



PRERNA COLLEGE OF COMMERCE

(Run by PRERNA SEWA MANDAL, Regd. No. Sr Act 186-230/83, BPT Act - 1956, F/3026)

Reshimbag Square, Nagpur - 24

Govt. Recognized & Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University

NAAC (UGC) ACCREDITED INSTITUTION B GRADE (CGPA - 2.32)

Ph: 2745246, 2746640

E-mail: prernacollege@gmail.com

Website: www.prernacollegeofcommerce.com



A Report On

'Basics Computer Literacy Program'

Department: -	Department of Commerce
Program Name: -	Basics Computer Literacy Program
Collaboration with: -	Masoom Foundation
Resource Person: -	Mr. Hiren Shah
Date:	6th July 2022 to 6th August 2022
Time:	10.00 am to 11.00 am

Objective: -

1. To create knowledge of computer Hardware and Software among students.
2. To develop computing skills among commerce students.
3. To develop the skills of various software like MS-Word, Ms-Excel, Ms-PowerPoint among students.
4. Make the students able to gain the knowledge of computer and utilize the knowledge of various software in commerce field.

Highlights: -

1. Program inaugurated on 6th July 2022 with the hand of Dr S. C. Gulhane, Secretary, Prerna Sewa Mandal.
2. Resource person of the program were Mr. Hiren Shah and Mr. Hitesh Lengure
3. Program conducted in the Well-equipped bus of Masoom Foundation.
4. Students get the training of various software like MS-Word, Ms-Excel, Ms-PowerPoint.
5. Course duration was 30days.
6. Well trained resource person trained the students about computer and software.



Outcomes: -

1. Students are trained in Ms-word, Ms-Excel and Ms-PowerPoint.
2. Students are now able to make documents in Ms-word.
3. Students are now able to make excel in Ms-excel and make accounts sheet, cost sheet in Ms-excel.
4. Students are able to make PowerPoint presentation in Ms-PowerPoint.
5. Students are now able to cope with the new computing technology Era.

No. of Beneficiaries: - About 26 students benefitted from this program.

Program Coordinator: - Dr Ashish Gupta



Dr S. C. Gulhane, Secretary, Prerna Sewa Mandal inaugurating the program



Dr S. C. Gulhane, Secretary, Prerna Sewa Mandal inaugurating the program



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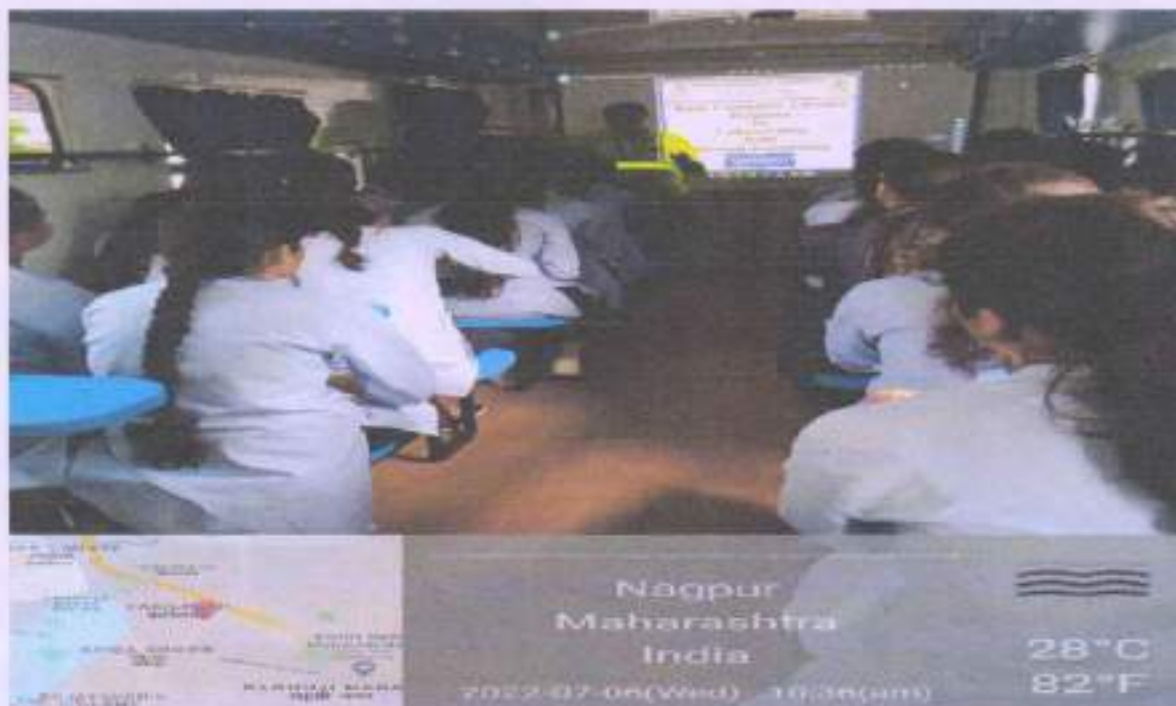
Govt. Recognized & Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University

NAAC (UGC) ACCREDITED INSTITUTION B GRADE (CGPA - 2.52)

Ph: 2745296, 2746640

E-mail: prernacollegepgp@gmail.com

Website: www.prernacollegepgp.com



Mr Hiren Shah, resource person provides training to the students.

Program Coordinator

Dr. Ashish Gupta
Head
Dept. of Commerce