

To

The Principal,
Smt Radhabai Sarda Arts, Commerce &
Science College, Anjangaon Surji

Subject: Permission for conducting Add-on Course entitled "Office Automation" for the session 2019-2020

Hon'ble Sir,

With reference to the above subject, we kindly request you to grant us permission for conducting the said course in the department of Computer Science. The duration of the course will be 30 hours (2 hours X 15 working days). The syllabus of the course is enclosed herewith this letter for your kind consideration. The course will be helpful to our students in view point of their development towards Data Entry Operator or Word Processor.

Date: 03/09/2019

Place: Anjangaon Surji


Head, Department of Computer sci.

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Enclosures:

1. Syllabus of Add-on Course

Permission Granted
Berry



Shri Sarda Education Society's
Smt. Radhabai Sarda Arts, Commerce and Science College
Anjangaon Surji

Department of Computer Science

NOTICE

Date: 4th September 2019

All the students of BSc-I are hereby informed that the Department of Computer science is going to start an *Add-on Course of Office Automation* from 11th September to 1st October 2019. Students, who are interested to participate in the said course, can confirm their admission on or before 10 September 2019.



Head of the Department
HOD
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Anjangaon Surji

1. 

2. 

Shri. Sarda Education Society's
Smt Radhabai Sarda Arts, Commerce & Science College, Anjangaon Surji
Department Of Computer Science
Session: 2019-20

List of Enrolled students for Add-on Course "Office Automation"

Sr. No.	NAME OF THE STUDENT	CLASS	ENROLL NO.	MOBILE
1	Ku. Aafreen firdaus Syedzuberuddin Syed	BSc I	191140592	9922515715
2	Ku. Aasawari Harish Pachkawade	BSc I	191140466	7588962497
3	Ku. Aditi Prashant Gotmare	BSc I	191140548	9511757014
4	Ku. Aishwarya Gajanan Ambadkar	BSc I	191140516	9579019820
5	Ku. Lija Ranjit Shaw	BSc I	191140542	9766994240
6	Ku. Mukta Sanjay Rande	BSc I	191140533	8888301165
7	Ku. Prajakta Mahendra Dharaskar	BSc I	191140513	9284187973
8	Ku. Pranali Sanjay Nipane	BSc I	191140498	9022419534
9	Ku. Saniya Jitendra Patel	BSc I	191140538	9011752063
10	Ku. Sanskruti Ravindra Petkar	BSc I	-	7709003595
11	Ku. Shreya Arvind Jambhe	BSc I	191140185	9823011046
12	Ku. Shweta Shrinath Bordikar	BSc I	191140551	7498970382
13	Mr. Ankush Pradip Gujarkar	BSc I	191140524	7558768134
14	Mr. Gokul Sunil Umekar	BSc I	191140500	8975746625
15	Mr. Nilesh Gyandevrao Sable	BSc I	18104806	9763966263
16	Mr. Piyush Dnyaneshwar Ganjare	BSc I	191140580	9172674289
17	Mr. Prajwal Vinodrao Devgire	BSc I	191140495	9665711064
18	Mr. Prathmesh Sunil Tank	BSc I	191140558	7620083744
19	Mr. Vinay Diliprao Yeul	BSc I	191140501	8379807251
20	Mr. Yash Manohar Payghan	BSc I	191140521	9518530031
21	Ku. Shejal Ramdas Tayade	BSc I	191140543	9067285392
22	Ku Sakshi Ravindra Niwane	BSc I	-	9359683121


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OFFICE AUTOMATION

Duration – 30 Hours

Allocation of total hours for each chapter:

Sr No	Chapter	Theory in Hours	Practical in Hours
1.	Computer Internet	1	1
2.	Windows XP	2	2
3.	Word Processing (MS-Word)	3	3
4.	Worksheet (MS-Excel)	3	3
5.	Power Point presentation	3	3
6.	Database Management (MS-Access)	3	3
Total – 30 Hours		15	15

Jobs/Career: Data Entry Operator or Word Processor.

Syllabus:

1. Computer & Internet:

- 1.1. Organization of computer.
- 1.2. Input/output devices.
- 1.3. System and Application Software.
- 1.4. Networking and Topologies.
- 1.5. Introduction to Internet and Services.

2. Windows XP:

- 2.1 Windows Concept.
- 2.2 Installation of Hardware & Software.
- 2.3 System Tools.
- 2.4 Windows Explorer.

3. Word Processing:

- 3.1. MS-Word with advanced features.
- 3.2. Toolbars
- 3.3. Document Formatting
- 3.4. Functions
- 3.5. Handling Graphics

4. Worksheet:

- 4.1. Basics of MS-Excel
- 4.2. Toolbars and Menus
- 4.3. Formatting of worksheet
- 4.4. Working with formulae
- 4.5. Graphs and Charts

5. MS Power Point:

- 5.1. Basics of MS- Power Point
- 5.2. Power point screen
- 5.3. Bulleted and Numbering
- 5.4. Audio and Video Facility
- 5.5. Graphics and Animation

6. Database Management:

- 6.1. Basics of Database
- 6.2. Introduction to MS- Access
- 6.3. Design Database and Key
- 6.4. Tables and Forms
- 6.5. Reports and Wizard

REFERENCES:

- 1. Computer Concepts and Microsoft office with Internet by Fact education solution pvt. Ltd.
- 2. Microsoft Office word 2007 by Curtis Frye, Joan Preppermau and Joyce Cox.
- 3. Windows XP Home Edition by David Pogue.

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Smt.Radhabai Sarda Arts, Commerce and Science College Anjagaon Surji

Department Of Computer Science

Add-on Course

Office Automation

TIME TABLE

Session 2019-20

SN	DATE	TIME	TOPIC
1	11 Sept 2019	09 AM to 10:00 AM	Inauguration
2	11-13 Sept 2019	10:30 AM to 12:30 PM	Chapter I
3	14-16 Sept 2019	09 AM to 11 AM	Chapter II
4	17-19 Sept 2019	09 AM to 11 AM	Chapter III
5	20-21 Sept 2019	09 AM to 11 AM	Chapter IV
6	23-25 Sept 2019	09 AM to 11 AM	Chapter V
7	26-30 Sept 2019	09 AM to 11 AM	Chapter VI
8	1 Oct 2019	09 AM to 11 AM	Exam



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Smt. RadhabaiSarda Arts, Commerce & Science College, Anjangaon Surji

Department of Computer science

Add-on Course

(Academic Session: 2019-20)

Attendance Sheet



Name of the Course: Office Automation

Sr No	Name of participants	Class	Signature/Attendance/Theory - Sep-201																	
			11/09	13/09	14/09	15/09	16/09	17/09	18/09	19/09	20/09	21/09	23/09	24/09	25/09	26/09	27/09	30/09	01/10	
1	KU. AAFREEN FIRDAUS SYEDZUBERUDDIN SYED	BSc-I	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	Exam	
2	KU. AASAWARI HARISH PACHKAWADE	BSc-I	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P		
3	KU. ADITI PRASHANT GOTMARE	BSc-I	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
4	KU. AISHWARYA GAJANAN AMBADKAR	BSc-I	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P		
5	KU. LIJA RANJIT SHAW	BSc-I	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P		
6	KU. MUKTA SANJAY RANDE	BSc-I	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P		
7	KU. PRAJAKTA MAHENDRA DHARASKAR	BSc-I	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P		
8	KU. PRANALI SANJAY NIPANE	BSc-I	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P		

Exam

Shri Sardar Education Society's
SmtRadhabaiSarda Arts, Commerce & Science College, Anjangaon Surji
Department of Computer Science
Add-on Course on Office Automation
(Academic Session: 2019-20)



Date: 03/10/2020

Max Marks: 50

Time: 2:00 Hrs.

Q.1 Fill in the blanks.

(05)

- i. Ctrl + S shortcut key is used to -----
- ii. Print the document shortcut key is -----
- iii. ----- to cut the text.
- iv. Cell name is the combination of ----- and -----
- v. ----- is shortcut key for new slide in PowerPoint.

Q.2 Choose the correct word.

(05)

- i. Which is not a Font style?
a) Bold b) Superscript c) Italic d) Regular
- ii. Landscape is?
a) Font Style b) Page Orientation c) Paper Size d) Page Layout
- iii. Background option is applied to ----- slides.
a) Single b) All c) Both d) None
- iv. By default, your documents print in _mode.
a) Print View b) Portrait c) Landscape d) None
- v. Which items are placed at the end of a document.
a) End Note b) Footer c) Foot Note d) Header

Q. 3 Answer any Four questions.

All questions carry equal (10) marks.

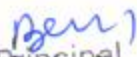
1. Explain: (10)
(i) Desktop. (ii) My Computer.
2. Write the advantages of using MS-Word. (10)
3. Explain the Mail merge in detail with an example. (10)
4. How can you insert a cell, row and column in a worksheet? (10)
5. Explain various types of charts that are available in MS-Excel. (10)
6. Explain the steps to create a report in MS-Access. (10)
7. How will you create and manipulate slides in power point? (10)

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Department of Computer Science
Result of Add-on Course (2019-20)
Office Automation

SN	NAME OF STUDENT	OUT OF 50	MARKS OBTAINED
1	KU. AAFREEN FIRDAUS SYEDZUBERUDDIN SYED	50	43
2	KU. AASAWARI HARISH PACHKAWADE	50	46
3	KU. ADITI PRASHANT GOTMARE	50	47
4	KU. AISHWARYA GAJANAN AMBADKAR	50	45
5	KU. LIJA RANJIT SHAW	50	44
6	KU. MUKTA SANJAY RANDE	50	44
7	KU. PRAJAKTA MAHENDRA DHARASKAR	50	42
8	KU. PRANALI SANJAY NIPANE	50	44
9	KU. SAKSHI RAVINDRA NIWANE	50	43
10	KU. SANIYA JITENDRA PATEL	50	45
11	KU. SANSKRUTI RAVINDRA PETKAR	50	40
12	KU. SHEJAL RAMDAS TAYADE	50	45
13	KU. SHREYA ARVIND JAMBHE	50	42
14	KU. SHWETA SHRINATH BORDIKAR	50	47
15	MR. ANKUSH PRADIP GUJARKAR	50	40
16	MR. GOKUL SUNIL UMEKAR	50	42
17	MR. NILESH GYANDEVRAO SABLE	50	45
18	MR. PIYUSH DNYANESHWAR GANJARE	50	44
19	MR. PRAJWAL VINODRAO DEVGIRE	50	45
20	MR. PRATHMESH SUNIL TANK	50	42
21	MR. VINAY DILIPRAO YEUL	50	40
22	MR. YASH MANOHAR PAYGHAN	50	40


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Smt. Radhabai Sarda Arts, Commerce & Science College, Anjangaon Surji

Department Of Computer Science

Session: 2019-20

Summary Report & Course Outcome

The department of Computer science had undertaken the Add-on course “**Office Automation**” during the session **2019-2020**. The course was of 30 hours duration in which 22 students had taken admission. All these students have completed the course successfully.

The outcome of this course is as follows:-

- ◆ It helps the students to get acquainted with IT.
- ◆ Students would be able to make documents and spreadsheets.
- ◆ To make small presentations through PowerPoint.
- ◆ Students would be acquainted with internet or World Wide Web.
- ◆ Career in Data Entry Operator or Word Processor.



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SHRI. SARDA EDUCATION SOCIETY'S
SMT. RADHABAI SARDA ARTS, COMMERCE AND SCIENCE COLLEGE
ANJANGOAN SURJI, DIST. AMRAVATI

Certificate

This is to certify that Ku Aafreen Firdous of BSc-II
has successfully completed Add-on Course entitled **"Office Automation"**
conducted by the Department of Computer Science from 11/09/2019 to
01/10/2019 at Smt. Radhabai Sarda Arts, Commerce & Science College,
Anjangoan Surji, Dist. Amravati.



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Smt Radhabai Sarda Arts, Commerce & Science College
Anjangaon Surji, Dist Amravati - 444705

Application Form for Course Work

(Academic Session: 2019-20)

Application Form No.: **000068**

1. Applicant's Name : Ku. Aayreen Firdaus

2. Father's Name: Syed Zubairuddin

3. Permanent Address: Pan Atai Road

Anjangaon Surji

District: Amravati State: Maharashtra Pin Code: 444705

4. Email ID: Aayreenfirdausyed@gmail.com

5. Phone No./Mobile No.:

7 0 2 0 7 8 7 4 9 5

6. Gender:

Male

☐

Female

☒

7. Date of Birth: 11 / 07 / 2001

8. Aadhar Card No.

9 1 0 2 3 8 0 3 0 3 9 0

9. Name of the Department: Computer Science

10. Class: Bsc - II

11. Course Applied For: Value Added/Certificate/Bridge Course/Add-on ☒ Program

12. Date of Admission in College: 5-7-2019

13. ID Number: 440

14. Category: OPEN ☒ OBC ☐ SC ☐ ST ☐ NT ☐ VJ ☐ SBC ☐

15. Languages Known: Marathi ☐ Hindi ☒ English ☒

16. Title of the Course: "Office Automation"

