

R. S. Mundle Dharampeth Arts & Commerce College

Certificate Course in ICT

Organized by

IQAC (Internal Quality Assurance Cell)

Outline of Course

Topics	Minimum No. of Hours
1) Knowing Computer	01 Hrs
2) Operating Computer Using GUI Based Operating System	01 Hrs
3) Networking and Communications	01 Hrs
4) Introduction to Internet, WWW and web browsers	01 Hrs
5) Understanding Word Processing	01 Hrs
6) Making small presentation, Templates	01 Hrs
7) Using Spread Sheet (Excel)	01 Hrs
8) Basic Hardware and its maintenance	05 Hrs
9) Installation of software's with cope with different operating system.	03 Hrs
Theory / Lecture Hours	15 Hrs
Practical's	15 Hrs
Total Duration	30 Hrs

SYLLABUS OUTLINE:

1. Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of ICT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.
2. Operating Computer using GUI Based Operating System: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.
3. Networking and Communication : Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging.
4. Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing software's, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website
5. Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.
6. Making Small Presentation: Basics of presentation software; Creating Presentation;

Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

7. Using Spread Sheet (Excel): Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.
8. Basic Hardware and its maintenance :- Add new hardware and its driver files.
9. Installation of software's with cope with different operating system. :- Installation of MS-OFFICE, Acrobat Reader, Photoshop, Coral Draw, Web browsers, Antivirus Applications, Microsoft Team, Whatsapp, Zoom, Google Input Tools,

LEARNING OUTCOMES:-

1. To understand the basics about computer hardware, MS word and excel.
 2. The student will be able to understand the basics about internet usage.
 3. The students will be able to make effective Power point presentations.
 4. Students will understand how to assemble Desktop Computer with all its hardware components.
 5. To Install different Operating System and all other application software.
 6. To Customize Operating System and maintenance of system application software.
 7. To perform the operations of office package (word, excel, power point).
 8. To Install Printer, Scanner and troubleshoot their faults.
 9. To Set up and configure Networking System using various network devices.
 10. To Implement Network Security to protect from various attacks on networking.
 11. To Browse internet and communicate through email.
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For the students of First Year of BBA, BCCA, BA, B.Com.

Duration :- 06/12/2021 to 06/01/2022

Dr. Tanuja Nafde
Principal RSMDACC

Prof. Ajinkya Deshpande
Convenor

Resource Persons

Prof. Murlidhar Jambhulkar

Prof. Supriya Dani



Dharampeth Education Society's
**R. S. Mundle Dharampeth Arts &
Commerce College, Nagpur**

Accredited With 'A' Grade By NAAC Recognized

CERTIFICATE OF PARTICIPATION

This is to certify that

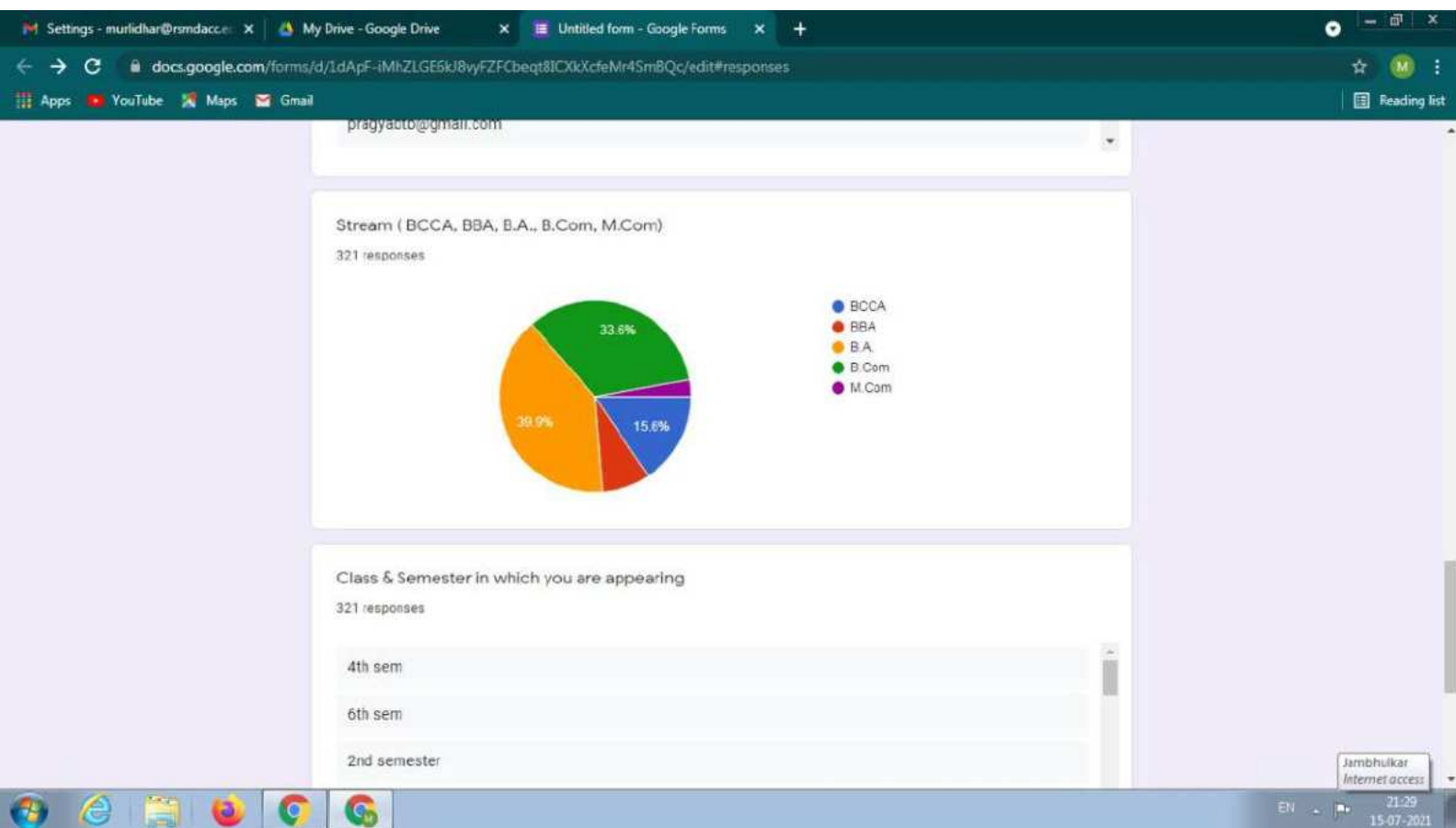
Student Name- Neha Ravi Khaire

Class Name BCCA III Sem (2nd Year)

**has participated and successfully completed the One Week
"Online ICT Training Program" Conducted by the Department of
BBA & BCCA from 6 December 2021 to 06 January 2022.**

Dr. Tanuja Nafde
Principal RSMDACC

Prof. Ajinkya Deshpande
Convenor



ICT Training Proqram Day-3 (2) x Meet - ICT Training Program x Settings x +

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Apps YouTube Maps Gmail Reading list

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supriya dani

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In call

- M Murtidhar Jambhulk... (You)
- A Aashish Sahu
- A Anjali Mate
- A Apama Lende
- A Apurva Gabhiye
- A Arpita Kashyap

9:38 AM | ICT Training Program Day-4

9:38 19-07-2021

A combination of various slides depicting graphical and visual interpretation of data present information in a more creative and interactive manner is called a PowerPoint presentation or PPT


Inbox - murlidhar@esmdacc.edu

Meet - ICT Training Program


meet.google.com/phy-figf-xbu?pli=1&authuser=0

Paused


REC




Ajinkya Deshpande



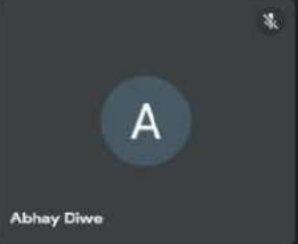
Manjushree Sardeshpande




Yogesh Nikam



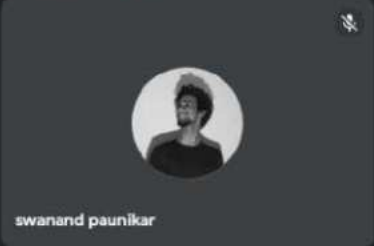
Ajinkya Gajre



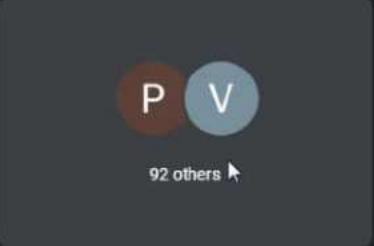
Abhay Diwe




Ganesh Thakur



swanand paunikar















92 others




You

9:08 AM | ICT Training Program (Day-1)







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REC



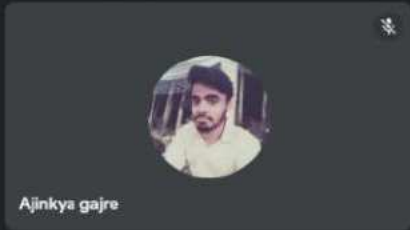
Ajinkya Deshpande



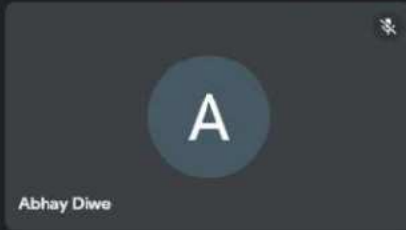
Manjushree Sardeshpande



Yogesh Nikam



Ajinkya Gajre



Abhay Diwe



Pradnya More



swarnand paunikar



92 others



Vijay

ICT Training Program (Day-1)



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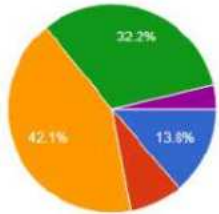
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Questions Responses 413

Stream (BCCA, BBA, B.A., B.Com, M.Com)

413 responses



Stream	Percentage
B.A.	42.1%
B.Com	32.2%
BCCA	13.8%
BBA	13.8%
M.Com	13.8%

Class & Semester in which you are appearing

413 responses

6th sem

2nd semester

EN 10:16 16-07-2021

ICT Training Program Dady-2 (2) x Meet - ICT Training Progra x

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Apps YouTube Maps Gmail Reading list

supriya dani

Achal Patle

Divya Wankhede

Aditi Dani

Turn on camera (ctrl + e)

8:53 AM | ICT Training Proggam Day-3

EN 08:53 18-07-2021

ICT Certificate Program Links

Link of Program
https://meet.google.com/phy-fxgf-xbu

R.S.Mundle Dharampeth Arts & Commerce College, Nagpur.

Attendance List

ICT Certificate Course

Sr. No	Name of Student	Signature	December 2021												January 2022																								
			6/12	7/12	8/12	9/12	10/12	11/12	12/12	13/12	14/12	15/12	16/12	17/12	20/12	26/12	4/1	5/1	6/1	7/1	8/1	9/1	10/1	11/1	12/1	13/1	14/1	15/1	16/1	17/1	18/1	19/1	20/1	21/1	24/1	25/1	27/1	28/1	31/1
1	Shankar Parida		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Nitiket Gaurkar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Arya Chavan		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Riya Bichpuriya		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Kunal Thakre		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Sakshi Kathwate		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Siddhi mahule		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Dibyendu Manna		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Raj deshmukh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Nilesh Subhpawar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Vikas dubey		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Samruhi chawre		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Pratik S. Chafle		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	Vedshri Deshpande		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	Manish S. Karmankar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	Vaishnavi Hedau		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	Shivani Rathod		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	Dhiraj raju hichami		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	Neha ganesh zanzad		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	Mohini Mittal Katre		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	Samiksha s. kalmegh		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	Sakshi choudhari		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Shraddha steppalwar		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	Neha Ravi khare		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	Durgesh Radheshm		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Digitally signed by TANUJA
DN: c=IN, postalCode=440010,
st=MAHARASHTRA, street=LOT

TANUJA

Sl. No	Name of Student	Signature
26	Monika sheshrao	[Signature]
27	Amev sanjay Dhole	[Signature]
28	Tushar Mahurkar	[Signature]
29	Sachin R. Borkute	[Signature]
30	Aditya J Thakre	[Signature]
31	Dipti suresh kohale	[Signature]
32	Roshan S. Vairagade	[Signature]
33	Monika Kadu	[Signature]
34	Priya Mishra	[Signature]
35	Ruchita Ramteke	[Signature]
36	Sagar Raju Shivhare	[Signature]
37	Swanand paunikar	[Signature]
38	Rahul Bhajankar	[Signature]
39	Sakshi Sunil Sarode	[Signature]
40	Priyanka kuthe	[Signature]
41	Ketaki P. Moharil	[Signature]
42	Nikita M Bhagwatkar	[Signature]
43	Yashwant V Dahake	[Signature]
44	Dhanshri R Bagde	[Signature]
45	Mohit samid	[Signature]
46	Nitin narlam	[Signature]
47	Topesh K Harinkhede	[Signature]
48	Shubham Dhanvijay	[Signature]
49	Piyush Kumbhare	[Signature]
50	Hareh barahate	[Signature]
51	Tanvi vinod Bhatkar	[Signature]
52	SANJAY TIWARI	[Signature]
53	Shivani welankiwar	[Signature]
54	Topesh Harinkhede	[Signature]
55	Aditya Ritesh Tagde	[Signature]

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Sr. No	Name of Student	Signature	DEC 2021																										JAN 2022																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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Jan 2022

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Sr. No	Name of Student	Signature
358	Tushar bornare	[Signature]
359	Kanchan Shendre	[Signature]
360	Anurag A. Masram	[Signature]
361	Nikhil devgade	[Signature]
362	Roshani Raju Mattha	[Signature]
363	Aashish Sahu	[Signature]
364	Anjali Toppo	[Signature]
365	Aklesh pancheswar	[Signature]
366	PRAVEESH SHENDE	[Signature]
367	Aklesh pancheswar	[Signature]
368	Karishma Rajendra Raut	[Signature]
369	Kunal Vijay chauhan	[Signature]
370	Shrutti chhotlial patil	[Signature]
371	Vinod c. Jiwantare	[Signature]
372	Sachin sanjay raut	[Signature]
373	Simran Bhande	[Signature]
374	Sachin sanjay raut	[Signature]
375	SAMYAK RAMTEKE	[Signature]
376	Mayuri sawarkar	[Signature]
377	Tejswini Vivek Nagarkar	[Signature]
378	shriddhar kangale	[Signature]
379	Tushar Ghagare	[Signature]
380	Reshma shivraj sheware	[Signature]
381	Yash Watkar	[Signature]
382	Harsh Agarwal	[Signature]
383	Akshada bodile	[Signature]
384	Abhijeet anil Rathod	[Signature]
385	Prachi Tripathi	[Signature]
386	Bhagyashree Kanajiya	[Signature]
387	Eka devdasji injewar	[Signature]

Dec 2021

Dates

Jan 2022

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Sr. No	Name of Student	Signature	Dec 2021												Jan 2022																			
			6	7	8	9	10	11	12	13	14	15	16	17	20	26	4	5	6	7	10	12	13	14	17	18	19	20	21	24	25	27	28	
266	Tushar Rajesh Deogade		P	P	P	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
267	Vishakha Arun Ingle		P	P	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
268	Vishakha Arun Ingle		P	P	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
269	Pranjakta Kishor aate		P	P	P	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
270	Sonviya dharmal dhaage		P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
271	Samruddhi deshmukh		P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
272	Megha ganes kanojiya		P	P	P	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
273	Aniket prashant ukey		P	P	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
274	Anuj Sharan		P	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
275	Pranjal vijay zamare		P	P	P	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
276	Pratiksha gourkar		P	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
277	jaisu ishwar kshirsagar		P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
278	Pooja C singh		P	P	P	P	P	P	P	P	P	P	.	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
279	Krunal Janbandhu		P	P	P	P	P	P	P	P	P	P	.	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
280	Pooja Raut		P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
281	Lavkush Kamlesh Shahu		P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
282	Prejwal Patre		P	P	P	P	P	P	P	P	P	P	.	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
283	Vaishnavi sarate		P	P	P	P	P	P	P	P	P	P	.	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
284	Simran Patel		P	P	P	P	P	P	P	P	P	P	.	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
285	Muskan meshram		P	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
286	Damini s. Upare		P	P	P	P	P	P	P	P	P	P	.	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
287	Ketaki Prakash Moharli		P	P	P	P	P	P	P	P	P	P	.	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
288	Supriya dhoke		P	P	P	P	P	P	P	P	P	P	.	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
289	Vidya wakudkar		P	P	P	P	P	P	P	P	P	P	.	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
290	Pragati madavi		P	P	P	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
291	Trupti C Meshram		P	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
292	Himanshu Borse		P	P	P	P	P	P	P	P	P	P	.	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
293	Rajni pal		P	P	P	P	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
294	Pragya Rathore		P	P	P	P	P	P	P	P	P	P	.	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P
295	Abhishek Patwari		P	P	P	P	P	P	P	P	P	P	.	P	P	.	P	P	P	P	P	P	P	P	P	P	P	P

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R. No	Name of Student	Signature	Dec 2021												Jan 2022																				
			6	7	8	9	10	11	12	13	14	15	16	17	20	26	4	5	6	7	10	12	13	14	17	18	19	20	21	24	25	27	28		
450	OMKAR VILAS JAMTHE																																		
451	Robot Ashok meshram	R. Meshram		P					P	P		P	P	P	P		P	P	P	P															
452	Pranay Mankar																																		
453	Nilesh anil doifode	N. Doifode	P		P	P	P	P	P	P		P	P	P	P		P	P	P	P															
454	Nilesh anil doifode	N. Doifode	P	P	P	P	P	P	P	P		P	P	P	P		P	P	P	P															
455	PURVA Naigaonkar	P. Naigaonkar	P	P	P	P	P	P	P	P		P	P	P	P		P	P	P	P															
456	Vaishnavi P Kakde	V. Kakde	P	P	P	P	P	P	P	P		P	P	P	P		P	P	P	P															
457	Punvesh Santosh Shinde	P. Shinde	P		P		P		P			P	P	P	P		P	P	P	P															
458	Tannu Raju Rane	T. Rane	P				P					P	P	P	P		P	P	P	P															
459	Sheefasheikh	S. Sheikh	P	P	P	P	P	P	P	P		P	P	P	P		P	P	P	P															
460	Aryan Shailendra Nagre	A. Nagre	P		P	P	P	P	P	P		P	P	P	P		P	P	P	P															
461	Sheef sheikh	S. Sheikh	P	P	P	P	P	P	P	P		P	P	P	P		P	P	P	P															
462	Priyanka Nandeshwar	P. Nandeshwar																																	
463	Tejashri Gajanan Tekam	T. Tekam			P	P			P			P	P	P	P		P	P	P	P															
464	Sonam Manoj Sirsam	S. Sirsam	P		P		P		P			P	P	P	P		P	P	P	P															
465	Shlok Aditya prasad	S. Prasad		P		P	P		P			P	P	P	P		P	P	P	P															
466	Pradnya ganesh nikalje	P. Nikalje					P		P			P	P	P	P		P	P	P	P															
467	AMUL THAKUR	A. Thakur	P		P		P		P			P	P	P	P		P	P	P	P															
468	GAURAV Kolhe	G. Kolhe																																	
469	Manish Santosh Shahu	M. Shahu		P			P		P			P	P	P	P		P	P	P	P															
470	Manish Santosh Shahu	M. Shahu	P				P		P			P	P	P	P		P	P	P	P															
471	Manish Santosh Shahu	M. Shahu		P			P		P			P	P	P	P		P	P	P	P															
472	Nandini prakash ilamkar	N. Ilamkar	P				P		P			P	P	P	P		P	P	P	P															
473	Tejas Nanaji Bhivgade	T. Bhivgade																																	
474	Summaiya Sheikh	S. Sheikh	P		P		P		P			P	P	P	P		P	P	P	P															
475	Suraj Waman Shende	S. Shende	P		P		P		P			P	P	P	P		P	P	P	P															
476	Nandini prakash ilamkar	N. Ilamkar	P				P		P			P	P	P	P		P	P	P	P															
477	Kajal pramod Mishra	K. Mishra	P				P		P			P	P	P	P		P	P	P	P															
478	khushi santosh saroj	K. Saroj	P				P		P			P	P	P	P		P	P	P	P															
479	Mansi Bharat meshram	M. Meshram	P				P		P			P	P	P	P		P	P	P	P															
480	Mansi Bharat meshram	M. Meshram	P				P		P			P	P	P	P		P	P	P	P															
481	Vibhavi sheware	V. Sheware																																	

TANIJA

Digitally signed by TANIJA RANWADE
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