Skill Enhancement Course in Computer Literacy

Department - Bachelor of Arts Mass Media Communication   Class - FYBAMMC

Course Summary

Course Title	Skill Enhancement Course in Computer Literacy
Course Objectives	Computer Fundamentals/ Basics of Computer MS Word MS Powerpoint MS Excel Basic MS Excel Advanced Google Account and Workspace
Course Outcomes	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.
Duration	4 Weeks
Start Date	16th August, 2021
End Date	11 September, 2021
Designed By	VIDHI DOSHI
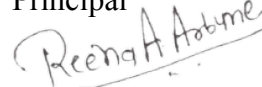
Ms. Priyadarshini Singh   Ms. Priyadarshini Singh   Dr. Satish Naringrekar

Course In charge   Co-Ordinator   Principal

Department - Bachelor of Arts Mass Media Communication   Class - FYBAMMC

Name of Course - Skill Enhancement Course in Computer Literacy

Duration - 4 Weeks   Time - 7 pm To 8 pm

Sr. No.	Name of Student	16-Aug	23-Aug	30-Aug	6-Sept
1	KAMLEKAR BHAVESH ANANT	P	P	P	P
2	PANDERE RONAK SITARAM	P	P	AB	P
3	KEN RITIKA DHARAMSINGH	AB	P	P	P
4	SOLANKI SANGEETA BABUBHAI	P	P	AB	P
5	MIYA MOHD EKLAK MOHD SADIK	P	P	P	P
6	SUTHAR GRISHITA SOHANLAL	P	P	P	P
7	PARPALA ANIL NARESH	P	AB	P	P
8	SHARMA SIMRAN JAYPRAKASH	P	P	P	P
9	MISHRA MANASAVI SURENDRA	P	P	AB	P
10	MISHRA KUMARI ANJALI RAJU	P	P	P	P
11	SANE ADITI ANIL	P	P	P	P

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

Full Name

OF

S.Y. BAMMC

FOR COMPLETING **SKILL ENHANCEMENT COURSE IN COMPUTER LITERACY** ORGANISED BY IQAC & DEPARTMENT OF BACHELOR OF ARTS MASS MEDIA COMMUNICATION (BAMMC) IN ACADEMIC YEAR 2021-22.

MS. PRIYADARSHINI SINGH	**MS. PRIYADARSHINI SINGH**	**DR. SATISH NARINGREKAR**
COURSE IN-CHARGE	**BAMMC CO-ORDINATOR**	**PRINCIPAL**