<div align="center">

Rayat Shikhan Sanstha's
Savitribai Phule Mahila Mahavidyalaya ,Satara.
BCA Department

<u>Notice</u>

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<div align="right">

Date – 13/12/2021

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All BCA - I year students are informed that the our Short Term Course entitled " Soft Skills Development & Career in   Computer Application " lectures are started on 14th **Dec 2021 at 11.30 am** , in Hall No. S- 16. All students must be present for the lectures. Refer the Time table.

<div align="center">

Principal
Savitribai Phule Mahila Mahavidyalaya
SATARA

Principal
Savitribai Phule Mahila Mahavidyalaya
Satara

</div>

Rayat Shikhan Sanstha's
Savitribai Phule Mahila Mahavidyalaya ,Satara.
BCA Department
2021-2022

Short term Course -: "Soft Skill Development & Career in Computer Application"

Class-: BCA – I

Time Table

Day	Monday	Tuesday	Wednesday
Time	11.30 to 12.30	11.30 to 12.30	11.30 to 12.30
Hall No	S-16	S-16	S-16

Course Coordinator

Principal
Savitribai Phule Mahila Mahavidyalaya
Satara
Principal

Savitribai Phule Mahila Mahavidyalaya, Satara

BCA Department

Short Term Course "Soft Skill Development and Career in Computer Application"

BCA -I - (2021-2022)

Report

Co-ordinator Name- Mr.Nikam S.B.

Department – BCA

Introduction-

Soft Skill is a term often associated with a person's "EQ", the cluster of personality traits, social graces , communication , language, personal habits , interpersonal skill , managing people , leadership etc that characterized relationship with other people.

Career In Computer includes most desirable career in IT industry. Computer is needful to everyone in each sector. So computer application knowledge is very important so that IT industries has lots of value.It includes IT Jobs , Industrial visit etc.

Course Statistical Report –

Total Student Participated	Total Students in Exam	Total Passed Students with certificate	No of projects/Posters	Remark
88	85	85	10	

Conclusion –

Soft Skill and Career in computer application short term course was completed during Dec 2021 to April 2022. Total admitted students of this course was 88, in which 85 has attended exam and also provide certificate to all 85 students and with feedback completed.

Coordinator	**Chairman**	**Principal**
Mr. Nikam S. B.	Mrs. Varnekar M.V.	Prin.Dr.Shivling Menkudale

Board of Study (BOS)-:

Sr. No	Name	Designation	Mobile	E-Mail
1	Prin.Dr.Shivling Menkudale	President	9822013048	shivlingmenkudale@gmail.com
2	Mrs.Varnekar M.V.	Chairman	9403684066	varnekarmanda@gmail.com
3	Mr.Nikam S.B.	Course Co-Ordinator	8600530388	shreenikam42@gmail.com
4	Mrs.Dhanawade S.J.	Member	9960578082	dhanawade.sneha24@gmail.com

1) NAME OF THE COURSE: Soft Skill Development and Career in Computer Application

2) DURATION OF THE COURSE: 06 Months (90 Days)

3) COURSE COORDINATOR: Mr.Nikam S.B.

4) INTRODUCTION:

Soft skills is a term often associated with a person's "EQ" (Emotional Intelligence Quotient), the cluster of personality traits, social graces, communication, language, personal habits, interpersonal skills, managing people, leadership, etc. that characterize relationships with other people.

Career in computer applications is most important issue of current scenario. The life style is very different and secure in computer sector. So IT sector is better in computer application.

5) OBJECTIVES OF THE COURSE:

1. To make students aware about soft skills.

2. To develop competencies and capabilities among the students.

3. To develop the students personality.

4. To help them in enhancing productivity and performance at the workplace.

5. To guide them for Career in computer application.

SYLLABUS

A Short Term Course

"Soft Skill Development and Careers in Computer Application"

BCA- I A.Y. - 2021-2022   Duration: 6 Months

Hours: 90

Sr.No.	Unit	Name of the Topic	Theory	Practical	Total
1.	I	**INTRODUCTION:** • Meaning of Soft Skills • Need of soft skill development • Kind of soft skills. • Significance of soft skill development • Personality Development	04	02	06
2.	II	**SOFT SKILLS DEVELOPMENT FOR EFFECTIVE COMMUNICATION** • Pillars of Effective Communication • Effective Listening • Effective Speaking • Effective Reading • Effective Writing • Body Language • Barriers in Effective communication	03	05	08

		LEADERSHIP • Roles and Responsibilities • Vision. • Decision Making. • Ethics. • Social Responsibilities. • Team Work.			
3.	III	**PRESENTATION** • Call Centers • Insurance Companies • Banks. • Administrative offices in Govt. and Private Sectors. • Receptionists in Hotels/ Hospitals/ Private Companies • Tourist Agencies	03	03	06
4.	IV	**Self Development:** • Self Awareness • Positive Attitude • Career Planning • SWOT Analysis • Time Management • Stress Management • Critical Thinking	02	02	04
5.	V	**Preparing Effective Curriculum Vitae/Bio-data:** • Career Summary and Objectives • Experience and Education • Personal and Additional Information • Practical Presentation of self C.V	02	02	04

6.	VI	**Interview Techniques:** • Appearance • Attitude • Body Language • Communication • Confidence • Presentation • Facing Personal Interview	02	05	07
7.	VII	**INTRODUCTION OF CAREER IN COMPUTER APLLICATION:** • Overview of career opportunities in Computer • Scope and need of Computer • Environment and working of IT Industry • Various topics covered under BCA and MCA	10	-	10
8.	VIII	**CAREER IN SOFTWARE DEVELOPMENT** • Duties of Software Developers • Work Environment for Software Developers • Education for Software Developers • Important Qualities for Software Developers • Job Outlook for Software Developers • Java Developer,ASP.NET Developer, Php Developer ,HTML Developer	04	03	07
9.	IX	**CAREER IN SOFTWARE TESTING** • Skills required to become a Software Tester • How to Become Software Tester • Software Tester Career Path • Alternate Career Tracks as a Software Tester	03	03	06

10.	X	**CAREER IN SYSTEM ANALYST** • What Do Systems Analysts Do • KEY SKILLS FOR SYSTEMS ANALYSTS • How Much Do Systems Analysts Make • How Do I Become a Systems Analyst • Types of Careers in Systems Analysis	03	03	06
11	XI	Career in Management ,Competitive Exam , Law & Cybernetics • Introduction • Overview • Bright career	03	03	06
12.	XII	**Field Visit / Study Tour / Industrial Visit / Internship / On Job Training / Institutional Visit and Project Writing / Oral Exam**	05	15	20
		Total	44	46	90

References –

- "Personality Development and Soft Skills (Old Edition)" by Barun K Mitra
- "Soft Skills – Enhancing Employability: Connecting Campus with Corporate" by M S Rao
- "communication and soft skill development (first edition)" by career publications and Ashwini Deshpande
- "Soft Skills Training: A Workbook to Develop Skills for Employment" by Frederick H Wentz
- "UGC Computer Science and Application" by Sanjay Singhal and Sameer Mishra
- "Graph Theory with Applications to Engineering and Computer Science" by Deo and Narsingh
- Website – www.guru99.com

1)Project Work :

Every short-term course student has to complete allotted Project on one of the topics of the syllabus for the course. This project work is for 25 Marks. It is made compulsory to develop critical thinking and the research attitude. Students have to go through the methodology of the project work. Project should be submitted in its format. The format of it is-S

Project should be divided in the following parts:

1) Introductory Part: It covers Title of the Project, its objectives, its

Significance and methodology

2) Body Part: It includes Data analysis and interpretations

3) End Part: Conclusions/findings and suggestions

4) References and Appendices

2) Field Visit / Industry Visit /Institution Visit or Study Tour:

There is an opportunity to bag the real experience of the various fields, industries and institutions and their work culture through the Field Visit / Industry Visit /Institution Visit or Study Tour. It will be useful to gain the knowledge outside the classroom. Students will interact and observe the particular field/ industry/institution or place. It is experiential and participatory teaching-learning experience. The students have to write a report of the Field Visit / Industry Visit /Institution Visit or Study Tour. Evaluation of it is for 20 Marks.

3) Oral Examination:

Along with written examination there will be an oral examination for the short term course. To develop presentation and communication skills and to evaluate the students' knowledge of the particular course oral examination is made compulsory for five marks.

4) Learning Outcome:

- Demonstrate a basic understanding of computer hardware and software.
- Participate in a group project to illustrate the dynamics of a diverse work environment.
- Apply customer service and end-user support principles when dealing with customers and individuals lacking a technical background.
- Understand career paths in the computer support field.
- Demonstrate a working knowledge of the Internet that includes effective strategies for online research and correct citation of Internet based resources.
- Describe the features and functions of the major categories of applications software (spreadsheet, database, and project management).
- Demonstrate knowledge of installing and configuring software and hardware.
- Communicate effectively with clients, verbally and in writing.
- Demonstrate critical thinking in problem solving.
- Work effectively in teams.
- Apply the skills that are the focus of this program to business scenarios.

Principal
Savitribai Phule Mahila Mahavidyalaya
SATARA

Sr. no.	Name	6-5-22	7-5-22
1)	Sayali Jitendra Borate	Bmht.	Bhkro
2)	Siddhi Mahesh kawade	S.M.kawade	S.M.kawade
3)	Pratiksha Ravindra Surve		
4)	Pradnya Pramod Guray	Purau	PJURay
5)	Asmita Shashikant Shelke	Asshelke	Asshelke
6)	Sakshi Adhik Gujar		
7)	Payal Sopan Gujar	—	—
8)	Poonam Prakash Gaghve		—
9)	Jahhavi Prtapsinh Mohite :		Smohite
10)	Sneha Pandurang Chavan	SEhavan	SEhavan
11)	Sakshi Pravinkumar Taralka	Taralka	Taralkaj
12)	Kajal Ananda Bhujbal	BAB	BAB
13)	Kazi Simra ismail		
14)	Mane Vishakha Tanaji	Afmane	Afmane
15)	Kazi Simra ismail	Sikazi	Sikazi
16)	sanika sarang lakhande	lakhande	lakhande
17	Pawar Sakshi Subhash	Sawar	Sawar
18)	Neha Sampat Bhise	Bait	Bhise
19)	Nalawade Kanchan Rajendra	KRNalawade	KRNalawade
20)	Gore sakshi Ramchandra	GRS	GRS
21	sanika chandrakant Galunkhe	—	S.calunthe
22)	Gaikwad Ankita santosh	Gaikwad	Gaikwad
23)	Jadhav sanika Bajarang	Sadhav	Sadhav
24)	Attar Hina Husen	Allar	Allar
25)	Dalvi Pratiksha vijay	Dalvi	Dalvi
26)	Dhanawade Rajshree Anil	Rhanawade	Rhanawade
27)	chavan Neha Vilas	—	NC
28)	Pisal Mansi Jotiram	—	Mpisal
29)	pawar Kiran Sambhaji	K.S.pawar	K.S.pawar
30)	Patil Rajani Jotiram	RJPatil	RJPatil
31)	kenjale sandhya shankar	s.s.kenjale	s.s.kenjale
32)	Makare Mbhini Hanamant	Dmakare	Dmakare
33)	Divya Devanand yadav	Tyadav	Tyadav
34)	Baile Vishakha Mahesh	Vmbaile	Vmbaile
35)	Nikam Ankita chandrakant	Anikam	Anikam
36)	Patil Anuradha Sampat	APatil	APatil

Sr. no.	Name	6-5-22	7-5-22
1)	Sayali Jitendra Borate		
37)	Sapkal Pratiksha Suhas	Sapkal	Sapkal
38)	komal Jagannath kadam	kjkadam	kjkadam
39)	Anita maruti Jarag	Anita	Anita
40)	Bhosale Tejal Sayaji	Bhosale	Bhosale
41)	Vedpathak vaishnavi prakash	Vedpathak	Vedpathak
42)	shelar vaishnavi sunil	SRV	SRV
43)	pawar Angha ganesh.	APawar	APawar
44)	vadd Neha popat	VnPadd	VnPadd
45	Pawar Anisha Babusao	Alaw	Alaw
46	Potekar Pratiksha satish	Potekar	Potekar
47)	katake kajal Balu	KBkatake	KBkatake
48)	khule Gujatei dayanand	Pkhule	Pkhule

Sr.no.	NAME	31-3-22	1-4-2022	6-4-2022	8-4-22	9-4-22	21-4-22	23-4-22	24-4-22	4-5-22	5-5-22
1)	Sayali Jitendra Borote										
2)	Siddhi Mahesh Kawade										
3)	Saushti Uday Nimbalkar										
4)	Ankita Santosh Gaikwad										
5)	Pratiksha Ravindra Surve										
6)	Raahy Pramod Gurav										
7)	Shreya Madhukar Sutar										
8)	Phadatare Tanuja Babaso										
9)	Chavan Sneha Pandurang										
10)	Mohite Janhavi Pratapsinh										
11)	Pawar Shruti Ashok										
12)	Taralkar Sakshi Pravinkumar										
13)	Mane Vishakha Tanaji										
14)	potekar Pratiksha Satish										
15)	Gujar Payal Sopan										
16)	Sapkal Pratiksha Suhas										
17)	Rathija Sachin Jadhav										
18)	Sakshi Adbik Gujar										
19)	Poonam Prakash Gadhave										
20)	Asmita shashikant shelke										
21)	Rajshree Anil Dhanawade										
22)	Sakshi Ramchandra Gore										
23)	Hina Husen Attar										
24)	Dalvi Pratiksha Vijay										
25)	Nafisa Mohsin Mulani										
26)	Vaishavi sunil shelar										
27)	Rakshe Harshada										
28)	Gavali Sayali balbhim										
29)	Bhosale Tejal Sanjaji										
30)	Vedpathak Vaishnavi prakash										
31)	Patel saniya mehnoob										
32)	Vaishnavidevi Pintu Gaikwad										
33)	Kaldi Balu Katkar										
34)	Neha popat vaid										
35)	Aangha Pawar										

Sl no	Name	31-3-22	1-4-22	8-4-22	8-4-22	9-4-22	21-4-22	22-4-22	5/5/22	6/5/22	9/5/22
36	Dhebe Savita Govind										
37	Bhosale Diksha Subhadhan	Dhebe	—	—	Dhebe	—	Dhebe	Dhebe	—		
38	Priyanka sayali Jadhav	Bosale	Bosale	Bosale							
39	Jadhav Sanika Bajarang	Padhav Jadhav	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav		
40	Jadhav sanika Balkrishna	Jadhav	—	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav		
41	Jadhav Madhura Rohidas	Jadhav	—	Jadhav							
42	Ghadage sanika sadashiv	Ghadage	Ghadage	Ghadage	Ghadage	Ghadage	Ghadage	Ghadage			
43	Jadhav vaishnavi uttam	Jadhav	—	Jadhav			Jadhav	Jadhav			
44	Sanika chandookant salunkhe	Salunkhe	Salunkhe	Salunkhe	Salunkhe	Salunkhe	Salunkhe	Salunkhe			
45	Vaibhavi Suhas More	More	—	More	More						
46	Nalawade Kanchan Rajendra	Nalawade	Nalawade	Nalawade	Nalawade	Nalawade	Nalawade	Nalawade			
47	Pathan Muskan Yunus	Pathan Pathan	Pathan	Pathan	Pathan	Pathan					
48	Ingale Poonam Gulab	P.G.Ingale	P.G.Ingale	P.G.Ingale	P.G.Ingale	P.G.Ingale	P.G.Ingale	P.G.Ingale			
49	Makare Mohini Hanamant	Makare	Makare	Makare	Makare	Makare	Makare	Makare			
50	Pawar Kiran Sambhaji	K.S.Pawar	K.S.Pawar	K.S.Pawar	K.S.Pawar	K.S.Pawar	K.S.Pawar	K.S.Pawar			
51	Chavan Neha Vilas	NV	NV	NV	NV	NV	NV	NV			
52	Patil Rajani Jotiram	Patil	Patil	Patil	Patil	Patil	Patil	Patil			
53	Kenjale Sandhya shankar	s.s.kenjale	s.s.kenjale	s.s.kenjale	s.s.kenjale	s.s.kenjale	s.s.kenjale	s.s.kenjale			
54	lad pallavi vishnu	P.V.Lad	P.V.Lad	A.V.Lad	P.V.Lad	P.V.Lad	P.V.Lad	P.V.Lad			
55	Pisal Mansi Jotiram	Pisal	Pisal	Pisal	Misal	Pisal	Pisal	Pisal			
56	Anushka Malvade	Anu	Anu	Anu	Anu	Anu	Anu	Anu			
57	Rajshri Balaso Saptal	Rajshri	Rajshri	Rajshri	Rajshri						
58	Anisha Babusao Pawar	Pawar	Pawar	Pawar	Pawar	Pawar	Pawar	Pawar			
59	Kajal Ananda Bhujabal	AB	AB	AB	AB	AB	AB	AB			
60	Rajshri Dnyaneshwar Shirule	Shirule	Shirule	—	Shirule	Shirule	Shirule	Shirule	Shirule		
61	Kajal balu kaithate	Kaithate	Kaithate	—	Kaithate	Kaithate	Kaithate	Kaithate	Kaithate		
62	Jadhe Savita Arjun	Jadhe	Jadhe	—	Jadhe	Jadhe	Jadhe	Jadhe	Jadhe		
63	Patil Anuradha Sampat	Patil	Patil	Patil	Patil	Patil	Patil	Patil	Patil	Patil	
64	Nikam Ankila chandansing	Nikam	Nikam	Nikam	Nikam	Nikam	Nikam	Nikam	Nikam		
65	Yadav Divya Devanand	—	Yadav	Yadav	Yadav	Yadav	—	Yadav	Yadav		
66	Bote vishakha Mahesh	Ombole	Ombole	Ombole	Ombole	Ombole	Ombole	Ombole	Ombole		
67	Katkar Mrunali Suresh	—	Katkar	Katkar	Katkar	Katkar	Katkar	Katkar	Katkar		
68	Yadav Aarti Dattatray	A.D.Yadav	A.D.Yadav	A.D.Yadav	A.D.Yadav	A.D.Yadav	A.D.Yadav	A.D.Yadav			
69	Vaishnavi sanjay shitole	—	shitole	—	—	—	—	—			
70	Karim Tanaya Anil	—	—	—	Karim	Karim	Karim	Karim			

Sr.no.	Name	31/3/22	1-4-22	5-4-22	8/4/22	9-4-22	21-4-22	24-4.22	25-4-22	5.5.22	6/5/22	7/5/22
70)	kadam komal jagannath	—	Kjkadam	Kkadam	Kkadam	—	—	—	—	—	—	
71)	Nimbalkar srushti Uday	—	Nimbalkar			—	—	—	—	—		
71)	Arpita Vijay Jadhav	—	Jadhav	Jadhav	Jadhav	—	—	—	—	—		
72)	Simra ismail kazi	—	Sikazi	Sikazi	Sikazi	—	—	Sikazi	—	Sikazi	Sikazi	Sikazi
73)	Vaishnavi Dnyaneshwar Jambhale	—	V.D Jambhale	V.D Jambhale		—	—	—	—	—		
					V.D.Jambhale	—	V.D.Jambhale	—	—	V.D.Jambhale		
74)	Sanika Sarang lokhande	—		lokhande	—	—	lokhande	—	—		
75)	Naaz Sikandar shaikh		N.S.shaikh	N.S.shaikh	—	—	—	—	—		
76)	Jarag Anita Maruti	Anita	Anita	Anita	—	—	Anita	Anita	Anita		
77	Badadare Rugvedi kshitij	—		—	Badadare	Pawar	Pawar	Pawar	—	—		
78	Pawar sakshi subhash	—	—		—	—	—	—	—		
79	Pawar Sanika Rajendra	S.R.Pawar	S.R.Pawar	S.R.Pawar	—	S.R.Pawar	S.R.Pawar	S.R.Pawar	S.R.Pawar	S.R.Pawar		
80	Mane Priti Prakash	—	—		—	Amane	—	Amane	—		
81.	Bhise Neha Sampat	—	—		—	—	—	—	—	Bhise		