



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. Pavankumar Mahindrakar

Prof. Mallikarjun Mendagudli

Mr. Mahesh Math



A Report

A Week FDP On “Computer Skills”

A week FDP was conducted In BLDEA’s S B Arts and KCP Science College, Department of BCA & M.Sc Computer Science, Regarding the Computer Skills for Administrative staff from April 23rd to April 28th, 2018, the FDP was started at 4:00pm to 6:00pm with formal inauguration and soon after commenced with sessions and followed by practical session on every day there were 20 participants from sister institutes.

The first day of FDP was commenced with theoretical explanation of installation of operating system and open office software by prof. S.V. Vambase & Mr. Mahesh Math

The second day of FDP was commenced with MS-Word and super shortcut methods with both theory and practical by Prof. Mallikarjun Mendagudali and Prof Pavankumar Mahindrakar

The third day of FDP was MS-Excel with brief explanation of ribbon bar and creating salary slips in practical session by Prof. Mallikarjun Mendagudali and Prof. Pavankumar Mahindrakar

The fourth day of FDP was of creating Google form and Google Doc and generating link using docs and followed by the sms alert to access the link and sending information regards and also created E-Mail Accounts on the practical by Prof. Pavankumar Mahindrakar & Mr. Mahesh Math

The fifth day of FDP was about Internet and Converting files into different formats and giving password protection to files by Prof. Mallikarjun Mendagudali and Prof. Pavankumar Mahindrakar

The sixth day of FDP was scheduled for online test using Moodle server to all the participants by Prof. S.V.Vambase, Prof Pavankumar Mahindrakar, Prof Mallikarjun M and Mr. Mahesh Math

Session was conclude with taking feedback from the participants and attached the FDP Material to their respected mail id’s



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.

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

BLDE Association's
S B Arts and K C P Science College, Vijayapura
 A Week FDP on Computer Skills for Administrative Staff
 Assessment 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. Kaipana 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 X Biradar	BLDEA's SBKCP	

Co-Ordinator
 B.A & M.Sc (CS) Dept

IQAC, 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, 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.	l.rathod76@gmail.com	[Signature]
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17	A. S. Kudikarni	9480002729	Computer Operator	as.kudikarni@gmail.com	[Signature]
18					
19					
20					


Coordinator

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

Principal,
S. B. Arts & K. C. P. Science College,
Vijayapur.