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SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSE 2020-21

**TRAINING FOR ESSENTIAL
COMPUTER SKILLS**



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ABOUT THE COURSE

This course aims to impart basic computer related skills which are essentially required to be a business professional

OBJECTIVES

The course will help students in developing websites using Wix and simulation of formulas and functions in google forms. The programme will give an insight on MS word and MS powerpoint

EXPECTED OUTCOMES

- Develop websites using Wix
- Simulation of formulas and functions in google forms
- Discuss the components of MS word
- Explore advanced features in MS word & powerpoint

DURATION

30 Hours



CONTENT

- Essential online tools
- Online data collection
- Word Processing packages
- Formatting techniques & Presentation package

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FEATURES

- Hands-on experience with MS Office Packages
- Creation of websites
- Familiarizing with formatting techniques

ADVANTAGES

Computer skills are the basic requirement for a large number of jobs. Almost any office job apply for will require to possess basic typing and data entry skills, as well as a basic understanding of how to use an operating system. Most office work requires job applicants to be familiar with office productivity software as well, such word processors and spreadsheet programmes



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