


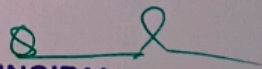
1.2.0 MS Office Automation

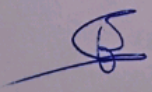
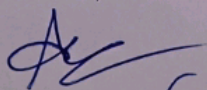
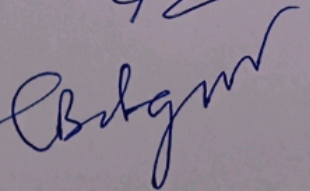
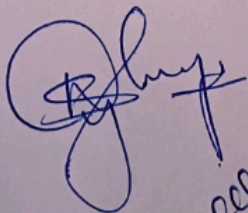
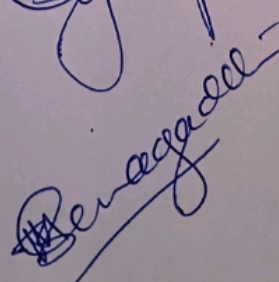
**GOOD NEWS WELFARE SOCIETY'S ARTS & COMMERCE FIRST GRADE COLLEGE,
KALGHATAGI - 581204**

Notice

This is to here by bring to the notice of the student is that from **02-12-2019 to 21-12-2019**, we are conducting certificate course/ value added course on " M S OFFICE AUTOMATION ", who are interest to participate in this Value Added course please enroll your name with Smt. Zakya Soudhagar & Prof.M S Muragodmath on or before 28/11/2019


Department of Commerce &
Computer Science


PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College,
Kalaghatgi-581204

GOOD NEWS WELFARE SOCIETY'S
ARTS & COMMERCE FIRST GRADE
COLLEGE, KALGHATAGI



VALUE ADDED COURSE ON
MS OFFICE AUTOMATION
2019 - 2020

DURATION : 30 hrs



09:00 am to 10:00 am,
03:30 pm to 04:30 pm



L.H.NO 2



WHO CAN ENROLL ?

All The B.A Even Semester
Students &
B.Com I year Students
2019-2020



MS OFFICE AUTOMATION

MS OFFICE APPLICATION

Course objective:

office tools course would enable the students in crafting professional,

- 1 Word documents,
- 2 Excel spread sheets,
- 3 Power point presentations

using the Microsoft suite of office tools.

To familiarize the students in preparation of documents and presentations with office automation tools.

Course content

2 hrs per day total 30 hrs

1. Introduction of Computer (7 hrs)
2. MS Word (7 hrs 20 mints)
 - i word to create project
 - ii Creating project abstractFeatures
 - iii Creating a Newsletter
 - iv Creating a Feedback form
3. MS Excel Spread sheet (7 hrs 20 mints)
 - a) Creating a Scheduler
 - b) Calculations
 - c) Performance Analysis
4. MS Power Point Presentation. (7 hrs 20 mints)
 - I) Create basic power point presentation
 - II) Power point utilities and tools
 - III) Preparing power point presentation

Course outcome:

By learning the course, the students will be able

1. To perform documentation
2. To perform accounting operations
3. To perform presentation skills



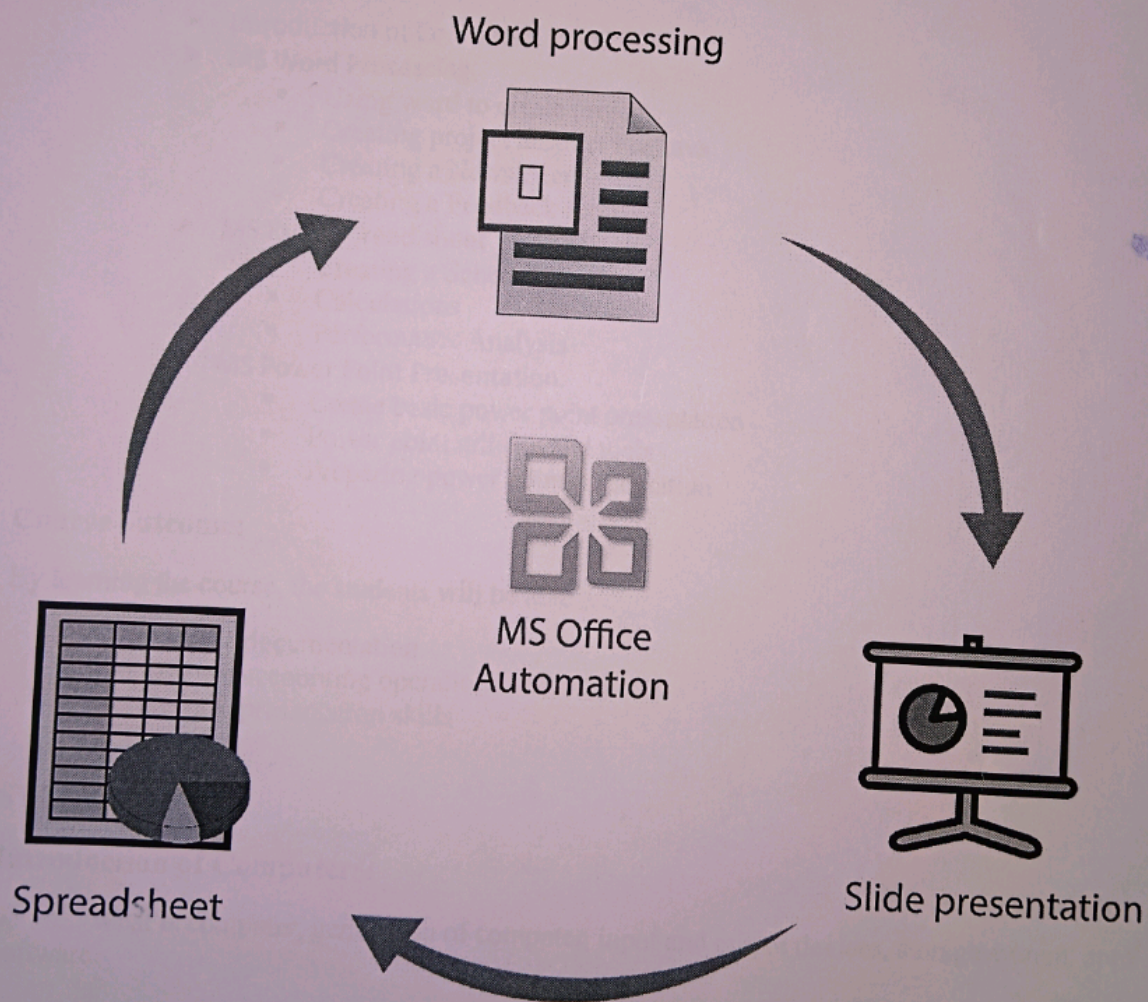
MS Office
Automation



INTRODUCTION:

Microsoft Office is Microsoft's suite of software applications for office use. The key components of MS Office are: MS Word, a word processor to write and organize documents; MS Excel, a spreadsheet for calculation, graphing tools, and MS PowerPoint, a slide show presentation software to develop slide-based presentations.

Our Microsoft Office Automation course offers training in these three applications of MS Office 2013, a widely used MS Office version. Training in these applications enable executives to electronically build, gather, save, adjust, and communicate workplace information necessary for completing fundamental business (and personal) activities.



Course objectives:

- ❖ office tools course would enable the students in crafting professional
 - ❖ word documents,
 - ❖ excel spread sheets,
 - ❖ power point presentations using the Microsoft suite of office tools.
- ❖ To familiarize the students in preparation of documents and presentations with office automation tools.

Course content:

- Introduction of Computer
- MS Word Processing
 - Using word to create project
 - Creating project abstract Features
 - Creating a Newsletter
 - Creating a Feedback form
- MS Excel Spread sheet
 - Creating a Scheduler
 - Calculations
 - Performance Analysis
- MS Power Point Presentation.
 - Create basic power point presentation
 - Power point utilities and tools
 - Preparing power point presentation

Course outcome:

By learning the course, the students will be able

- To perform documentation
- To perform accounting operations
- To perform presentation skills

SYLLABUS:

Introduction of Computers:

What is computer, generation of computer, input and output devices, storage system, application of software.

MS Word:

The instructor needs to give an overview of Microsoft word & Importance of MS Word as word Processor, Details of the four tasks and features that would be covered Using word – Accessing, overview of toolbars, saving files, Using help and resources, rulers, format painter.

Task 1 : Using word to create project certificate. Features to be covered:-Formatting Fonts in word, Drop Cap in word, Applying Text effects, Using Character Spacing, Borders and Colours, Inserting Header and Footer, Using Date and Time option in Word.

Task 2 : Creating project abstract Features to be covered:-Formatting Styles, Inserting table, Bullets and Numbering, Changing Text Direction, Cell alignment, Footnote, Hyperlink, Symbols, Spell Check , Track Changes

Task 3 : Creating a Newsletter : Features to be covered:- Table of Content, Newspaper columns, Images from files and clipart, Drawing toolbar and Word Art, Formatting Images, Textboxes and Paragraphs

Task 4 : Creating a Feedback form - Features to be covered- Forms, Text Fields, Inserting objects, Mail Merge in Word.

MS Excel:

The instructor needs to tell the importance of MS Excel as a Spreadsheet tool, give the details of the four tasks and features that would be covered Excel, Accessing, overview of toolbars, saving excel files, Using help and resources

Task1: Creating a Scheduler - Features to be covered: Gridlines, Format Cells, Summation, auto fill, Formatting Text

Task 2: Calculations - Features to be covered:- Cell Referencing, Formulae in excel – average, standard Deviation, Charts, Renaming and Inserting worksheets, Hyper linking, Count function.

Task 3: Performance Analysis - Features to be covered:- Split cells, freeze panes, group and outline, Sorting, Boolean and logical operators, Conditional formatting

MS Power Point:

Task1: Students will be working on basic power point utilities and tools which help them create basic power point presentation. Topic covered includes :- PPT Orientation, Slide Layouts, Inserting Text, Word Art, Formatting Text, Bullets and Numbering, Auto Shapes, Lines and Arrows

Task 2: This session helps students in making their presentations interactive. Topics covered includes: Hyperlinks, Inserting –Images, Clip Art, Audio, Video, Objects, Tables and Charts

Task 3: Concentrating on the in and out of Microsoft power point. Helps them learn best practices in designing and preparing power point presentation. Topics covered includes :Master Layouts (slide, template, and notes), Types of views (basic, presentation, slide slotter, notes etc), Inserting – Background, textures, Design Templates, Hidden slides. Auto content wizard, Slide Transition, Custom Animation, Auto Rehearsing

Task 4: Power point test would be conducted. Students will be given model power point presentation which needs to be replicated (exactly how it's asked).

Profile of Resource Person



Name : Veeru Uppin

Designation : Director AarGees Business

Address : #9, Sai Samarth Nilaya, Near Katti Mangala Devi Temple Lingarajnagar, Hubli

Contact Details : Mobile : 9880766013 ,
E-Mail : veeruaargees@gmail.com

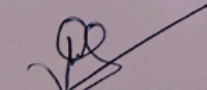
Qualification : M. Sc in IT fr om Kuvempu University Shimoga
Studied in Sainik School Vijayapur

Work Experience :

- Worked as co ordinator for TULEC education centre
- Worked as Centre Manager at Tata Infotech
- Worked as Project Manager in TOTAL Infotec Software Company
- Director and Founder Member AarGees Business Solutions
- AarGees is providing software for educational institutions (ERP) for educational institutions
- Managing more than 500 institutions including Universities and autonomous colleges

Social activities :

- Volunteer for Vidya Poshak NGO supporting Economically challenged Students and Worked Treasure for two years
- Secretary of Jnana Jyoti Trust NGO. Supporting Library Fecility and study materials for economically Challenged students who are appearing for Competitive examination
- Working with Bharatiya shikshana Mandal for Implementation of NEP
- Director for Mahatma Basaveshwara Bank Hubballi


Veeru Uppin
Director
AarGees Business Solutions

TIMETABLE

GOOD NEWS WELFARE SOCIETY'S

ARTS AND COMMERCE FIRST GRADE COLLEGE, KALAGHATGI - 581204

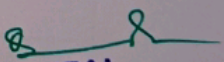
Value Added course on "MS OFFICE AUTOMATION"

(Microsoft Office Application)

From 02/12/2019 to 21/12/2019

DAY	TIME 09.00 am to 10 :00 am	Break	TIME 3.30 am to 4.30 pm
Monday	Introduction of Computer		Introduction of Computer
Tuesday	Word		Word
Wednesday	Excel		Excel
Thursday	Excel		Excel
Friday	Power point		Power point
Saturday	Power point		Power point




PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College,
Kalaghatgi-581204

**GOOD NEWS WELFARE SOCIETY'S ARTS AND COMMERCE FIRST
GRADE COLLEGE, KALAGHATGI – 581204**

Value Added course on “*MS OFFICE AUTOMATION*”

(MicrosoftOffice Application)

FEEDBACK

Sl No	QUESTIONS	Satisfactory	Good	Excellent
1	Didyouunderstandand learnthebasics of Word, Excel& Power point presentation?		✓	
2	Did you like the course?	✓		
3	How wasthe coursecomprehensible?			✓
4	Did the resource person contribute to yourexpectation?		✓	
5	Do you see the sample difference in your presentation course?			✓
6	How was the instruction made easy for your level ofunderstanding?			✓

(Signature)
2022/12/27



(Signature)
PRINCIPAL

**Good News Welfare Society's
Arts & Commerce First Grade College,
Kalaghatgi-581204**

**GOOD NEWS WELFARE SOCIETY'S ARTS AND COMMERCE FIRST
GRADE COLLEGE, KALAGHATGI – 581204**


Value Added course on “*MSOFFICE AUTOMATION*”

(MicrosoftOffice Application)

FEEDBACK

SI No	QUESTIONS	Satisfactory	Good	Excellent
1	Didyouunderstandand learnthebasics of Word, Excel& Power point presentation?	✓		
2	Did you like the course?		✓	
3	How wasthe coursecomprehensible?		✓	
4	Did the resource person contribute to yourexpectation?			✓
5	Do you see the sample difference in your presentation course?	✓		
6	How was the instruction made easy for your level ofunderstanding?		✓	




PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College,
Kalaghatgi-581204

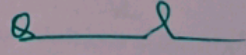
**GOOD NEWS WELFARE SOCIETY'S ARTS & COMMERCE FIRST GRADE COLLEGE,
KALGHATAGI – 581204**



Value Added Course on "MS OFFICE AUTOMATION"

Attendance Register – From 02-12-2019 to 21-12-2019

S.no.	Candidates Name	2	3	4	5	6	7	9	10	11	12	13	14	16	17	18	19	20	21
1	DEEPA DUNTI	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep
2	DEEPA PATIL	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep	Dep
3	MALASHRI DESAI	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal
4	HARISH CHAVHAN	Har	Har	Har	Har	Har	Har	Har	Har	Har	Har	Har	Har	Har	Har	Har	Har	Har	Har
5	SIDDARAM DODDANAVAR	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid	Sid
6	AKSHATA ARAVATAGI	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak
7	BHEEMAMBIKA KHANANNAVAR	Bhe	Bhe	Bhe	Bhe	Bhe	Bhe	Bhe	Bhe	Bhe	Bhe	Bhe	Bhe	Bhe	Bhe	Bhe	Bhe	Bhe	Bhe
8	VANI MADLI	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van	Van
9	ANIL HULAGOD																		
10	MALATESH HARIJAN	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal	Mal
11	MANJUNATH BHOVI	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man	Man
12	CHANNAWA BOVI	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha	Cha
13	AKSHATA BHOVI	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak	Ak
14	TEJASWINI LAMANI	Tej	Tej	Tej	Tej	Tej	Tej	Tej	Tej	Tej	Tej	Tej	Tej	Tej	Tej	Tej	Tej	Tej	Tej
15	KALAVATI NAYKAR	Kal	Kal	Kal	Kal	Kal	Kal	Kal	Kal	Kal	Kal	Kal	Kal	Kal	Kal	Kal	Kal	Kal	Kal

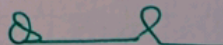

PRINCIPAL
 Good News Welfare Society's
 Arts & Commerce First Grade College,
 Kalghatagi-581204

**GOOD NEWS WELFARE SOCIETY'S ARTS & COMMERCE FIRST GRADE COLLEGE,
KALGHATAGI – 581204**

Value Added Course on “MS OFFICE AUTOMATION”

Attendance Register – From 02-12-2019 to 21-12-2019

S.NO	Candidate name	2	3	4	5	6	7	9	10	11	12	13	14	16	17	18	19	20	21
16	PRIYA PANNAKAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	VEENA KONGANAVAR	V.K	V.K	V.K	V.K	V.K	V.K	V.K	V.K	V.K	V.K	V.K	V.K	V.K	V.K	V.K	V.K	V.K	V.K
18	RAJESHWARI BISARALLI	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
19	MAGDELIN DEPTON	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
20	JYOTI BANDIWADDAR											AB							
21	SOUMYA BHAJANTRI	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
22	POOJA KAMBALE	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	DEEPA LAMANI	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
24	JAYALAKSHMI KATTIMANI	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
25	LAXMI WALIKAR	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
26	BASAVVA UGNIKERI	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
27	GIRIJA HIREMATH	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
28	RAVINA PATIL	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
29	LAXMI SANTAPPANAVAR	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
30	NETRAVATI TALAWAR											AB							


PRINCIPAL
 Good News Welfare Society's
 Arts & Commerce First Grade College,
 Kalaghatgi-581204

**GOOD NEWS WELFARE SOCIETY'S ARTS & COMMERCE FIRST GRADE COLLEGE,
KALGHATAGI – 581204**

Value Added Course on “MS OFFICE AUTOMATION”

Attendance Register – From 02-12-2019 to 21-12-2019

S.no	Candidate Name	2	3	4	5	6	7	9	10	11	12	13	14	16	17	18	19	20	21
31	ABHISHEK HONNALLI	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi	Abhi
32	ANNAPURNA GETI	Annap	Annap	Annap	Annap	Annap	Annap	Annap	Annap	Annap	Annap	Annap	Annap	Annap	Annap	Annap	Annap	Annap	Annap
33	AISHWARYA KAMMAR	Aish	Aish	Aish	Aish	Aish	Aish	Aish	Aish	Aish	Aish	Aish	Aish	Aish	Aish	Aish	Aish	Aish	Aish
34	SHRUTI UGNIKERI	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti	Shruti
35	AKSHATA WADDAR	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata	Akshata
36	POOJA BENGARI	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
37	VIJAYALAXMI MUDIGOUDRA	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya	Vijaya
38	RADHA TEGANNAVAR	Radha	Radha	Radha	Radha	Radha	Radha	Radha	Radha	Radha	Radha	Radha	Radha	Radha	Radha	Radha	Radha	Radha	Radha
39	VIDYA BAGALAKOTI	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya	Vidya
40	SIDDANAGOUDA PATIL	Siddan	Siddan	Siddan	Siddan	Siddan	Siddan	Siddan	Siddan	Siddan	Siddan	Siddan	Siddan	Siddan	Siddan	Siddan	Siddan	Siddan	Siddan
41	SHIVAKKA LAMANI	AB																	
42	TANUJA SUNAGAR	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu	Tanu
43	MANJULA LAMANI	Manju	Manju	Manju	Manju	Manju	Manju	Manju	Manju	Manju	Manju	Manju	Manju	Manju	Manju	Manju	Manju	Manju	Manju
44	NAGAMMA SUNAGAR	Nagma	Nagma	Nagma	Nagma	Nagma	Nagma	Nagma	Nagma	Nagma	Nagma	Nagma	Nagma	Nagma	Nagma	Nagma	Nagma	Nagma	Nagma
45	SACHIN DURGAPPANAVAR	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin	Sachin
46	CHANABASAPPA MALAGI	Chanab	Chanab	Chanab	Chanab	Chanab	Chanab	Chanab	Chanab	Chanab	Chanab	Chanab	Chanab	Chanab	Chanab	Chanab	Chanab	Chanab	Chanab
47	AJAYKUMAR HANGARAKI	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay	Ajay
48	GURUNATH DASTIKOPPA	Gurun	Gurun	Gurun	Gurun	Gurun	Gurun	Gurun	Gurun	Gurun	Gurun	Gurun	Gurun	Gurun	Gurun	Gurun	Gurun	Gurun	Gurun
49	VEERESH KAMMAR	Veresh	Veresh	Veresh	Veresh	Veresh	Veresh	Veresh	Veresh	Veresh	Veresh	Veresh	Veresh	Veresh	Veresh	Veresh	Veresh	Veresh	Veresh
50	KUMAR PATIL	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar	Kumar



PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College,
Kalaghatgi-581204

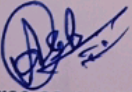
Good News Welfare Society's
Arts and Commerce First Grade College Kalaghatgi - 581 204
Academic year -2019-20

Report on MS Office Automation

The Department of Library science and Physical Education have jointly organized an IQAC Initiative "Value Added Course on MS Office Automation " from 02nd December 2019 to 21st December 2019 [MONDAY TO Saturday] in the college premises for students. It was inaugurated by our society secretary Rev. Bro. Niju Thomas, which was presided over by the principal Dr. B G Biradar. Both in their speech advised the students to attend the course regularly and insisted them to utilize the opportunities provided. The IQAC coordinator Dr. M D Horakeri and M S muagodmath, Dr. V R Betgar, S R Yemmi, Anita Bhat, G R Soolibhavi, Neelamma Nenekki, and office staff were present on the occasion . The Resource person was an eminent Shri Veeru Uppin , Director ArGees Business was also present. He and his subordinator shri Shivaraj Koti conducted the practical & Theory classes five days per week from 9:00 am to 10:00 am and from 3.30 pm to 4.30 pm each day. There were totally 50 students enrolled the value added course and Completed only 46. As it was said in the beginning itself that 75% of attendance is compulsory to get Certificate, Maximum students attended the classes. During the course study the resource person focused the following topics:

Course Description: Introduction of Computer, MS Word Processing -Using word to create project, creating project abstract Features, creating a Newsletter, creating a Feedback form; MS Excel Spread sheet, Creating a Scheduler, Calculations, Performance Analysis; MS Power Point Presentation. Create basic power point presentation, Power point utilities and tools, Preparing power point presentation

At the end of last day feedback was collected from students which gave us a good impact on the course.


Course co-coordinator




Principal
PRINCIPAL
Good News Welfare Society's
Arts & Commerce First Grade College,
Kalaghatgi-581204

GOOD NEWS WELFARE SOCIETY'S ARTS &
COMMERCE FIRST GRADE COLEGE

KALGHATAGI - 581204

CERTIFICATE

This is to certify that Kumar / Kumari Vani Madli of
BA/B.Com..... B.A. as participated in IQAC initiated certificate course / Value
Added Course on Ms Office Automation organized by
DOS in... Computer Science... held at Good News Welfare Society's Arts and Commerce First Grade College
2-12-2019 to 21-12-20
Kalghatgi from To.....

Zalim
ORGANIZING SECRETARY

HOSS
IQAC CO-ORDINATOR

S. S.
PRINCIPAL

GOOD NEWS FIRST GRADE DEGREE COLLEGE
OF ARTS AND COMMERCE

KALGHATAGI - 581204

CERTIFICATE

This is to certify that Kumar / Kumari Pooja Kamble.....of
BA/B.Com.....B.A......as participated in IQAC initiated certificate course
on Ms. Office Automation.....organized by DOS
in Computer Science...held at Good News Welfare Society's Arts and Commerce First Grade
2-12-2019 to 21-12-2019
College Kalghatgi fromTo.....

Zaluy
ORGANIZING SECRETARY

HOBBY
IQAC CO-ORDINATOR

se
PRINCIPAL

PRINCIPAL

Good News Welfare Society
Kalghatgi
581204

GOOD NEWS WELFARE SOCIETY'S ARTS &
COMMERCE FIRST GRADE COLEGE
KALGHATAGI - 581204

CERTIFICATE

This is to certify that Kumar / Kumari Tejashwini Lamani of
BA/B.Com. B.A. as participated in IQAC initiated certificate course / Value
Added Course on Ms. Office Automation organized by
DOS in Computer Science held at Good News Welfare Society's Arts and Commerce First Grade College
2-12-2019 to 21-12-2019
Kalghatgi from To

Zakerys
ORGANIZING SECRETARY

WBS
IQAC CO-ORDINATOR

.....
PRINCIPAL

GOOD NEWS WELFARE SOCIETY'S ARTS &
COMMERCE FIRST GRADE COLLEGE

KALGHATAGI - 581204

CERTIFICATE

This is to certify that ~~Kumar~~ / KumariDeepa.....Patil.....of
BA/B.Com.....B.A.....as participated in IQAC initiated certificate course / Value
Added Course onMs.....Office.....Automation.....organized by
DOS in ~~Computer Science~~ held at Good News Welfare Society's Arts and Commerce First Grade College
2-12-2019 to 21-12-2019
Kalghatgi fromTo.....

Zaluy
ORGANIZING SECRETARY

NOB
IQAC CO-ORDINATOR

S
PRINCIPAL