

## Skill Enhancement Course in Computer Literacy

Department - Bachelor of Accounting & Finance

Class - FYBAF

### Course Summary

<b>Course Title</b>	<b>Skill Enhancement Course in Computer Literacy</b>
<b>Course Objectives</b>	Computer Fundamentals/ Basics of Computer MS Word MS Powerpoint MS Excel Basic MS Excel Advanced Google Account and Workspace
<b>Course Outcomes</b>	At the end of this course, a student will be able to understand Introduction of computers: (Computer as machine, Uses of computer, Advantages & Disadvantages of computer). Interface overview, common buttons, tabs and ribbons, what's the flashing line in MS Word. Getting Familiar With Powerpoint , Creating Basic Presentations in MS Powerpoint. MS Excel Basics: Window Parts, Value entering, Workbook Introduction to Drive Google form, Google Classroom & its features.
<b>Duration</b>	4 Weeks
<b>Start Date</b>	16th August, 2021
<b>End Date</b>	11 September, 2021
<b>Designed By</b>	Vidhi doshi

Ms. Vidhi Doshi

Ms. Priyanka Dubey

Dr. Satish Naringrekar

Course In charge



Co-Ordinator

Principal

I/C PRINCIPAL  
L N College  
Plot No 89, Near General Kanappa Bridge,  
Rajendra Nagar, Borivli (East), Mumbai - 400 066

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Name of Course - Skill Enhancement Course in Computer Literacy

Duration - 4 Weeks

Time -

Sr. No.	Name of Student	16-Aug	23-Aug	30-Aug	6-Sept
1	PATEL PRIYANKA PARASNATH	P	P	P	P
2	SAHANI KOMAL KANIYALAL	P	AB	P	P
3	CHAUHAN KHUSHBU JAGIVAN	P	P	P	P
4	RAJBHAR SONA SHASHI	P	P	AB	P
5	NAIK MANASVI PRATAP	P	AB	P	P
6	MORE SUREKHA CHANDRAKANT	P	P	P	P
7	YADAV TWINKLE VIJAYKUMAR	P	P	P	P
8	MOOLYA TRUPTI RATNAKAR	AB	P	P	P
9	SHAIKH FAHAD SOHAIL AKHTAR	P	P	P	P
10	CHAVAN DHRUV JITENDRA	P	AB	P	AB
11	PANDEY LUCKY RADHESHYAM	P	P	AB	P
12	JAISWAL KIRTI RAKESH	P	P	P	P
13	JADEJA SIDDARTHSHIH ISHWARSHI	P	P	P	P
14	RAJBHAR GITANJALI RAMPYARE	P	P	AB	P
15	RAJBHAR AKASH RAKESH	P	P	P	P



*Reena A. Ashme*  
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SUMAN EDUCATION SOCIETY'S

# LN COLLEGE

(Affiliated to the University of Mumbai)

H. D. Gaonkar Vidya Sankul, Suman Education Society Campus, Plot No. 89, Near General Kariappa Bridge,  
Rajendra Nagar, Borivali (East), Mumbai - 400 066. Maharashtra (India)

## CERTIFICATE OF ACHIEVEMENT

THIS CERTIFICATE IS PROUDLY PRESENTED TO

*Kirti Rakesh Jaiswal*

OF

**S.Y. BAF**

FOR COMPLETING SKILL ENHANCEMENT COURSE IN COMPUTER LITERACY  
ORGANISED BY IQAC & DEPARTMENT OF BACHELOR OF ACCOUNTING &  
FINANCE (BAF) IN ACADEMIC YEAR 2021-22.

**MS. VIDHI DOSHI**

**COURSE IN-CHARGE**

**MS. PRIYANKA DUBEY**

**BAF CO-ORDINATOR**

**DR. SATISH NARINGREKAR**

**PRINCIPAL**



**I/C PRINCIPAL  
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