

## TRAINING FOR ESSENTIAL COMPUTER SKILLS (VALUE ADDED COURSE)

**2020-2021**

### 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:** 57

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

Batch	Class	Semester
2019-2022	BBA	3 <sup>rd</sup> and 4 <sup>th</sup> 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

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students got knowledge about the use of google forms and google sheets. They learned to do questionnaire survey using google sheets.

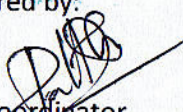
**Resource materials, Teaching Methodology:** The classes were through experiential method through online classes (classes in online mode due to Covid-19 pandemic)

**Outcome of the course:**

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

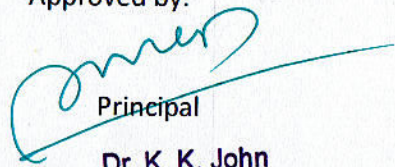
- Develop websites using Wix (website builder).
- Simulation of formulas and functions in google forms.
- Discuss the components of MS word.
- Explore advanced features in MS Word & PowerPoint.

Prepared by:

  
VAC Coordinator



Approved by:

  
Principal

Dr. K. K. John  
Principal

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