

**INFORMATION TECHNOLOGY FOR OFFICE
VALUE ADDED COURSE**

2019-2020

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: 59

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

Batch	Class	Semester
2019-2020	B Com Taxation	1 st & 2 nd Semesters

Duration of the course: 70 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. 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

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