



DEPARTMENT OF COMMERCE

Govt. Degree College Shivnagar

Under the aegis of

INTERNAL QUALITY ASSURANCE CELL

IS ORGANIZING

72 HOURS ADD-ON COURSE

on

**Understanding Information Technology In
Today's Corporate World**

- Progress tracking
- Exclusive materials
- Personalized learning
- Live classes



No Fees

No. of Seats : 30

Eligibility: Regular student of B.A / B.Com II & B.A / B.Com III

Date: 1st August 2025

Time: 3:00 PM onwards

Participants will need to pass a qualifying test after completion to earn a certificate.

Dr. Sangeeta Singh
Patron

Prof. Rajesh Kumar
IQAC Convenor

Prof. Shikha Dharwal
Course Convenor

SAY YES TO LIFE, NO TO DRUGS



Govt. Degree College Shivnagar



Dr. Sangeeta Singh Principal

As Mahatma Gandhi once said, “Live as if you were to die tomorrow. Learn as if you were to live forever.” At Government Degree College Shivnagar, we strive to instill this ethos in our students inspiring them to pursue knowledge with unyielding passion and dedication. Government Degree College, Shivnagar offers undergraduate programmes in Bachelor of Arts (B.A.) and Bachelor of Commerce (B.Com.). We are honoured to hold the 2(f) status from the University Grants Commission and are proudly affiliated with Himachal Pradesh University (HPU). Our New Building, which is in the final stages of construction, promises to augment our campus with the state-of-the-art facilities, ensuring that our students have access to the best resources for their educational journey.

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About the Course

Understanding Information Technology in Today's Corporate World

Information and Communications Technology (ICT) is technology that is used to handle communications processes such as telecommunications, broadcast media, intelligent building management systems, audiovisual processing and transmission systems, and network-based control and monitoring functions.



This 72 hours course is designed to help you understand the basics of computing technologies prevalent in today's digital world. It also aims at making the students more confident with learning new technologies and enhance their computer and Information Technology skills. Topics shall include (but not limited to) Document preparation, Data handling, Preparing presentations and posters, Hindi fonts and typing, Online educational resources and virtual labs, Plagiarism checking, Social media ethics and Cyber security, Some new and emerging technologies in Computer Science like Artificial Intelligence, etc

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Course Content

Understanding Information Technology in Today's Corporate World

Document preparation in Word, Google Docs

Advanced tools in Word Processing

Presentation making using Google slides

Open access resources useful for education and research

Emerging trends in IT, Artificial Intelligence

Use of Canva

Open access resources useful for education and research

Data Handling using Spreadsheets

Exploring the impact of Data Analysis

Societal impacts of Data

Hindi fonts typing

Data on Cloud

Prof. Shikha Dharwal
Course Convenor

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