



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 : bkcsakoli2003@gmail.com,

Web Site : www.bkcp.in

Ref:

Date: 09/11/2021



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 15/11/2021 to 16/12/2021 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
B. K. College of Pharmacy
Sakoli, Dist. Bhandara
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




B. K. College of Pharmacy
Sakoli, Distt.-Bhandara (M.S.)
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 Nagzira Road, Sakoli, District: Bhandara (Maharashtra) 441802.

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

Date: 15-11-2021-16-12-2021

Batch-A -Time: 9.00 am to 10.00 am.

S. N.	Name of Students	15/11/2021	16/11/21	17/11/21	18/11/21	20/11/21	21/11/21	22/11/21	23/11/21	24/11/21	25/11/21	26/11/21	27/11/21	28/11/21	29/11/21	30/11/21	1/12/21	2/12/21	3/12/21	4/12/21	5/12/21	7/12/21	8/12/21	9/12/21	10/12/21	11/12/21	12/12/21	13/12/21	14/12/21	15/12/21	16/12/21			
01	Anushka L. Deshmukh	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Anushka		
02	Astha D. Sapate	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	P	Astha		
03	Bhagyashri D. Parshuramkar	A	P	P	P	P	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	Bhagyashri		
04	Chetna D. Kapgate	A	A	A	A	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Chetna		
05	Dipti A. Fating	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	P	P	Dipti		
06	Divya P. Janbhandhu	P	P	P	A	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	Divya		
07	Dnyanda R. Bopche	P	P	P	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	Dnyanda		
08	Dnyaneshwari K. Deshmukh	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	A	P	P	P	Dnyaneshwari		
09	Gayatri D. Tidke	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	P	Gayatri		
10	Heena A. Rahangdale	P	P	P	P	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	Heena		
11	Karina N. Koreti	A	A	A	A	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Karina		
12	Khushbu S. Masurkar	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	P	P	Khushbu	
13	Kiran S. Balbudhe	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	A	P	P	P	Kiran		
14	Komal S. Thakare	P	P	P	P	P	P	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	Komal	
15	Kunjan T. Lanjewar	A	A	A	A	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Kunjan	
16	Laxmi U. Banwade	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	Laxmi	
17	Madhavi P. Gabhane	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	P	Madhavi	
18	Mahima R. Bijewar	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	Mahima	
19	Mamta R. Rakhade	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	Mamta	
20	Manisha S. Meshram	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	P	P	Manisha	
21	Nandini D. 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	Nandini	
22	Neha H. Raghuwanshi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	Neha	
23	Neha P. Sarnagat	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	P	Neha	
24	Ojaswini A. Hemane	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	Ojaswini	
25	Pallavi V. Neware	A	A	A	A	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Pallavi	
26	Payal N. Rathi	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	Payal	
27	Prachi S. Kapgate	P	P	P	P	P	P	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	Prachi	
28	Pranjali T. Waghare	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	Pranjali	
29	Purva R. Borkar	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	Purva	
30	Ruchi B. Suryawanshi	A	P	P	A	P	P	A	P	A	P	P	P	P	A	P	P	P	A	P	P	A	P	P	A	P	P	A	P	P	P	P	Ruchi	
31	Sakshi A. Karanjeekar	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	Sakshi	
32	Sakshi M. Gabhane	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	P	P	P	Sakshi
33	Sakshi N. Nakade	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	P	Sakshi



Ruchi
 Signature of Computer Programmer

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Date: 15 - Nov - 2016 - Dec - 2021

Batch-B Time: 5.00 pm to 6.00 pm

S. N.	Name of Students	15/11/21	16/11/21	17/11/21	18/11/21	22/11/21	23/11/21	24/11/21	25/11/21	26/11/21	27/11/21	28/11/21	29/11/21	30/11/21	1/12/21	2/12/21	3/12/21	4/12/21	5/12/21	7/12/21	8/12/21	9/12/21	10/12/21	11/12/21	12/12/21	13/12/21	14/12/21	15/12/21	16/12/21	
34	Sakshi S. Zode	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		Sakshi
35	Sharyu S. Rangari	A	P	P	P	A	P	P	P	A	P	P	P	A	A	P	P	P	P	A	P	P	A	P	P	P	P	P		S Rangari S. Jambhulkar
36	Shejal S. Jambhulkar	P	P	A	P	P	P	A	P	P	A	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	P	A		
37	Shraddha U. Gondhale	A	P	P	P	A	P	P	A	P	P	A	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A		S Gondhale
38	Shubhechha V. Hatwar	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		S Hatwar
39	Shweta N. Hattimare	P	P	A	P	P	A	P	P	A	P	P	P	A	P	P	P	A	P	P	P	A	P	P	A	P	P	A		S Hattimare
40	Snehal P. Raut	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		S Raut
41	Swati M. Fasate	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	A		S Fasate
42	Vaishnavi J. Aware	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		Vaishnavi
43	Varsha R. Borkar	A	A	P	P	P	P	A	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P		V Borkar
44	Vina A. Lanjewar	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		V Lanjewar
45	Yadnyaseni G. Kapgate	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		Y Kapgate
46	Yashashree H. Kasture	A	P	P	P	A	P	P	A	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	A		Y Kasture
47	Yukta V. Ghanmare	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		Y Ghanmare
48	Abhishek G. Kadam	A	P	P	A	P	P	A	P	P	A	P	P	A	P	P	P	A	P	P	P	A	P	P	A	P	P	P		A Kadam
49	Adar S. Gajbhiye	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		A Gajbhiye
50	Adesh B. Samrit	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		A Samrit
51	Amit P. Bhendarkar	P	A	P	P	A	P	P	P	P	P	A	P	P	A	P	P	P	A	P	P	A	P	P	A	P	P	A		A Bhendarkar
52	Avinash Y. Kumare	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		A Kumare
53	Bhumeshwer K. Patle	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		B Patle
54	Chaitanya H. Navrang	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		C Navrang
55	Devid J. Rahangdale	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		D Rahangdale
56	Mayur S. Sukhadeve	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		M Sukhadeve
57	Mohit D. Dharbhathe	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		M Dharbhathe
58	Mohit M. Rahangdale	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		M Rahangdale
59	Mohd K.M. Ansari	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		M Ansari





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Date:

Report for certificate course on Basics of MS Office date 15/11/2021 to 16/12/2021.

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 Pardhi, Computer Programmer was appointed to teach the course. The total strength of B. Pharm- II year was 66 and course carried out in two batches, in morning 09 to 10.00 am and evening 05.00 to 06.00 am, out of 66 students 52 attended the computing assessment on dated 18/12/2021 and they were provided with certificates on their successful completion of course.


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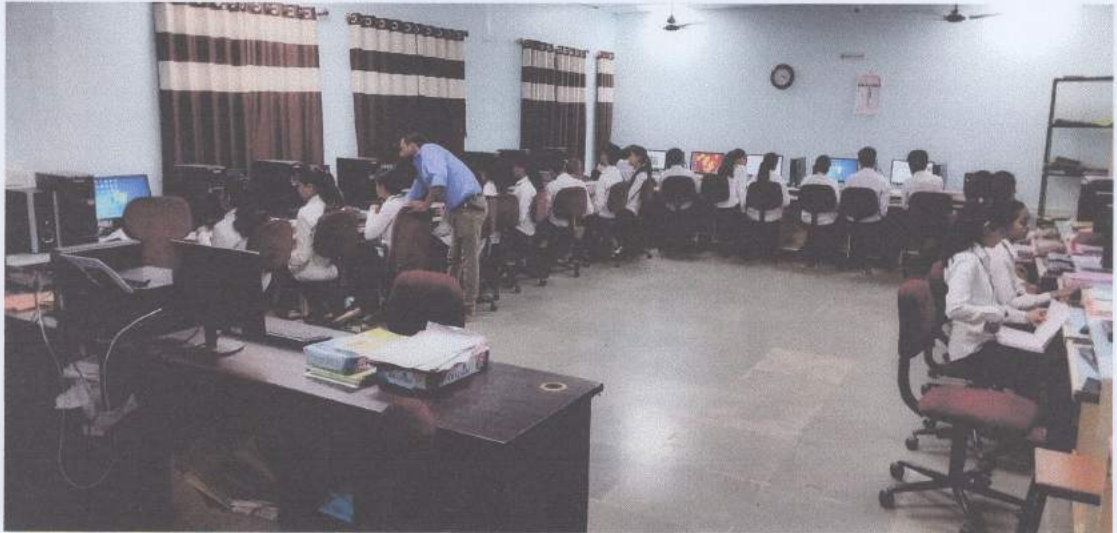
E-mail : bkepsakoli2003@gmail.com,

Web Site : www.bkep.in

Ref:

Date:

Basics of Computer MS – Office



Ashe
Officiating Principal
Bajiraoji Karanjekar
College of Pharmacy, Sakoli