



B.L.D.E. Association's

**S.B.ARTS & K.C.P SCIENCE COLLEGE
VIJAYAPUR**

Department of BCA & M.Sc. Computer Science

A REPORT ON

A week FDP on “Computer Skills”

on

April 23rd to 28th, 2018

For

Administrative Staff

2017-18

By

Prof.S.V. Vambase

Prof. PavankumarMahindrakar

Prof. MallikarjunMendagudli

Mr. Mahesh Math



BLDE Association's
S B Arts & K C P Science College, Vijayapur

M.Sc. (CS) & BCA Programme

**FDP on Computer Skills
For Administrative Staff**

SYLLABUS

Day: 01
Concept of Operating System: Introduction to operating system (OS), example of operating system, Online OS & Real time OS, Installation of Operating System, MS-Office/Open Office & others.

1 Hour

Day: 02
Introduction to MS-Office:

MS- Word –The Ribbon – Home, Insert, Page Layout, References, Mailing, Review, View & working with Macros and short cuts keys

1 Hour

Day: 03

MS- Excel- Concept of Excel, Cell reference and Range reference, formulas. Using Arrays, Ribbon tabs using super shorts cuts keys

1 Hour

Day: 04

Internet- Creating E-Mail Account, Using E-Mail, **Google Forms-** Google Docs, Creating online documents, adding different fields, generating links (Shortening) & Accessing the database.

1 Hour

Day: 05

File Conversations- Word to PDF, PDF to Word, Excel to PDF and Document authentication to PDF

1 Hour

Day: 06

Online Test & Fed back- Written test (MCQ) using LMS and Feed back

1 Hour

PRACTICAL SECTION

Day: 01- Operating system, MS-Office installation and demonstration.

1 Hour

Day: 02- MS-Word- Creating a visiting card using Ribbon menu & Macro.

1 Hour

Day: 03- MS-Excel- Creating salary slips using formulas & Macro.

1 Hour

Day: 04- Internet- E-Mails, Google docs/ 123 Form Builder.

1 Hour

Day: 05- File Conversations

1 Hour

Day: 06. Test & Feedback

1 Hour

- Each day session will be for 2 Hours (1 Hour Theory and 1 Hour Practical)
- Course material will be attached to your mail for the further reference.

BLDE Association's
S B Arts & K C P Science College, Vijayapur

M.Sc. (CS) & BCA Programme

FDP on Computer Skills from 23/04/2018 to 28/04/2018

For Administrative Staff

Session Chart

Day	Time	Content	Venue
Day 1	04:00pm to 5:00pm	Theoretical explanation of Operating system	L.H No. 02
	05:00pm to 6:00pm	Installation Demonstration of softwares (OS & MS-Office)	M.Sc.(CS)/BCA Lab
Day 2	04:00pm to 5:00pm	Explanation of MS-Word and its ribbon tabs	L.H No. 02
	05:00pm to 6:00pm	Practical Demonstration on Macros, Mail Merge and Creating Visiting card with all properties	M.Sc.(CS)/BCA Lab
Day 3	04:00pm to 5:00pm	Explanation of MS-Excel and its ribbon tabs	L.H No. 02
	05:00pm to 6:00pm	Practical Demonstration on Macros and creating salary slips with all formulas	M.Sc.(CS)/BCA Lab
Day 4	04:00pm to 5:00pm	Demonstration on Internet, Email and Google forms	L.H No. 02
	05:00pm to 6:00pm	Practical Sessions on emails, Google docs/123 form builder	M.Sc.(CS)/BCA Lab
Day 5	04:00pm to 5:00pm	How to convert file in to different formats	L.H No. 02
	05:00pm to 6:00pm	Practical on PDF file authentications using self password	M.Sc.(CS)/BCA Lab
Day 6	04:00pm to 5:00pm	Written test (Online using LMS)	M.Sc.(CS)/BCA Lab
	05:00pm to 6:00pm	Feed back session	M.Sc.(CS)/BCA Lab

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FDP on Computer Skills

For Administrative Staff

Resource Persons

List of the resource Person for A week FDP on 23/04/2018 to 28/04/2018 in
BLDEA's S B Arts and K C P Science College, Vijayapur

1. Prof. S.V. Vambase

Asst. Prof

Dept of M.Sc.(CS) & BCA

BLDE A's S B Arts & K C P Science College,
Vijayapur

2. Prof. P.D. Mahindrakar

Asst. Prof

Dept of M.Sc.(CS) & BCA

BLDE A's S B Arts & K C P Science College,
Vijayapur

3. Prof. Mallikarjun G. M

Asst. Prof

Dept of M.Sc.(CS) & BCA

BLDE A's S B Arts & K C P Science College,
Vijayapur

4. Mr. Mahesh Math

Lab Instructor

Dept of M.Sc. (CS) & BCA

BLDE A's S B Arts & K C P Science College,
Vijayapur

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S B Arts and K C P Science College, Vijayapur

A Week FDP on Computer Skills

S.No	Names	Mobile No	Designation	E mail ID	Signature
1	L. L. Rathod	8762335585	S.D.A.	llrathod76@gmail.com	
2	Mr. E. C. Horebali	9916128752	Senior Accountant	ghorebali@yashwanth.com	
3	Smt. S. V. Kalkoti	9480411170	SDA	sharada1903@gmail.com	
4	Smt. P. C. Kajjari	6360846500	SDA	pushpa.kajjari@gmail.com	
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11	v. m. Yaranal	9741205428	FDA	vmyaranal@gmail.com	
12	Shri. S. P. Kannur	9901352972	FDA	-	
13	Sri. D. H. Savalag	9902417373	SDA	dhsavalag@gmail.com	
14	Smt. A. S. Onwadekar	8792224622	SDA	ainamadar421@gmail.com	
15	S. A. Yaranal	9448751383	SDA	Sanyaranal@stdeaspcc.pune.ac.in	
16	B. K. Desai	9902269754	SDA	-	
17	A. S. Kulikami	9902269754	Computer operator	asulisk1966@yahoo.com	
18		9480002729			
19					
20					

Co-ordinator
S.B.Arts & K.C.P.Science College,
Vijayapur.

Principal,
S. B. Arts & KCP Sc. College,
Bijapur

BLDE Association's
S B Arts and K C P Science College, Vijayapura
 A Week FDP on Computer Skills for Administartive Staff

Assesment test Sheet

S.No	Names	College	Signature
1	Sri. S V Dhulange	BLDEA's SBKCP	
2	Sri. A I Inamadar	BLDEA's SBKCP	
3	Sri. D H Savalagi	BLDEA's SBKCP	
5	Smt. S V Kalkoti	BLDEA's SBKCP	
6	Smt. L L Rathod	BLDEA's SBKCP	
7	Sri. S R Heralagi	BLDEA's SBKCP	
8	Sri. R A Patil	BLDEA's SBKCP	
9	Sri. J S Patil	BLDEA's SBKCP	
10	Sri. M M Bellad	BLDEA's SBKCP	
11	Sri. B K Deginal	BLDEA's ASP Commerce	
12	Sri. V Y Sakri	BLDEA's ASP Commerce	
13	Sri. S P Kannur	BLDEA's ASP Commerce	
14	Mrs Kalpana Biradar	BLDEA's Sri BMP Nursing	
15	Mrs. G C Hireholi	BLDEA's SSM Pharmacy	
16	Mrs. P C Kajagar	BLDEA's SSM Pharmacy	
17	Mrs. A S Kulkarni	BLDEA's SSM Pharmacy	
18	Sri. V M Yaranal	BLDEA's SSM Pharmacy	
19	Sri. Dilep N Tangadi	BLDEA's SSM Pharmacy	
20	shri N M Biradar	BLDEA's SBKCP	

Co-Ordinator
 CA & M.Sc (CS) Dept

IOAC Co-ordinator
 S.B.Arts & K.C.P.Science College,
 Vijayapur.

Principal,
 S. B. Arts & KCP Sc. College,
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