

**INFORMATION TECHNOLOGY FOR OFFICE
VALUE ADDED COURSE**

2017-2018

SUMMARY REPORT

Name of the Course: INFORMATION TECHNOLOGY FOR OFFICE

Course Code: VCITO008

Offering Body: DEPARTMENT OF COMPUTER APPLICATIONS

No: of students who opted the course: 61

Batch, Class and Semester to which the course was offered:

Batch	Class	Semester
2017-2018	B Com Taxation	1 st & 2 nd Semesters

Duration of the course: 50 Hours

Topics Covered: Word Processing package (MS Word), Spreadsheet, Advanced features using logical functions, statistical functions, mathematical functions, presentation package.

Resource materials, Teaching Methodology: Practical classes using computer lab by using the respective softwares.

CAMPUS

Kottukulam Hills, Pathamuttom P.O., Kottayam – 686 532, Kerala | Tel: +91 481 2433787 | scas@saintgits.org

CORPORATE OFFICE

III Floor, Unity Building, K.O.K. Road, Kottayam – 686 002, Kerala | Tel: +91 481 2584330, 2300365 | mail@saintgits.org

www.saintgits.org



Outcome of the course:

After the completion of the course, the students are able to:

- Get the basic knowledge about computer systems as well as the practical knowledge of various computer related activities.

Prepared by

VAC Coordinator



Approved by,

Principal

Dr. K. K. John
Principal

Saintgits College of Applied Sciences
Kottukulam Hills, Pathamuttom P.O.
Kottayam- 686 532, Kerala

CAMPUS

Kottukulam Hills, Pathamuttom P. O., Kottayam – 686 532, Kerala | Tel: +91 481 2433787 | scas@saintgits.org

CORPORATE OFFICE

III Floor, Unity Building, K. K. Road, Kottayam – 686 002, Kerala | Tel: +91 481 2584330, 2300365 | mail@saintgits.org

www.saintgits.org