

Skill Enhancement Course in Computer Literacy

Department - Bachelor of Banking & Insurance

Class - FYBBI

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. Vidhi Doshi

Course In charge



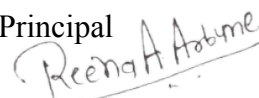
Ms. Vidhi Doshi

Co-Ordinator



Dr. Satish Naringrekar

Principal



I/C PRINCIPAL
L N College

Plot No 89, Near General Kanappa Bridge,
Rajendra Nagar, Borivli (East), Mumbai - 400 068

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Duration - 4 Weeks

Time -

| Sr. No. | Name of Student | 16-Aug | 23-Aug | 30-Aug | 6-Sept |
|---------|-----------------------------|--------|--------|--------|--------|
| 1 | MORE SHRUTI RAMESH | P | P | P | P |
| 2 | TIWARI ABHISHEK RAKESH | P | AB | P | P |
| 3 | GUPTA SHUBHAM RMAESHCHANDRA | P | AB | P | P |
| 4 | PUROHIT DISHA CHAMPALAL | P | P | P | P |
| 5 | PARAB JAY RAJAN | P | P | P | AB |
| 6 | GODE PRITI PRAKASH | P | P | AB | P |
| 7 | DAS SUBAL NIRENDRA | P | P | P | P |
| 8 | SHARMA RAJ 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

Priti Prakash Gode

OF

S.Y. BBI

FOR COMPLETING SKILL ENHANCEMENT COURSE IN COMPUTER LITERACY
ORGANISED BY IQAC & DEPARTMENT OF BACHELOR OF BANKING & INSURANCE
(BBI) IN ACADEMIC YEAR 2021-22.

MS. VIDHI DOSHI

COURSE IN-CHARGE

MS. VIDHI DOSHI

BBI CO-ORDINATOR

DR. SATISH NARINGREKAR

PRINCIPAL



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