

## Skill Enhancement Course in Computer Literacy

Department - Bachelor of Financial Marketing

Class - FYBFM

### Course Summary

|                          |   |
|--------------------------|---|
| <b>Course Title</b>      | <b>Skill Enhancement Course in Computer Literacy</b>  |
| <b>Course Objectives</b> | Computer Fundamentals/ Basics of Computer<br>MS Word<br>MS PowerPoint<br>MS Excel Basic<br>MS Excel Advanced<br>Google Account and Workspace  |
| <b>Course Outcomes</b>   | At the end of this course, a student will be able to understand<br>Introduction of computers: (Computer as machine, Uses of computer, Advantages & Disadvantages of computer).<br>Interface overview, common buttons, tabs and ribbons, what's the flashing line in MS Word.<br>Getting Familiar with PowerPoint, Creating Basic Presentations in MS PowerPoint.<br>MS Excel Basics: Window Parts, Value entering, Workbook<br>Introduction to Drive<br>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. Vidhi Doshi



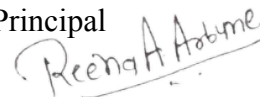
Dr. Satish Naringrekar

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

Department - Bachelor of Financial Marketing

Class - FYBFM

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       | PEDAMKAR HARSHADA ARVIND | P      | P      | P      | P      |
| 2       | SOLANKI TANUJ KALICHARA  | P      | AB     | P      | P      |
| 3       | GUPTA MINTO TEERTHRAJ    | P      | P      | P      | P      |
| 4       | SINGH SAKSHI CHUNILAL    | P      | P      | P      | P      |
| 5       | DHARA SHUBHAM SUNIL      | P      | P      | P      | P      |
| 6       | GAUD PAWAN UTTAM         | P      | AB     | P      | P      |
| 7       | INTODIYA RITIK GANESHLAL | P      | P      | P      | P      |
| 8       | SONI SUMIT BABULAL       | P      | P      | AB     | P      |
| 9       | KRISHNA N HARIHARAN      | P      | P      | P      | P      |
| 10      | OJHA HARERAM SURYANATH   | P      | P      | P      | P      |
| 11      | CHAUHAN ANURAG OMPRAKASH | P      | P      | P      | P      |
| 12      | PATEKAR KRISHNA ANIL     | P      | P      | P      | P      |
| 13      | GUPTA GAUTAM GHANSHYAM   | P      | P      | AB     | P      |
| 14      | NAVIN CHINNADURAI        | P      | P      | P      | P      |



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



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

*Krishna Anil Patekar*

OF

**S.Y. BFM**

FOR COMPLETING SKILL ENHANCEMENT COURSE IN COMPUTER LITERACY  
ORGANISED BY IQAC & DEPARTMENT OF BACHELOR OF FINANCIAL MARKETING  
(BFM) IN ACADEMIC YEAR 2021-22.

**MS. VIDHI DOSHI**

**COURSE IN-CHARGE**

**MS. VIDHI DOSHI**

**BFM CO-ORDINATOR**

**DR. SATISH NARINGREKAR**

**PRINCIPAL**



**I/C PRINCIPAL  
LN College**

Plot No 89, Near General Kanappa Bridge,  
Rajendra Nagar, Borivali (East), Mumbai - 400 066