

1T8 – Managerial Skills for Effectiveness Course Outcomes

CO1

The student will be able to make proper use of group of words, synonyms and antonyms, phrases, idioms, proverbs for effective verbal communication

CO2

The student will be able to write essays and CV using Word Processor

CO3

The student will be able to draft business letters for given situations using Word Processor

CO4

The student will be able to apply basic functions of PowerPoint and will also be able to create effective PowerPoint Presentations using templates

CO5

The student will be able to use various spreadsheet functions and will also be create useful spreadsheets