



Maratha Vidya Prasarak Samaj"s,
Karmveer Punjababa Govardhane Arts, commerce and Science College,
Igatpuri, Dist. Nashik.

Date of Commencement: - 01st Nov 2022 to 15th June 2023

Organizer: - Department of Computer Science

Venue of the Course: - K.P.G. College, Igatpuri

Time of the Course: - Every Monday To Saturday 10.00 Am To 12.00 Pm

Report of

"Certificate Course in I.T and Soft Skill's For Employability Enhancement"
01st Nov 2022 to 15th June 2023

Computer science department conducted autonomous computer course "Certificate Course in I.T and Soft Skill's For Employability Enhancement" for Tribal and rural area student. Batches will conducted every Monday to Saturday 10:00 to 12:00 pm, in its lecture with demonstration and practical was conducted

Resource Person :- 03

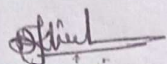
Number of Students Participate :- 33

The Course starts on the 01th Nov 2022 and Chairperson Dr. P.R. Bhabad, Principal, K.P.G. Arts, Commerce and Science College, Igatpuri.

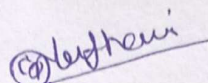
List of resource persons is given below;

1.	Prof. Darshana Khinde (Assistant Professor, K.P.G. College, Igatpuri Nasik)
2.	Prof. Leena Devare (Assistant Professor, K.P.G. College, Igatpuri Nasik)
3.	Prof. Dattu Gaikwad (Assistant Professor, K.P.G. College, Igatpuri Nasik)

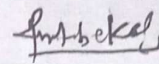
Thanks for guidelines and support of Resp. Principal Dr. P.R. Bhabad and Computer Science Dept. for successfully competition of this course.



Prof. Mrs. D.S. Khinde
Course Coordinator



Prof. C.D. Chaudhari
Nodal Officer



Dr. P.R. Bhabad
Principal



Maratha Vidya Prasarak Samaj's

**K.P.G. Arts, Commerce & Science College, Igatpuri - 422
403, Dist. Nashik.(M.S.)**

Computer Science Department

**“Certificate Course in I.T and Soft Skill's For
Employability Enhancement”**

NOTICE

All the students of the Senior College are hereby informed that the Computer Science Department is going to arrange the Computer Literacy Mission by starting

**Certificate Course in I.T and Soft Skill's For Employability Enhancement On
01 Nov 2022**

Details of the program are given along with this notice. Interested students should contact Prof. smt D.S.Khinde upto 30/08/2022.

Prof.D.S.Khinde

Co-ordinator

Dr. P.R. Bhabad

Principal

Syllabus Structure Certificate Course in
Soft Skills for Employability Enhancement

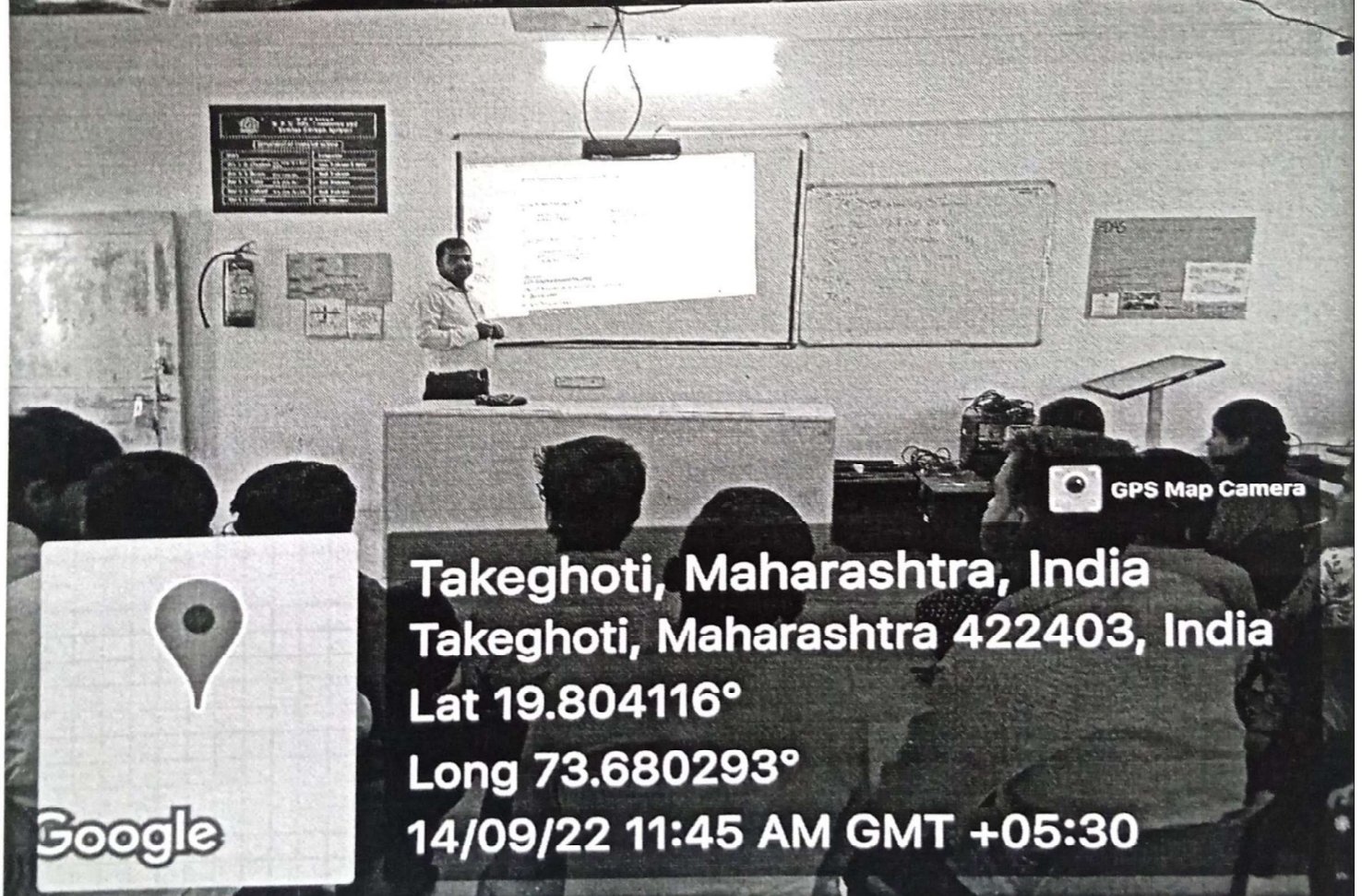
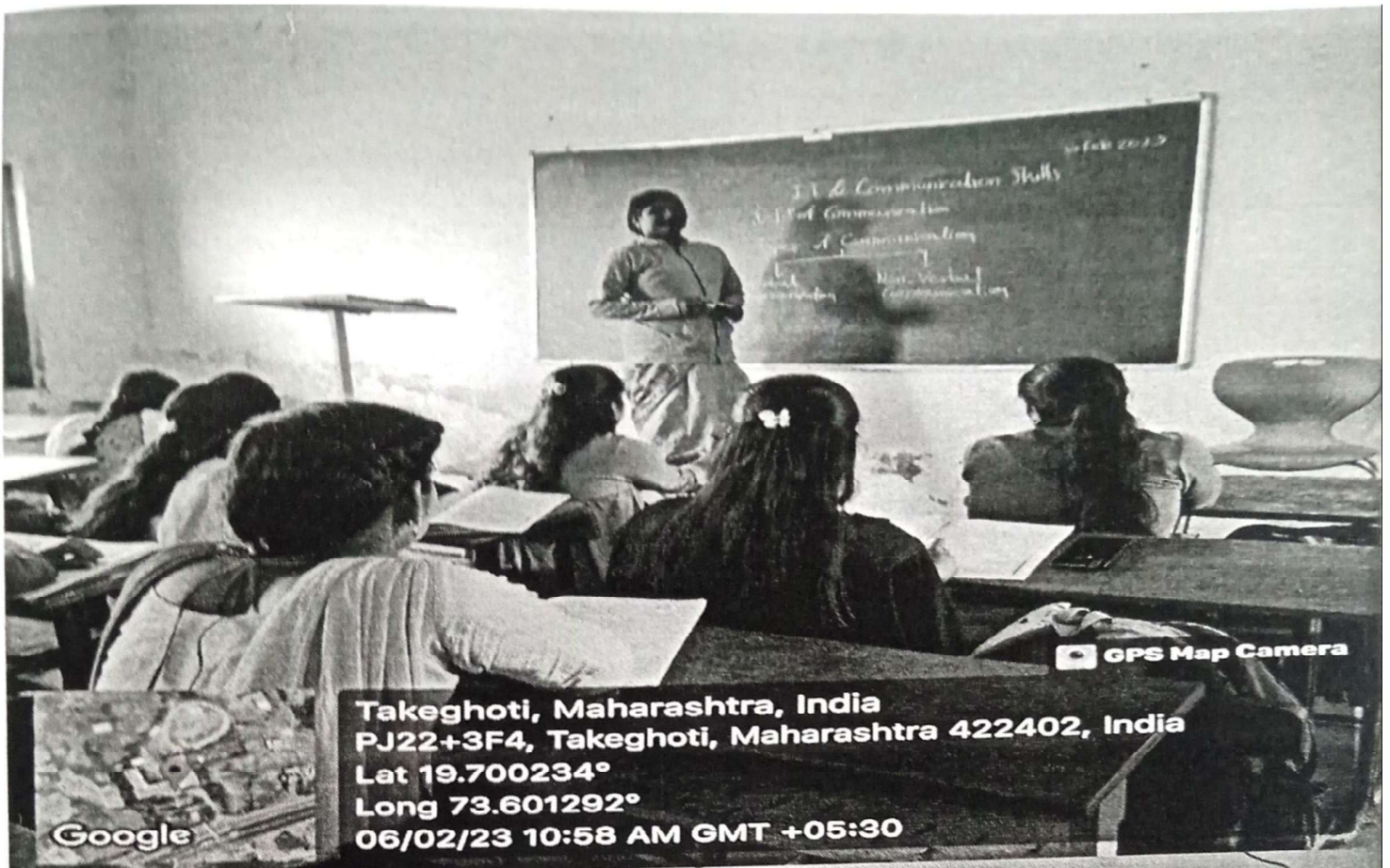
Course Code	Name of the course
ISSEE-I	Communication & Soft Skills I
ISSEE -II	Computer Fundamentals
ISSEE -III	Communication & Soft Skills II

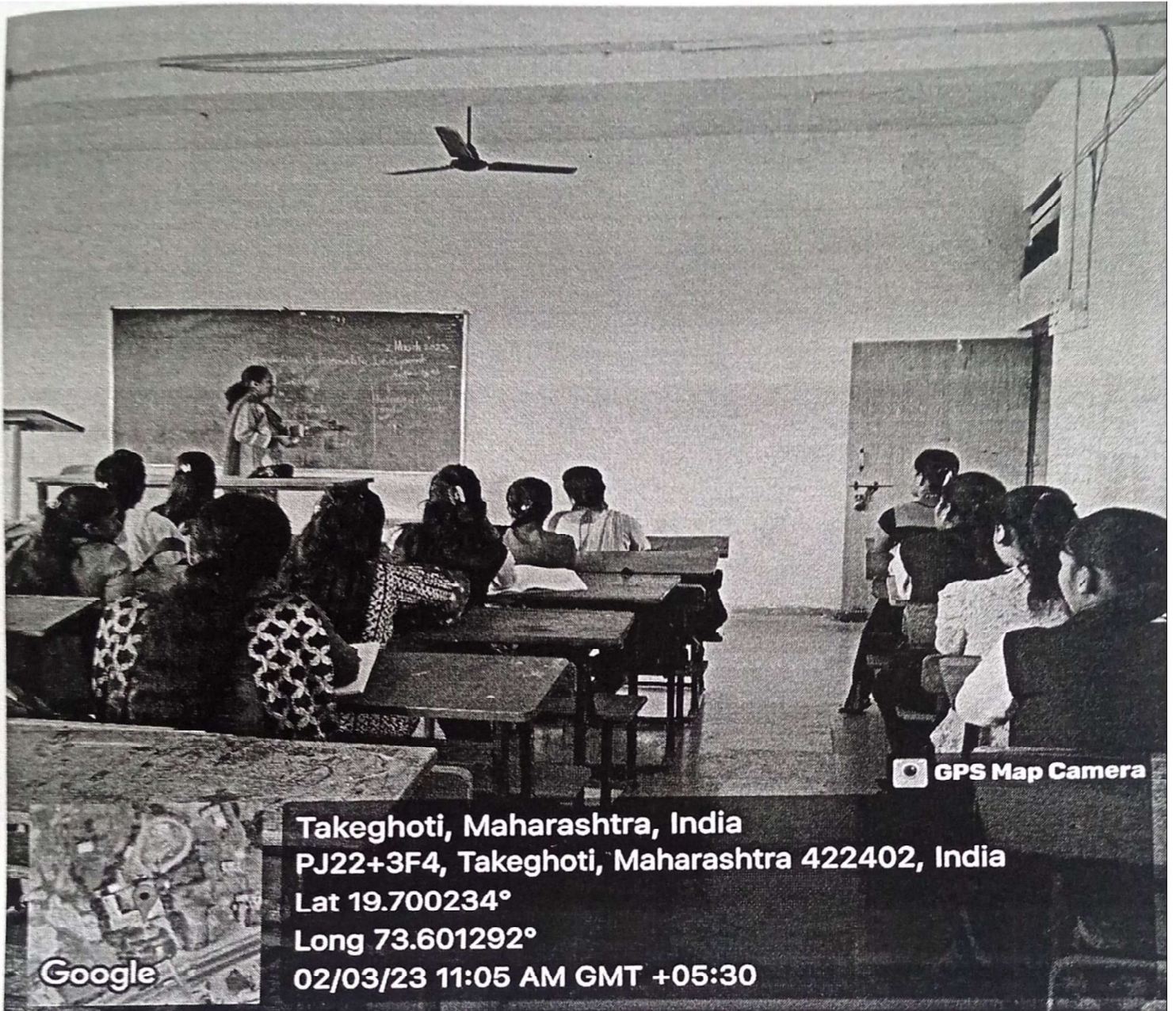
Syllabus For I.T for Employability Enhancement

Computer Fundamentals			
Unit	Topic	Learning Points	Periods
1	Fundamental s of Computer	1.1 Introduction to Computer, Block Diagram, Components of a Computer System 1.2 Generation of Computers 1.3 Input Devices, Output Device, Storage devices etc.	8
2	Practical: Fundamental s of Computer	2.1 Introduction to basic parts of computer and all components 2.2 Generation of Computers 2.3 Need and use of Input Devices, Output Device, Storage devices etc.	24
3	Information Technology	2.1 Introduction to Information technology, Its Role	

		and Goals 2.2 Technological aspects of IT: Hardware, Software, Programming Languages, Networking and Communication 2.3 Concept of Enterprise wide It system and the strategic value of intranets and extranets	8
4	Data Base	3.1 Concepts of Data and Information Processing 3.2 Date base concept, its Architecture, Data Modeling, Data Dictionaries, Data Base Administration and Security	08
5	MS- office	4.1 MS Word: formatting text, writing basic document using Word, Header and Footer, Page formatting, paragraph formatting, saving a document, printing a document. 4.2 MS-Excel – Meaning and applications of spreadsheets	10

		creating a workbook, saving a workbook, editing a workbook, creating a series, use of basic formulae in Excel, use of functions in Excel, sorting data, creating simple charts. 4.3 MS-PowerPoint-transitions, bullets, etc.	
6	Practical: MS-office	6.1 Use and of MS Word with respect to formatting text, writing basic document using Word, Header and Footer, Page formatting, paragraph formatting, saving a document, printing a document. 6.2 Use of MS Excel with respect to saving a workbook, editing a workbook, creating a series, use of basic formulae in Excel, use of functions in Excel, sorting data, creating simple charts. 6.3 Use of MS PowerPoint for preparation of presentations for application in various fields	32
7	MIS	5.1 MIS: Organizational Theory and System	





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GPS Map Camera

Takeghoti, Maharashtra, India
PJ22+3F4, Takeghoti, Maharashtra 422402, India
Lat 19.700234°
Long 73.601292°
02/03/23 11:05 AM GMT +05:30

03/03/23
KARNATAKA
UNIVERSITY
BANGALORE

Maratha Vidya Prasarak Samaj's
Karmaveer Punjababa Goverdhane Arts, Commerce and Science College, Igatpuri

Students Admission 2022-23

"NSQF Certificate Course on I.T.And Soft Skill Communication Enhancement"												
Sr.No	Student Name	Sign	Sign	Sign	Sign	Sign	Sign	Sign	Sign	Sign	Sign	Sign
1	Bhagade Jagruti Chandrakant											
2	Bhor Darshan Balwant											
3	Bhor Sahil Ramkrushan											
4	Bhosale Shubham Dnyaneshwar											
5	Bhosale Vishal Sandeep											
6	Dhongade Kalpesh Sampat											
7	Gadhawe Karan Prakash											
8	Gadhawe Shubham Bhausaheb											
9	Gangurde Aditya Sudhir											
10	Gawali Shruti Vijay											
11	Gore Om Malhari											
12	Halkunde Niraj Laxman											
13	Jadhav Sakshi Sandeep											
14	Jadhav Vivek Pramod											
15	Jagtap Pooja Kantilal											
16	Karotiya Karan Suresh											
17	Khatni Deepali Kanhaiya											
18	Manwade Aniket Shankar											



Maratha Vidya Prasarak Samaj's
Karmaveer Punjababa Goverdhane Arts, Commerce and Science College, Igatpuri

Students Admission 2022-23

"NSQF Certificate Course on I.T.And Soft Skill Communication Enhancement"									

19	Mhasane Mayur Ratilal	(M) Jund	(M) Jund	(M) Jund	(M) Jund	(M) Jund	(M) Jund	(M) Jund	(M) Jund	(M) Jund
20	Musale Sakshi Sunil	(M) S. Sunil	(M) S. Sunil	(M) S. Sunil	(M) S. Sunil	(M) S. Sunil	(M) S. Sunil	(M) S. Sunil	(M) S. Sunil	(M) S. Sunil
21	Nanaware Purva Bhagwan	(N) Purva	(N) Purva	(N) Purva	(N) Purva	(N) Purva	(N) Purva	(N) Purva	(N) Purva	(N) Purva
22	Pat Aditya Sanjay	(P) Aditya	(P) Aditya	(P) Aditya	(P) Aditya	(P) Aditya	(P) Aditya	(P) Aditya	(P) Aditya	(P) Aditya
23	Patilade Rushikesh Manoj	(P) Rushikesh	(P) Rushikesh	(P) Rushikesh	(P) Rushikesh	(P) Rushikesh	(P) Rushikesh	(P) Rushikesh	(P) Rushikesh	(P) Rushikesh
24	Rupavate Diwyan Sunil	(R) Diwyan	(R) Diwyan	(R) Diwyan	(R) Diwyan	(R) Diwyan	(R) Diwyan	(R) Diwyan	(R) Diwyan	(R) Diwyan
25	Salunke Om Somnath	(S) Om	(S) Om	(S) Om	(S) Om	(S) Om	(S) Om	(S) Om	(S) Om	(S) Om
26	Shalch Salmaan Gulab	(S) Salmaan	(S) Salmaan	(S) Salmaan	(S) Salmaan	(S) Salmaan	(S) Salmaan	(S) Salmaan	(S) Salmaan	(S) Salmaan
27	Shinde Sahil Lalit	(S) Sahil	(S) Sahil	(S) Sahil	(S) Sahil	(S) Sahil	(S) Sahil	(S) Sahil	(S) Sahil	(S) Sahil
28	Shinde Shreyas Dattatray	(S) Shreyas	(S) Shreyas	(S) Shreyas	(S) Shreyas	(S) Shreyas	(S) Shreyas	(S) Shreyas	(S) Shreyas	(S) Shreyas
29	Sonawane Tushar Sharan	(S) Tushar	(S) Tushar	(S) Tushar	(S) Tushar	(S) Tushar	(S) Tushar	(S) Tushar	(S) Tushar	(S) Tushar
30	Suryavanashi Jayashri Balu	(S) Jayashri	(S) Jayashri	(S) Jayashri	(S) Jayashri	(S) Jayashri	(S) Jayashri	(S) Jayashri	(S) Jayashri	(S) Jayashri
31	Tambade Sakshi Vijay	(T) Sakshi	(T) Sakshi	(T) Sakshi	(T) Sakshi	(T) Sakshi	(T) Sakshi	(T) Sakshi	(T) Sakshi	(T) Sakshi
32	Ubbale Siddharth Rajesh	(U) Siddharth	(U) Siddharth	(U) Siddharth	(U) Siddharth	(U) Siddharth	(U) Siddharth	(U) Siddharth	(U) Siddharth	(U) Siddharth
33	Warungase Abhishek Nivrutti	(W) Abhishek	(W) Abhishek	(W) Abhishek	(W) Abhishek	(W) Abhishek	(W) Abhishek	(W) Abhishek	(W) Abhishek	(W) Abhishek



Certificate



N.S.D.C.
National
Skill Development
Corporation

Transforming the skill landscape

This is to certify that Mr./Ms.

son / daughter offrom Class student of a

Certificate Course in "I. T. and Soft Skill For Employability Enhancement"

Session 2022 - 23 conducted by MVP samaj's Karmaveer Punjababa Govardhane

Arts, Commerce and Science College, Igatpuri Dist. Nashik

Affiliated to Savitribai Phule Pune University, Pune

has successfully completed and passed in the assessment for the course.

(Dr. P.R. Bhabad)