SYLLABUS OF 30 HOURS CERTICATE COURSE "LIFE SKILL COURSE IN MS OFFICE MANAGEMENT"

Sr. No.	TOPIC	DURATION
1	Word Processing: Text Editing, Find & Replace Text, Spell Check, AutoCorrect, Bullets & Numbering, Paragraph Formatting, Page Formatting, Header, Footer, Section Break	3HOURS
2	Tables: inserring, formalling lables, inserting Videou and blatter.	3HOURS
3	winninging want werger, Printing Documents	3HOURS
4	Power Point Presentation: Stides, Fonts, Drawing, Editing, Inserting tables, Images	HOURS
5	Inserting texts, symbol, Media, Design, Transition, Animation and Slide Show	3HOURS
6	MS Excel: Entering Data, Data Entry cell by cell, deleting data, moving data, copying data, using Autofill, Sum, Average, Percentage	3HOURS
7	Saving a Workbook, Editing Data, Inserting or Deleting: Cells, Worksheet, Renaming a worksheet, Formatting Data	3HOURS
8	Charts and Graphs: Creating, Modifying, Multiple Worksheets	3HOURS
9	Google Calendar and Google Forms	3HOURS
10	Introduction to MS Office OneNote & MS Office Groove	3HOURS
11	Digi-Locker, UPI Payments, Scanning Apps	HOURS
12	WhatsApp, Twitter, Facebook	HOURS
13	Devanagari Typing	HOURS
14	File Conversion	THOURS



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Shil, Chotan Munju Dasai College Delem Capacona, Goa 303702

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Dnyan Prabodhini Mandal's SHREE MALLIKARJUN

Shri. Chetan Manju Desai College Delem, Canacona-Goa 403702

Tel. No. 0832-2633422/433

Indla Today Ranking 115 (Arte) 150 [Commerce)

E-mail: shreemallikarjuncotlege@gmail.com

Website: shreemallikarjuncollege.ac.in

Date: 16/01/2020

NOTICE

DEPARTMENT OF INFORMATION TECHNOLOGY & MATHEMATICS

As a part of Administrative Training Program for Non-Teaching Staff, Information Technology and Mathematics Department is conducting "LIFE SKILL COURSE IN MS OFFICE MANAGEMENT" a Certificate Course of 30 Hours starting from 21st January, 2020. This course is open for Alumni, PTA, outside Public and Schools and Higher Secondary Schools tocated in Canacona Taluka.

The Course will be held as per the following Time-Table in the Computer Laboratory.

Date	Time	Faculty
21st Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms, Sargam Bhikar
22 nd Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
23 rd Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
24 th Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
25th Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
27th Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
28th Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
29th Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
30 th Jan. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
3 rd Feb. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
4th Feb. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar
5 th Feb. 2020	12.00 noon-3.00pm	Ms. Prajyoti Sawant Dessai/Ms. Sargam Bhikar-

Note: Certificates will be issued after the successful completion of the Course.

Mrs. Tanuja Fal Desai HOD (IT & Mathematics)

Dr. Manoj S (Principal)

IT & Computing Skills

As a part of Administrative Training Program for Non-Teaching Staff, Information Technology & Mathematics Department conducted an "IT & Computing Skillst" a Certificate Course starting from 21st January 2020 to 4th February 2020. This Course was open for Alumni, PTA, outside Public and Schools and Higher Secondary Schools located in Canacona Taluka.

Course was conducted for 30 Hours per day of which the session was of 1 Hour and the practice or practical Hour was of 2 Hours during the working days of the College from 12noon to 3pm daily. Syllabus of the course included topics such as Word Processing, Power Point Presentations, MS Excel, Internet, Google Forms, Google Calendar, Google Drive, Office OneNote, Office Groove, Digi-Locker, UPI Payments, Scanning Apps, WhatsApp, Twitter, Facebook, Devanagari Typing, File Conversion, etc.

The courses were specifically designed to promote Digital India Initiative so that all the Non-Teaching staff learns basic computing skills and also were made aware of the latest technologies available. All the Non-Teaching Staff of our college actively attended the Course. Certificates were also provided to the participants on successful completion of the course.





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Shri. Chetan Manju Desai College Delem-Canacona, Goa 403702



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DNYAN PRABODHINI MANDAL'S SHREE MALLIKARJUN



SHRI. CHETAN MANJU DESAI COLLEGE
Delem-Canacona, Goa

CERTIFICATE

has successfully completed a 30-Hour Capacity Building Certificate Course on "IT & Computing Skills" for College Non-Teaching Staff, organized by This is to certify that Mr./Ms./Mrs. Department of Information Technology & Mathematics from 21/01/2020 to 05/02/2020.

Date:



DR. MANOJ S. KAMAT

Principal

MRS. PRAJYOTI SAWANT DESSAI

Coordinator

MRS. TANUJA FALDESAI
HOD IT & Mathematics

जान प्रबोधिनी संडळ

DNYAN PRABODHINI MANDAL'S SHREE MALLIKARJUN

SHRI. CHETAN MANJU DESAI COLLEGE Delem-Canacona, Goa



CERTIFICATE

bas acted

as a Resource Person for successfully completing 30-Hour Capacity Building Certificate Course on "IT & Computing Skills" for College Non-Teaching Staff, This is to certify that Mrs.

21/01/2020 to 05/02/2020.



DR. MANOJ S. KAMAT Principal



MRS. TANUJA FALDESAI HOD IT & Mathematics

Sr. No	Name	Designation	Signature
1.	Mr. Ramdas Sawant	Head Clerk	1.1
2.	Mr. Sandesh Faldesai	Accountant	0. 1.
3.	Mr. Bhalchandra Desai	U.D.C.	E WILL
4.	Mrs. Manuja Gaonkar	U.D.C.	8
5.	Mrs. Jyoti K. Naik Gaunkar	Jr. Stenographer	Milaonkas
6.	Mr. Agraj Desai	Storekeeper	Gankar
7.	Ms. Shruti Faldesai		The s
12/01	There are an experience of the control of the contr	Lab Assistant	Die
8,	Mrs. Sneha Desai	Lab Assistant	A
9.	Ms. Sanija Desai	Lab Assistant	Down
10.	Mr. Krishna Desai	Lab Assistant	(A)
-11.4/	Ms. Sargam Bhikar	Lab Assistant	
12.	Mr. Rajesh Gaunkar	L.D.C	(2)
13.	Mr. Gaurish Desai	L.D.C.	Belay
14.	Mr. Ravi Komarpant	Multi-Tasking Staff	a Shriver
15.	Mr. Suraj Kamat	L.D.C. (C.B) Exam	
16.	Mr. Pradhyumn Bhaireli	Field and Plant Collector	Blend
17.	Mr. Krishna Vagonkar	Multi-Tasking Staff	H
18.	Mr. Vithoba Gaonkar	Multi-Tasking Staff	(Gicera)
19.	Mr. Manjunath Bhaireli	Multi-Tasking Staff	Ikhij
20.	Mr. Dilip Naik Gaunkar	Multi-Tasking Staff	aumus
21.	Mr. Anup Sawant	Multi-Tasking Staff	Jam ale
22.	Mr. Shivraja Naik Deshmukh	Multi-Tasking Staff	Serving.
23.	Mr. Prakash Gaunkar	Multi-Tasking Staff	66
24.	Mr. Premanand Bhagat	Multi-Tasking Staff	Philosopoli
25.	Mr. Paresh Dhuri	Multi-Tasking Staff	Mis
40370	Mr. Pankaj Velip	Multi-Tasking Staff	Cally.
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hri. Chetan Izanju Der Canacona, Go

28.	Mrs. Anusha Wada Y	Sweeper	AR-waves No
29.	Mrs. Mayuri Chari	Sweeper	Alhai No
30.	Mrs. Anita Sawant	Sweeper	New No
31.	Mrs. Sukanti Velip	Sweeper	
32.	Mr. Kusta Velip	Watchman	
33.	Mr. Kamlakar Velip	Watchman	KOK NO
34.	Mr. Rajendra Velip	Gardener	

35: Rohan wadar westchmen. 36: Saish Dessai watchmen.



PRINCIPAL Dnyen Prebodhini Mandai's SHREE MALLIKARJUN

Shri. Chetan Manju Desai College Delem-Canacona, Goa 403702

Attendance.

Department of Information Technology & Mathematics

LIFE SKILL COURSE IN MS OFFICE MANAGEMENT

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	Mr. Krishna Vagonkar	Mr. Pradhyumn Bhaireli	Mr. Ravi Komarpant	Mr. Gaurish Desai	Mr. Rajesh Gaunkar	Mrs. Manuja Gaonkar	Mr. Krishna Desai	Ms. Sanija Desai	MIS. SHEHA DESAI	Mr. Crab Deci	Mr. Agraj Desai		Mrs. Jvoti K. Naik Gaonkar	Shri Bhalchandra Desai	Shri Sandesh Faldesai	Shri Ramdas Sawant	Name
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CERTIFICATE COURSE: "LIFE SKILLS COURSE IN MENTAL ABILITY"

Organized by Dept. of Mathematics & IT

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree (5)
I.	The objectives of the course were clear to me					
2.	The course content met with my expectations					
3.	The level of the course was up to the mark		_			
4.	The course exposed me to new knowledge and practices.					
5.	The Instructor eneouraged interaction and was helpful					
6.	The course improved computing and IT skills					
7.	The course was helpful to improve my quantitative aptitude		-			
8	How likely will you recommend this course to others.					

General Observation / Suggestion	1 / Recommendations:

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Shri. Chetan Manju Desai College
Delem-Cansodra, Gos 400702

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CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree	Strongly Agree
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7.	The overall experience of the workshop is positive					
8.	How likely will you recommend this course to others?	u .				

General Observation /	Suggestion / Recommendations:	
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PRINCIPAL Davan Prabodhini Mandal's SHREE MALLIKARJUN

Shri. Chetan Manju Desai College Delem-Canacona, Goa 403702

CERTIFICATE COURSE: "IT & Computing Skills"

General Observation / Suggestion / Recommendations:

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CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

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General Observa	tion / Suggestion	/ Recommenda	tions:	

PRINCIPAL Dayan Prabodiáni Mendal's SHREE MALLIKARJUN

Shri. Chetan Manju Desai College Delem-Canacona, Goa 403702

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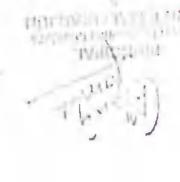
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Organized by Dept. of IT & Mathematics

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General Observation / Suggestion / Recommendations:





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CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

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General Observation / Suggestion / Recommendations:

PRINCIPAL Dayon Prebadhini Mandal's SHREE MALLIKARJUN

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Shri, Chetan Manju Desai College Dolom-Ganacona, Goa 403702

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

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Shri, Chetan Manju Desai College Delem-Canacona, Goa 403702

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Organised by Dept. of IT & Mathematics

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CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

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Shri. Chetan Manju Decai College Delam-Canacona, Goa 403702

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

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General Observ	ution / Suggestion	n / Recomme	ndations:	



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CERTIFICATE COURSE: "TT & Computing Skills"

Organized by Dept. of IT & Mathematics

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CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

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CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

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Shri. Chetan Manju Desai College Delem-Canacona, Goa 403702

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

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General Observation / Suggestion / Recommendations:	



PRINCIPAL Dryan Pranodhini Mandal's SHREE MALLIKARJURI

Shri, Chelan Manju Dasai College Delem-Canacona, Goa 403702

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

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5.	The Instructors					V
6.	interaction was helpful The course improved					~
7.	The overall experience of the workshop is positive				V	
8.	How likely will you recommend this course to others?					1/

General Observation / Suggestion / Recommendat	tions:



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Shri. Chelan Manju Desai College Deleni-Canacona, Gos 403702

CERTIFICATE COURSE: "IT & Computing Skills" FEEDBACK FORM

Organized by Dept. of IT & Mathematics

No.		Strongly Disagree	Disagree			
1.	The workshop was well	(1)	(2)	Satisfactory (3)	Agree	Strongly
2.	The course			(0)	(4)	Agree (5)
3.	The level of the					~
4.	was up to the mark The course exposed me to new knowledge and practices.					V
5.	The Instructors					~
6.	interaction was helpful The course improved					
7.	computing and IT skills The overall experience of the workshop is positive					V
8.	How likely will you recommend this course to others?					

General Observation	on / Suggestion / Re	Commendations	
		ommendations:	



Shri, Chelen Manju Desai Cellege Delem-Canacona, Goa 403702

CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree
1.	The workshop was well organized	W				(5)
2,	The course content met with my expectations					
3.	The level of the course was up to the mark					1/
4.	The course exposed me to new knowledge and practices.					
5.	The Instructors interaction was helpful					
6.	The course improved computing and IT skills					
7.	The overall experience of the workshop is positive					
8.	How likely will you recommend this course to others?					

General Observation / Suggestion / Recommendations:	



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Shri. Chetan Manju Desal College Delem-Canasona, Goa 403702

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CERTIFICATE COURSE: "IT & Computing Skills" FEEDBACK FORM

Organized by Dept. of IT & Mathematics

No.	The worl	Strongly Disagree	Disagree	G	-	
2.	The workshop was well organized The coverage of the coverage o	(1)	(2)	Satisfactory (3)	Agree (4)	Strong
3.	The course content met with my expectations The level of the				(4)	Agree (5)
4.	was up to the course				V	V
	The course exposed me to new knowledge and practices.					
5.	The Instructs					
6.	interaction was helpful The course improved					
7.	The overall experience of the workshop					
8.	How likely will					
	recommend this course to others?					

General Observ	vation / Suga	ection / D		
	2466	cstion / Recor	nmendations:	
			_	
_				



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Shri, Chatan Manju Desai College Delem-Canacona, Goa 403702

CENTIFICATE COURSE: "IT & Computing Skills"

Organical by Dept. of IT & Mathematics

St.		Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree
8.,	The workshop was well organized	¶.			V	(5)
2	The course content met with my expectations					
3.	The level of the course was up to the mark					
4.	The course exposed me to new knowledge and practices.				V	
5.	The Instructors interaction was helpful					1,-
6.	The course improved computing and IT skills					
7.	The overall experience of the workshop is positive				1	
8	How likely will you recommend this course to others?					l

General Observation /	Suggestion / Recommendations	s:



Spring Mary Despitation

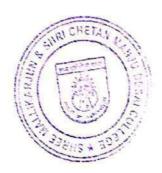
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CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree	Disagree (2)	Satisfactory (3)	Agree	Strongly Agree
l,	The workshop was well organized	(1)		(3)	(4)	(5)
2.	The course content met with my expectations				/	-
3,	The level of the course was up to the mark				/	
4.	The course exposed me to new knowledge and practices.				/	
5,	The Instructors interaction was helpful				1	
6.	The course improved computing and IT skills				/	
7,	The overall experience of the workshop is positive				~	
8.	How likely will you recommend this course to others?					/

General Observ	ration /	Suggesti	ion / Recomm	endations:	Make this	Course
available	40	our	College	Studen	4	



CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree	Disagree	Satisf		T~
1.	The workshop was well organized	(1)	(2)	Satisfactory (3)	Agree (4)	Agree
2.	The course content				V	(5)
3.	The level of the course					V
4.	was up to the mark The course exposed me to new knowledge and practices.					V
5.	The Instructors interaction was helpful				V	
6.	The course improved					レ
7.	computing and IT skills The overall experience of the workshop is positive					V
8.	How likely will you recommend this course to others?					V

General Observation / Suggestion / Recommendations:	



CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of FT & Mathematics

Sr. No. L	The workshop was well organized	Strongly Disagree (1)	Disagree (2)	Satisfactory (3)	Agree (4)	Strongly Agree
2.	The course content man	-				(5)
3,	with my expectations The level of the course was up to the mark				V	_
1.	The course exposed me to new knowledge and practices.					V
5,	The Instructors interaction was helpful					V
6_	The course improved computing and IT skills		-		V	
7.	The overall experience of the workshop is positive					
8,	How likely will you recommend this course to others?				1	1

General C	bservation :	Suggestion	n / Recomm	endations.		



CERTIFICATE COURSE: "IT & Computing Skills"

Organized by Dept. of IT & Mathematics

Sr. No.		Strongly Disagree	Disagree	Satisfactory	Agree	Strongly Agree
1.	The workshop was well organized	(1)	(2)	(3)	(4)	(5)
2.	The course content met					
3.	The level of the course					
4.	was up to the mark The course exposed me to new knowledge and practices.		/			
5.	The Instructors interaction was helpful			/		
6.	The course improved computing and IT skills			\		
7.	The overall experience of the workshop is positive				V	
8.	How likely will you recommend this course to others?					

General Observation / Suggestion / Recommendations: For non - teaching	<u> 5</u> 194}
make it stort with basics of computer explaining	basts
and features of computer. Make course available for students.	



Shri. Chetan Manju Desai College Delem-Canacona, Goa 403702

Department of Information Technology & Mathematics

LIFE SKILL COURSE IN IT & MS OFFICE MANAGEMENT

Sr. No. Name		Date													
2000000		21/1/2020 (12-30-3)	(2.3/2.2)	23/1/2020 C(2.30.2)	24/1/2020	25/1/2020	27/1/2020	010/2020	29/1/2020	30/1/2020	3/2/2020	4/2/2020	5/2/2020	3/2/200	
	Shri Ramdas Sawant					-2.19			NUE						+
	Shri Sandesh Faldesai	- Forto	- Dosui	- Focks	Jako	John	Q.		Lai		Qui		7	~	1
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	Mrs. Jyoti K. Naik Gaonkar		3			-1	12		V			-	-	1	
	Mr. Agraj Desai	3 Tray			Klada			y.m	San	_	51	-		-	
	Ms. Shruti Faldesai	Bung		Duas	and	000	Die>	O.in	Ours	Dry	 A.A		اصلحت		
1	Mrs. Sneha Desai	*		\$i	35	8k	(X)		(A)		On S	-	Odro	(IX)	-
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Mr	. Ravi Komarpant					1		-	4	100	~	-	- <		
Mr	. Pradhyumn Bhaireli	Barti	D. SOMEONIA III	Avi L	- 1	1			-	1-1	-	- \-	- -	- '	_
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