SAINTGITS COLLEGE OF APPLIED SCIENCES

VALUE ADDED COURSES 2018-'19

INFORMATION TECHNOLOGY FOR OFFICE

LEARN . GROW . EXCEL

ABOUT THE COURSE

The add on program "INFORMATION TECHNO-LOGY 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
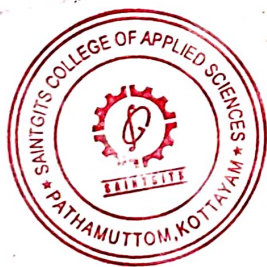
OBJECTIVES

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: 50 hours

SAINTGITS
LEARN.GROW.EXCEL

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.
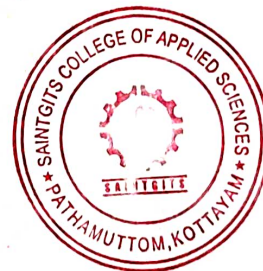
SAINTGITS
LEARN.GROW.EXCEL

LEARN . GROW . EXCEL

SAINTGITS COLLEGE OF APPLIED SCIENCES

Pathamuttom, Kottayam - 686532
Phone : 0481 - 2433787
e-mail : scas@saintgits.org, Web : www.saintgits.org

LEARN . GROW . EXCEL

SAINTGITS COLLEGE OF APPLIED SCIENCES
Value Added Course

INFORMATION TECHNOLOGY FOR OFFICE
Course Code - VSITO003

ABOUT THE PROGRAM

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

OBJECTIVE

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

EXPECTED OUTCOME

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

DURATION OF THE COURSE

The add on course is provided for a period of six months.

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 analysing skills in students
- Improve the data management & designing skills of students
- Improve the students knowledge in formatting documents.

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.

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. The course attains its aim through structured and organized curriculum.

SYLLABUS

MODULE - 1 Word Processing package: MS- Word
Introduction; Features - Word User Interface Elements; Creating new Documents; Basic Editing, Document; Printing a Document; Print Preview, Page Orientation- Viewing Documents; Setting tabs- Page Margins; Indents; Ruler, Formatting Techniques; Font Formatting, Paragraph Formatting; Page Setup; Headers & Footers; Bullets and Numbered List; Borders and shading: Find and Replace; Page Break & Page Numbers; Mail Merging-Spelling and Grammar Checking; Thesaurus; Automating Documents; macros; Tables; Side-by- side and Nested Tables; Formatting Tables; Drawing; Word Art- Paint brush - document templates- E mail editor

MODULE - 2 Spreadsheet package: Ms- Excel 2007 Introduction, Excel User interface, Working with cell and cell addresses, Selecting a range, Moving, Cutting, Copying with paste, Inserting and Deleting cells, Freezing cells, Adding, Deleting and Copying Worksheet within workbook, Renaming a Worksheet. Cell Formatting Options, Formatting fonts, Aligning, Wrapping Borders, Boxes and Colors, Centering a heading, Changing row/ column height/ width, Formatting a Worksheet Automatically, Insert Comments, Clear contents in a cell. Using print Preview, Preparing Worksheet for the printer, Selecting Print Area. Margin and Orientation, Centering a Worksheet, Using header and footer, Inserting page breaks, Creating list, Sorting Data. text, Using and Rotating

MODULE - 3 Advanced Features Using Logical Functions, Statistical functions, Mathematical etc. Linking Data between Worksheet, Elements of Excel Charts, Categories, Create a Chart, Choosing Chart type, Edit chart axis-Titles, Labels, Data series and legend, Adding a text box, Rotate text in a chart, Converting a chart on a web page, Saving a chart. Use of Pivot tables-Excel. of Excel: All Functions in excel, Designing of Templates in

MODULE - 4 Presentation Package: Ms. Power Point 2007 Advantages of Presentation- Screen layout - creating presentation - inserting slides- adding sounds & videos- formatting slides- slide layout- views in presentation - color scheme background- action buttons slide transition Master slides - Managing slideshow - using pen - Setting slide intervals

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

Microsoft Excel Value Added

Roll No	Name of Student
1	A GOWTHAM KRISHNA
2	ABEL THOMAS
3	ABISHEK SAM
4	AKASH V JAIMON
5	AKHIL AYYANKOVIL MATHEW
6	ALEN KARUKAYIL VARGHESE
7	ALKA GRACE ALEXANDER
8	ALVIN MULANILKUNNATHIL JINU
9	AMALU KRISHNA
10	ANANDHU AJI S.
11	ANDREW MATHEWS
12	ANEES MUHAMMED S
13	ANEETA SARA SAJI
14	ANJU SARA MATHEW
15	ANN MARY ALEX
16	ANNLEY GEORGE
17	ASWIN AJUKUMAR
18	BENET GEORGE
19	FIZZA FATHIMA
20	GOKUL G KURUP
21	HANNA ACCA WILSON
22	HANNA SUSAN JOSE
23	HONEY BIBY
24	JEEVAN JYOTHIS POTHARAY
25	JESWIN MATHEW
26	JISSA K MATHEW
27	JOMA MARIAM MAX
28	KEVIN MANOJ MATHEW
29	LIDIA MARY BOBY
30	LINTU MARIAM MATHEW

Roll No	Name of Student	Month 2											
		Date	19	5	3	4	4	4	4	5	5	5	
		Hour	1	1	1	2	1	2	6	3	11	10	16 17
31	LIYA ANN JOHNSON		x	x	x	x	x	x	x	x	x	x	
32	LIYA EBIN		x	a	x	x	x	x	x	x	a	x	
33	LIYA S MATHEW		x	x	x	x	x	x	x	a	x	x	
34	MARIYA SUSAN MATHEW		x	x	a	x	x	x	x	x	a	x	
35	MEHAR MANSOOR		x	x	x	x	x	x	x	x	a	x	
36	MERWIN SANIL ABRAHAM		x	x	x	x	a	x	x	x	x	a	
37	NAVEENA SHAJI		x	x	x	x	x	x	a	x	x	x	
38	NIMISHA MARIAM VARGHESE		a	x	x	x	x	x	a	x	x	x	
39	NIMMY ANNA JAMES		x	x	x	x	x	x	x	a	x	x	
40	NOEL ANIL THOMAS		x	x	x	x	x	x	x	x	x	x	
41	PAVAN NEVIN NINAN		x	a	x	x	x	x	x	x	x	x	
42	PRIYANKA SARA VINESH		x	x	x	a	x	x	x	x	x	x	
43	RANJANA MADHAVA DAS		x	x	x	a	x	x	x	x	x		
44	ROHAN JOHN GEORGE		x	x	x	x	a	x	x	x	x	x	
45	SEBY MARY SAJI		x	x	x	x	x	x	x	x	x		
46	SHAUN JACOB PHILIP		x	x	x	x	x	x	x	x	x		
47	SHONA MARY ALEX		x	a	x	x	x	x	x	x	x		
48	SUDHIKANTH S.		x	x	x	x	x	a	x	a	a		
49	TOM PHILIP		x	x	x	x	a	x	a	a	a	x	
50	YADHU KRISHNAN		x	x	x	x	x	x	x	x	x	x	