting toolbar, Shortcut to fill a series, Mathematical functions, Editing a data sheet, Format cell, Rename a sheet, Save, Open a workbook, Arrange data in ascending or descending order, Insert new cell column or row, Insert picture or clipart in excel sheet (9 Hours)


Module IV

Introduction to Microsoft Power Point How to create a new slide, How to apply animation to slides, Fill background with effects, How to apply sound to slides, How to save a presentation, Opening an existing presentation, Insert new slides with different layout, Editing a slide, Inserting picture to a slide, Inserting media files to PowerPoint slides (6 Hours)

Course Outcomes: Certificate Course in Microsoft Office & Internet helps students to build a brighter future by empowering them with:

1. Basic Essential Computing skills companies are looking for.
2. Hands-on Practical Knowledge.
3. Boosting their resume.
4. Providing an edge over other applicants in the competitive job market.
5. Providing valuable experience and confidence.
6. Heightening their earning potential.
7. Gaining recognition among peers and employers.
8. Helping them in pursuit of higher education or a successful career




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Computer certificate course on "MS Office" for B. Pharm -II year

Date: 30-10 to 29/11/2017

Batch-B Time: 5.00 pm to 6.00 pm

S. N.	Name of Students	30/10/17	31/10/17	1/11/17	2/11/17	3/11/17	4/11/17	5/11/17	6/11/17	7/11/17	8/11/17	9/11/17	10/11/17	11/11/17	12/11/17	13/11/17	14/11/17	15/11/17	16/11/17	17/11/17	18/11/17	19/11/17	20/11/17	21/11/17	22/11/17	23/11/17	24/11/17	25/11/17	26/11/17	27/11/17	28/11/17	29/11/17	
31	Vaishnavi A. Nimje	A	P	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	Nimje Hatabe
32	Yamina R. Katare	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Amey
33	Akshay P. Sathwane	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Anuj
34	Anuj U. Sharnagat	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Anuj
35	Arnav P. Hatwar	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Arnav
36	Avinash M. Jadhav	A	P	P	P	A	P	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	P	P	P	P	P	Avinash
37	Bhuwan B. Markam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Markam
38	Devendra M. Badwaik	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Devendra
39	Himanshu S. Gauri	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Himanshu
40	Komal R. Thakre	P	A	P	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	P	P	Komal
41	Nikhil D. Harde	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Nikhil
42	Nikhil P. Nahorkar	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Nahorkar
43	Parag B. Gahane	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Parag
44	Prashil P. Bhujade	A	P	P	P	A	P	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	P	P	Prashil
45	Rahul S. Bahade	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Rahul
46	Ramakant A. Parshuramkar	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ramakant
47	Sarvadeepsingh H. Bhatia	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sarvadeep
48	Shubham B. Kale	A	P	P	P	P	A	P	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	P	Shubham
49	Shubham D. Manthanwar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Shubham
50	Shubham K. Marbade	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Shubham
51	Shubham K. Yawalkar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Shubham
52	Shubham P. Bhute	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Shubham
53	Sushil V. Kumbhare	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sushil
54	Tanay A. Jaiswal	A	P	P	P	A	P	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	P	P	Tanay
55	Vetan S. Meshram	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Vetan
56	Vikrant H. Binekar	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Vikrant
57	Vinay P. Lanje	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Vinay
58	Vishal C. Ramteke	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Vishal
59	Vishesh V. Singade	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	Vishesh
60	Vivek T. Khandait	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Vivek



[Handwritten Signature]

Signature of Computer Programmer



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Report for certificate course on Basics of MS Office dated 30/10/2017 to 29/11/2017

Bajiraoji Karanjeekar College of Pharmacy, Sakoli organized the certificate computer course to develop the computing skills in our student. Our college is located in Sakoli town and maximum student were came from remote rural areas many of them are not aware above the applications of the computer and also not aware about its handling. As we know that the pharmacy education is technical education and students must aware about the computers and basic uses of MS Office

The main objective of course is to enable the students to study MS Office and to enrich the practical knowledge in MS Office.

Almost all organizations use Microsoft Office. They use it for business accounting, office administration, project administration, sales, and communications. Thus, most jobs will require you to know how to use it. We offered the certificate course for our B-Pharmacy Second year Class so that it will be helpful to create, save, and edit files on different devices. Mr. Ruplal R. Pardhi, Computer Programmer was appointed to teach the course. The total strength of B. Pharm- II year was 60 and course carried out in two batches, in morning 09 am to 10.00 am and evening 05.00 to 06.00 pm, out of 60 students 43 attended the computing assessment on dated 01/12/2017 and they were provided with certificates on their successful completion of course.

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