SAINTGITS
COLLEGE OF APPLIED SCIENCES

TRAINING FOR ESSENTIAL COMPUTER SKILLS

(VALUE ADDED COURSE)

2021-2022

SUMMARY REPORT

Name of the Course: TRAINING FOR ESSENTIAL COMPUTER SKILLS

Course Code: VBBATECS007

Offering Body: BBA DEPARTMENT, SAINTGITS COLLEGE OF APPLIED SCIENCES

No: of students who opted the course: 56

Batch, class and semester to which the course was offered:

Batch	Class	Semester
2020-2023	BBA	3rd and 4th Semester

Duration of the course: 30 Hours

Topics Covered: The students were able to learn the new features of MS-Word and to make PPT presentation using MS-Power Point. Apart from this the students got knowledge about the use of google forms and google sheets. They learned to do questionnaire survey using google sheets.

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Resource materials, Teaching Methodology: The classes were through experiential method in computer labs.

Outcome of the course:

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

- develop websites using Wix (website builder).
- simulation of formulas and functions in google forms.
- discuss the components of MS word.
- explore advanced features in MS Word & PowerPoint.

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

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