



ST. WILFRED'S COLLEGE OF ARTS, COMMERCE & SCIENCE

(Affiliated to Mumbai University)

Opp. Ayush Resort, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Navi Mumbai-410206
Ph. No. +91-8655678500, 9699625148 • College Code 1033 • E-mail: stwilfred.acs@gmail.com • website : www.stwilfreds.org

Value Added Course “Cyber security Essentials Certification”

14 December, 2020 to 1 February, 2021

Coordinated By- Department of Information Technology &
Computer Science

Faculty Name- Ms. Supriya Kamble



St. Wilfred's College of Arts, Commerce & Science



Principal
PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science



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Ref. No.



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Date: 08/12/2020

NOTICE

It is to inform all the members of Program Academic Advisory Cell (PAAC) that there will be a meeting on 08/12/2020 at 12.00 PM in Seminar Room to discuss about the various academic activities for the upcoming session. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

Principal



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Ref. No.

Date: 08/12/2020

CIRCULAR

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Meeting Minutes

Date: 08/12/2020

Time: 12:00 PM

Place: Seminar Room

Attendees:

S.No.	Name	Designation	Signature
1.			
2.			
3.			
4.			
5.			
6.			

Agenda:

1. To organize Alumni, meet and farewell for the final year students.
2. To conduct student exit survey.
3. To discuss important questions for examination.
4. Soft skills training for placement and internship.
5. Analysis of slow learner and their mentoring.
6. To discuss about the conduction of practical examination.
7. Submission of dissertation and projects by students.
8. To organize seminars by final year students.
9. To conduct remedial classes for weak learners on difficult topics on Saturdays.
10. To organize science exhibition, Panache, departmental quizzes, Industrial trips, surveys etc.
11. To organize Value added courses for Semester 2nd Students

Minutes:

The meeting was called to order by Principal at 12 PM in Seminar Room. The attendees were welcomed, and the agenda for the meeting was presented.

1. **To organize Alumni, meet and farewell for the final year students:** The Principal proposed organizing an Alumni meet to facilitate interactions between current students and successful graduates. The event will serve as an opportunity for networking, mentorship, and sharing experiences. Additionally, a farewell program will be arranged to bid farewell to the final year students and celebrate their achievements. The specific dates and details of these events will be decided in consultation with the concerned faculty members and student representatives.



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2. **To conduct student exit survey:** The Principal suggested conducting a student exit survey to gather feedback from graduating students. The survey will focus on their overall college experience, including academic programs, infrastructure, faculty support, extracurricular activities, and placement opportunities. The feedback received will help in assessing the college's strengths and areas for improvement.
3. **To discuss important questions for examination:** The Principal highlighted the need to discuss and finalize the important questions for the upcoming University examination. Faculty members were encouraged to collaborate and share their expertise in determining the key topics and questions that students should focus on during their exam preparation. This will ensure that students are well-prepared for the examination.
4. **Soft skills training for placement and internship:** To enhance students' employability and prepare them for the professional world, the Principal proposed conducting soft skills training programs. These programs will focus on improving students' communication skills, teamwork abilities, time management, and overall personality development.
5. The training will specifically target placement and internship opportunities, equipping students with the necessary skills to succeed in their future careers.
6. **Analysis of slow learners and their mentoring:** The Principal emphasized the importance of identifying and addressing the needs of slow learners. It was suggested to analyze the performance and progress of such students and provide them with personalized mentoring and support. Faculty members were requested to closely monitor the academic progress of slow learners and implement strategies to help them overcome their challenges.
7. **To discuss the conduction of practical examination:** The Principal proposed a discussion on the conduction of practical examinations. The logistics, evaluation criteria, and assessment procedures for the practical exams will be determined and communicated to the faculty members. It was emphasized that the practical examinations should provide a fair and comprehensive assessment of students' practical knowledge and skills.
8. **Submission of dissertations and projects by students:** The Principal reminded the faculty members about the submission deadline for dissertations and projects by the students. Clear instructions and guidelines regarding the format, content, and submission process should be provided to the students to ensure a smooth submission process.
9. **To organize seminars by final year students:** To showcase the research and academic achievements of the final year students, the Principal suggested organizing seminars where they can present their findings and share their knowledge with the college community. This will provide a platform for intellectual exchange and foster a culture of academic engagement.



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10. **To conduct remedial classes for weak learners on difficult topics on Saturdays:** The Principal recommended organizing remedial classes on Saturdays to provide additional support to weak learners. These classes will focus on addressing difficult topics and concepts, helping students overcome their challenges and improve their understanding. Faculty members were encouraged to volunteer and contribute to these remedial classes.
11. **To organize science exhibition, Panache, departmental quizzes, industrial trips, surveys, etc.:** The Principal proposed organizing various extracurricular activities and events, such as science exhibitions, cultural events like Panache, departmental quizzes, industrial trips, and surveys. These activities will provide students with opportunities for practical learning, creative expression, and holistic development.
12. **To organize Value added courses for Semester 2nd Students**
The Principal elaborated on the importance of providing value-added courses to enhance the academic experience and skill set of students. Various suggestions were put forth regarding the types of value-added courses that could be beneficial for Semester 2nd students. Suggestions included courses related to communication skills, coding, financial literacy, and career development.

Action Items:

1. The Principal will coordinate with faculty members and student representatives to finalize the dates and details of the Alumni meet and farewell program.
2. Faculty members will develop and conduct the student exit survey, ensuring comprehensive feedback is collected.
3. Faculty members will collaborate to finalize important questions for the upcoming UOR examination.
4. The administration will organize soft skills training programs, focusing on placement and internship opportunities.
5. Faculty members will identify slow learners, provide personalized mentoring, and monitor their progress.
6. Faculty members will discuss and plan the conduction of UOR practical examinations, ensuring fairness and thorough assessment.
7. The administration will remind students about the submission deadline for dissertations and projects, providing clear guidelines.
8. The administration will facilitate the organization of seminars by final year students, allowing them to showcase their research and knowledge.
9. Faculty members will schedule remedial classes for weak learners on Saturdays, focusing on difficult topics.
10. The administration will coordinate the organization of science exhibitions, Panache, departmental quizzes, industrial trips, surveys, and other extracurricular activities.
11. The Academic Committee will compile a list of potential value-added courses based on the suggestions provided during the meeting.



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These action items will be followed up on in subsequent meetings to track progress and ensure the successful implementation of the proposed agendas.

Closing:

Principal expressed gratitude to the staff members for their active participation and valuable input during the meeting. It was emphasized that their collaboration and dedication are essential in implementing the discussed agendas successfully. The staff members were encouraged to further develop and refine these proposals and work collectively towards the holistic development of the students.

The meeting concluded at 02.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

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Date-10/12/2020

Notice

We are pleased to inform all the students that the Value Added Course (VAC)-
Cyber Securities Essential Certification Courseclasses will commence from **December 14, 2020**. This course is designed to provide additional skills and knowledge beyond the regular curriculum, enhancing your learning experience and improving your career prospects.

Details of the VAC Classes:

Start Date: **December 14, 2020**

Timings: 3:00 PM to 4:00 PM (Monday to Saturday)

Faculty Coordinator- Ms. Supriya Kamble

Principal

CC-
HOD of all departments



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Date- 10/12/2020

Circular

We are pleased to inform all the students that the Value Added Course (VAC)-
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Start Date: **December 14, 2020**

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CC-
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Value Added Course: Cyber security Essentials Certification Program

Expected Outcomes

On completion of the course, student will be able to-

- Participants will gain expertise in advanced Excel functions and formulas.
- Participants will learn advanced data analysis techniques in Excel.
- conditional formatting, and slicers, to summarize, manipulate, and visualize large datasets effectively.
- Participants will explore advanced Excel features and tools for automating repetitive tasks and increasing productivity, including macros.
- Participants will learn how to design professional-quality dashboards and reports in Excel, incorporating interactive charts, graphs, and pivot tables to present data visually and intuitively.
- Participants will develop skills in data cleaning and transformation using Excel, including techniques for handling missing data.
- Participants will learn how to build complex financial models and perform financial analysis using Excel, including techniques for budgeting, forecasting.
- Participants will explore advanced Excel features for collaboration and sharing, including sharing workbooks, protecting worksheets, and tracking changes, enabling them to collaborate effectively with colleagues and maintain data security and integrity.
- Participants will develop problem-solving and troubleshooting skills for resolving common Excel issues and errors.
- Participants will have the opportunity to obtain certification in Advanced Excel skills.
- validating their proficiency and enhancing their credibility and marketability in the job market.



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Value Added Course Cyber security Essentials Certification Program COURSE OUTCOME

Subject	Cyber security Essentials Certification
CO1	Gain a solid understanding of foundational cybersecurity concepts, principles, and terminology, including confidentiality, integrity, availability, authentication, and authorization.
CO2	Learn techniques for protecting sensitive data and ensuring privacy, including encryption, data masking, access controls, and data classification.
CO3	Aim a solid understanding of foundational cybersecurity concepts, principles, and terminology.



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Value Added Course Cyber security Essentials Certification (14 December, 2020 to 1 February, 2021)

Syllabus

Topic	Week Days
<ul style="list-style-type: none">Advanced logical functions: IFERROR, IFNA, SWITCH, CHOOSE.Text functions: CONCATENATE, TEXTJOIN, LEFT, RIGHT, MIDLookup functions: INDEX, MATCH, INDEX/MATCH combination.	Monday-Saturday
<ul style="list-style-type: none">Advanced pivot table techniques: grouping data, calculated fields, calculated itemsData validation: creating dynamic dropdown lists, custom error alertsAdvanced conditional formatting: using formulas, data bars, icon sets	Monday-Saturday
<ul style="list-style-type: none">Introduction to VBA (Visual Basic for Applications)Creating and editing macros: recording, editing, and running macrosIntroduction to VBA programming: variables, loops, conditions	Monday-Saturday
<ul style="list-style-type: none">Introduction to Power Query: importing data, transforming data steps.Advanced data cleaning techniques: handling errors, removing duplicatesCreating custom functions in Power Query Editor	Monday-Saturday
<ul style="list-style-type: none">Goal Seek and Solver: using Goal Seek for what-if analysis, optimization with SolverScenario Manager: creating and managing multiple scenarios for sensitivity analysisAdvanced statistical functions: FREQUENCY, PERCENTILE,	Monday-Saturday



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Syllabus: Cyber security Essentials Certification

Unit-I

1. Advanced logical functions: IFERROR, IFNA, SWITCH, CHOOSE.
2. Text functions: CONCATENATE, TEXTJOIN, LEFT, RIGHT, MID
3. Lookup functions: INDEX, MATCH, INDEX/MATCH combination.

Unit-II

1. Advanced pivot table techniques: grouping data, calculated fields, calculated items
2. Data validation: creating dynamic dropdown lists, custom error alerts
3. Advanced conditional formatting: using formulas, data bars, icon sets

Unit-III

1. Introduction to VBA (Visual Basic for Applications)
2. Creating and editing macros: recording, editing, and running macros
3. Introduction to VBA programming: variables, loops, conditions

Unit-IV

1. Introduction to Power Query: importing data, transforming data steps.
2. Advanced data cleaning techniques: handling errors, removing duplicates
3. Creating custom functions in Power Query Editor

Unit-V

1. Goal Seek and Solver: using Goal Seek for what-if analysis, optimization with Solver
2. Scenario Manager: creating and managing multiple scenarios for sensitivity analysis
3. Advanced statistical functions: FREQUENCY, PERCENTILE, QUARTILE, RANK



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Time Table Cyber security Essentials Certification

W.e.f.: 14/12/2020

Days	Subject	Time
Monday	Cyber security Essentials Certification	03:00-04:00PM
Tuesday	Cyber security Essentials Certification	03:00-04:00PM
Wednesday	Cyber security Essentials Certification	03:00-04:00PM
Thursday	Cyber security Essentials Certification	03:00-04:00PM
Friday	Cyber security Essentials Certification	03:00-04:00PM
Saturday	Cyber security Essentials Certification	03:00-04:00PM

PRINCIPAL

Copy to:

- Vice Principal
- HOD's of all Departments



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Lesson Plan Cyber security Essentials Certification

Unit	Topic	Weekdays	Allotment
Unit-I	Advanced logical functions: IFERROR, IFNA, SWITCH, CHOOSE. Text functions: CONCATENATE, TEXTJOIN, LEFT, RIGHT, MID	Monday-Saturday	03:00-04:00PM
Unit-I	Lookup functions: INDEX, MATCH, INDEX/MATCH combination.	Monday-Saturday	03:00-04:00PM
Unit-II	Advanced pivot table techniques: grouping data, calculated fields, calculated items	Monday-Saturday	03:00-04:00PM
Unit-II	Advanced conditional formatting: using formulas, data bars, icon sets	Monday-Saturday	03:00-04:00PM
Unit-III	Introduction to VBA (Visual Basic for Applications)	Monday-Saturday	03:00-04:00PM
Unit-III	Introduction to VBA programming: variables, loops, conditions	Monday-Saturday	03:00-04:00PM
Unit-IV	Introduction to Power Query: importing data, transforming data steps. Advanced data cleaning techniques: handling errors, removing duplicates	Monday-Saturday	03:00-04:00PM
Unit-IV	Creating custom functions in Power Query Editor	Monday-Saturday	03:00-04:00PM
Unit-V	Goal Seek and Solver: using Goal Seek for what-if analysis, optimization with Solver Scenario Manager: creating and managing multiple scenarios for sensitivity analysis	Monday-Saturday	03:00-04:00PM
Unit-V	Advanced statistical functions: FREQUENCY, PERCENTILE, QUARTILE, RANK	Monday-Saturday	03:00-04:00PM



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APPLICATION FORM

Add On Course-"Cyber security Essentials Certification"

Student's Name :

Father's Name :

Class :

Percentage of Marks obtained in Last Qualifying Examination:

Date of Admission in this Institution:

Phone No. :

Mobile :

DETAILS OF ADD ON COURSES

Parent's Signature:

Student's Signature:

Date:

Date:

Reference

Signature of Counsellor:

Name of Counsellor :

Remarks of Counsellor :

Remarks of Principal :



[Signature]
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“Cyber security Essentials Certification “

14 December, 2020 to 1 February, 2021

Enrolled List:-

S. No.	Class	Name
1.	B.Sc. (I.T.)	Boyware Vijay Laxman
2.	B.Sc. (I.T.)	DalaviRohanNitin
3.	B.Sc. (I.T.)	DeshmukhRutujaSantosh
4.	B.Sc. (I.T.)	DubeyShivmuratVinayak
5.	B.Sc. (I.T.)	GulekarPrathameshPrashant
6.	B.Sc. (I.T.)	KarduleMadhuriRajendra
7.	B.Sc. (I.T.)	MancharkarVaibhav
8.	B.Sc. (I.T.)	PatilAtishSantosh
9.	B.Sc. (I.T.)	PatilSanjivaniGajanan
10.	B.Sc. (I.T.)	PatilKunalDattatray
11.	B.Sc. (I.T.)	PrajapatiParmeshRajendra
12.	B.Sc. (I.T.)	PuriAnishaHiralal
13.	B.Sc. (I.T.)	RathodAartiLaxman
14.	B.Sc. (I.T.)	ShahasaneYashSatish
15.	B.Sc. (I.T.)	SonawaleJayesh Sanjay
16.	B.Sc. (I.T.)	Ansh Singh
17.	B.Sc. (I.T.)	PatilDevenTulshiram
18.	B.Sc. (I.T.)	Dhanashree Sanjay Ashtekar
19.	B.Sc. (I.T.)	Zende Dinesh Bhagwan Nanda
20.	B.Sc. (I.T.)	PatilJiwan Anil
21.	B.Sc. (I.T.)	AndekarKetakiManoj
22.	B.Sc. (I.T.)	BambaleKirti Ganesh
23.	B.Sc. (I.T.)	Pandey Krishna Amodh
24.	B.Sc. (I.T.)	DindeMinakshiVikram
25.	B.Sc. (I.T.)	ChogaleMrudulaSumant
26.	B.Sc. (I.T.)	JadhavPankajShailesh
27.	B.Sc. (I.T.)	DeshmukhParthSurendra
28.	B.Sc. (I.T.)	PanwarRitesh Singh Dhanpal
29.	B.Sc. (I.T.)	PawarRushabhVinod
30.	B.Sc. (I.T.)	SakoskarRutika Krishna
31.	B.Sc. (I.T.)	MhatreSahilChandrakant
32.	B.Sc. (I.T.)	ShaikhSaquibFarooque
33.	B.Sc. (I.T.)	NalavadeSayaliGanpat
34.	B.Sc. (I.T.)	MhatreSejalShashikant
35.	B.Sc. CS	Dhane Prasad Rajaram
36.	B.Sc. CS	Abhishek Shankar Gupta
37.	B.Sc. CS	KawjiSiddhantRakesh
38.	B.Sc. CS	Khan RizwanKhurshid
39.	B.Sc. CS	Khan SajidShakil
40.	B.Sc. CS	KhedkarPayal Sunil
S. No.	Class	Name



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41.	B.Sc. CS	SumitBalaramPatil
42.	B.Sc. CS	ShaikhSimranAnis
43.	B.Sc. CS	Yadav Vishal Suresh
44.	B.Sc. CS	Khan AdeebFiroz
45.	B.Sc. CS	SrivastavaArpitAshish
46.	B.Sc. CS	BhavesRaut
47.	B.Sc. CS	TandleDhirajSahebrao
48.	B.Sc. CS	Ahmed FirozJamil
49.	B.Sc. CS	JethwaHasti Ajay
50.	B.Sc. CS	SaurabhKisanPawar
51.	B.Sc. CS	Sharma Shivam Naveen
52.	B.Sc. CS	SurajAchhelalArya
53.	B.Sc. CS	WaghmareTejashwiniVijaykumar
54.	B.Sc. CS	UjjwalManoj Singh
55.	B.Sc. CS	PatilJiwan Anil



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Teacher's Signature

S. No.	Class	Name	Signature	December/January																			
41.	B.Sc. CS	SumitBalaranPatil																					
42.	B.Sc. CS	ShaikhSimranAnis																					
43.	B.Sc. CS	Yadav Vishal Suresh																					
44.	B.Sc. CS	Khan AdeebFiroz																					
45.	B.Sc. CS	SrivastavaArpitAshish																					
46.	B.Sc. CS	BhavesRaut																					
47.	B.Sc. CS	TandleDhirajSahebrao																					
48.	B.Sc. CS	Ahmed FirozJamil																					
49.	B.Sc. CS	JethwaHasti Ajay																					
50.	B.Sc. CS	SaurabhKisanPawar																					
51.	B.Sc. CS	Sharma Shivam Naveen																					
52.	B.Sc. CS	SurajAchhelalArya																					
53.	B.Sc. CS	WaghmareTejashwiniVijayku mar																					
54.	B.Sc. CS	UjjwalManoj Singh																					
55.	B.Sc. CS	PatilJiwan Anil																					

Teacher's Signature



Principal
PRINCIPAL
St. Wilfred's College of
Arts, Commerce & Science