



**MURGAON EDUCATION SOCIETY'S
VASANT JOSHI COLLEGE OF ARTS & COMMERCE**

Zuarinagar, Goa – 403726

Affiliated to Goa University Accredited by NAAC with B+ Grade (4th cycle)

ACADEMIC YEAR 2024 – 2025

Date: 10/03/25

Report on the Certificate Course: “Basics of Computer Applications”

- **Department of:** Information Technology
- **Date:** 14th January 2025 to 18th February 2025
- **Time:** 1:45 p.m. to 3:45 p.m. (Tuesday to Friday)
- **Venue:** IT Lab.
- **Resource Persons for the Course:** Shri. Sandeep M. Kadam (Head, Dept. of IT), Mrs. Sandiya Stefi Dourado (Asst. Prof. in IT), Mrs. Suhani Desai (Asst. Prof. in IT) & Mr. Aniketh Dessai (IT Lab Asst.)
- **Audience:** Students of B.A. Sem II, Div A, B and C
- **No. of participants:** 14 (01 male & 13 females)

Report in brief: The Department of Information Technology, in association with IQAC, organized a Certificate Course on “Basics of Computer Applications” (2 Credits) for the students of B.A. Semester II. The course was held in the IT Lab from 1:45 P.M. to 3:45 P.M. (Tuesday to Friday) between 14th January and 18th February 2025. The objective was to equip students with fundamental computer skills and enhance their digital literacy.

The curriculum covered key topics such as an Introduction to Computers, Word Processing (MS Word), Spreadsheets (MS Excel), Presentation Tools (MS PowerPoint), and Basic IT Applications & Internet.

The 30-hour course was structured to cover key topics effectively. Introduction to Computers was allocated 2 hours, Word Processing (MS Word) - 8 hours, Spreadsheets (MS Excel) - 8 hours, Presentation Tools (MS PowerPoint) - 8 hours, and Basic IT Applications & Internet - 4 hours. This distribution ensured a balanced learning experience, focusing on both theoretical concepts and hands-on practice.

A total of 14 students (01 male and 13 females) participated actively throughout the duration of the course. The course was conducted by Shri. Sandeep G. Kadam (Head, Dept. of IT), Mrs. Sandiya Stefi Dourado (Event Coordinator and Asst. Prof. in IT), Mrs. Suhani Dessai (Asst. Prof. in IT) & Mr. Aniketh Dessai (IT Lab Asst.) under the guidance of Dr. Manasvi M. Kamat (Professor & Principal).

The course concluded with a valedictory function and distribution of certificates, during which the Principal Dr. Manasvi M. Kamat commended the students for their active participation and encouraged them to continue honing their newly acquired computer skills. The success of this initiative highlighted the growing importance of digital literacy in academic and professional pursuits.

Remarks of the Coordinator: The success of the “Basics of Computer Applications” certificate course is a testament to the growing need for digital literacy in our academic community. The enthusiastic participation of all 14 students, underscores the importance of equipping our students with essential computer skills. I am confident that the skills acquired during this course will serve as a strong foundation for our students' future academic and professional endeavors.





Sandhya
10/3/25

Sandhya Stefi Dourado
Asst. Prof., Dept. of I.T
Event Coordinator

Shri. Sandeep M Kadam
10/03/2025

Shri. Sandeep M Kadam
Head, Dept. of I.T.

Dr. Manasvi M. Kamat

Dr. Manasvi M. Kamat
Professor & Principal

