

“Education through self-help is our motto” – KARMAVEER

Rayat Shikshan Sanstha's

Rajarshi Chhatrapati Shahu College, Kolhapur

Department of Computer Science

Organized

Certificate Course on Basic Computer

Self – Funded under Short Term Course in the academic year 2021-2022

COURSE REPORT

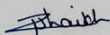
Department of Computer Department organized the certificate course on Basic Computer using Ms-Office for junior students for the academic year 2021-22. The main objectives of this course are:

- To learn introduction of paint.
- To learn Basic Microsoft Word.
- To learn Work Collaboratively in Microsoft Word.
- To learn Basic Microsoft Excel.
- To learn Formulas and Functions in Microsoft Excel.
- To learn Using Pivot Tables and Charts in Microsoft Excel.
- To learn Basic Microsoft PowerPoint.
- To create a mail(downloading, uploading)

For this course fee of Rs.1000/- charged to the students. The course conducted in the period of 21/11/2021 to 10/01/2022. Total number of beneficiaries for this is 23. After completion of this course student's knowledge was checked through various computation task through assignments. Each student who successfully completed this course was awarded by certificate. Mr. Patil A. T. (coordinator), Miss Shaikh Z. J. , Miss Yadav N. S. and Miss Salokhe P. P. are worked as a Resources person for this course. The output of this course is students of junior college shall become confident and equipped with all the knowledge requires to perform analytical activities using Microsoft office.



Mr. A. T. Patil
Coordinator



Miss. Z.J. Shaikh
Head

Department of Computer Science



Dr. M. K. Kannade
In charge, Short Term Course,



Dr. R. S. Dubal
Principal