



**SAINTGITS COLLEGE OF APPLIED SCIENCES**

**VALUE ADDED COURSES 2019-'20**

# **INFORMATION TECHNOLOGY FOR OFFICE**



**LEARN . GROW . EXCEL**



**SAINTGITS**  
LEARN.GROW.EXCEL

## ABOUT THE COURSE

The add on program "INFORMATION TECHNOLOGY FOR OFFICE" is designed especially for the first year B.Com Taxation students. This program develops computer related skills and encourages the development of analytical and design skills which are applicable in all areas

## OBJECTIVES

The objective of this course is to make the students capable of managing the office activities with the help of information technology.

## EXPECTED OUTCOMES

Students will get the basic knowledge about computer systems as well as the practical knowledge of various computer related activities.

## DURATION

Total Duration - 70 hours

**THIS ADD ON COURSE AIMS  
AT DELIVERING TO THIS  
NEWLY EMERGED  
DEMAND OF THE  
INDUSTRY BY CHURNING  
OUT QUALIFIED AND SKILLED  
PROFESSIONALS OUT OF  
GRADUATE STUDENTS  
WITH A BACKGROUND IN  
COMMERCE.**



LEARN . GROW . EXCEL

## FEATURES

- Prepare students to function effectively in a dynamic technological era
- Promote the development of computer related skills for immediate application in other curricular areas.
- Facilitate the development of analyzing skills in students
- Improve the data management, designing skills of students
- Improve the student's knowledge in formatting documents..

## SYLLABUS

- MODULE - 1 Word Processing package: MS- Word
- MODULE - 2 Spreadsheet package
- MODULE - 3 Advanced Features Using Logical Functions, Statistical functions, Mathematical etc.
- MODULE - 4 Presentation Package: Ms. Power Point 2007

## ADVANTAGES

- Students will get the ability to collate the data together, draft letters and other formal documents.
- The students will learn to create charts and tables which help in improving the analytical skills of students.
- Students will be able to handle PowerPoint presentations more effectively.
- Improves the data management skills in students
- Familiarization of Excel will help students to do analysis and research activities related to their curriculum.

## RELEVANCE

Information Technology (IT) has flexed its extent to almost every aspect of our day to day life. From mobile apps, computer interface, to ATMs, we see the magic of IT in every walk of life. The financial and commercial domain has not remained untouched by this magic of IT. Information technology and software tools are extensively used by auditors, traders, tax departments etc to carry on their day to day business activities. This has now fueled the demand for professionals who have good knowledge of commerce as a subject as well as a good command over IT-related skills.



**SAINTGITS**  
LEARN.GROW.EXCEL



LEARN . GROW . EXCEL



**SAINTGITS**  
LEARN.GROW.EXCEL

## **SAINTGITS COLLEGE OF APPLIED SCIENCES**

Pathamuttom, Kottayam - 686532

Phone : 0481 - 2433787

e-mail : [scas@saintgits.org](mailto:scas@saintgits.org), Web : [www.saintgits.org](http://www.saintgits.org)

LEARN . GROW . EXCEL