



EMERALD HEIGHTS COLLEGE FOR WOMEN

Reaccredited with Grade B⁺⁺ by NAAC (3rd Cycle)

Affiliated to Bharathiar University

Fingerpost, Ootacamund – 643006

The Nilgiris, Tamilnadu

2.3.1.TEACHING LEARNING PROCESS

CERTIFICATE COURSE in Multimedia

Report : The rapidly changing technological developments have affected education as it does every other fields of human endeavor. The number of technology applications used in education increases every day. One of these tools is multimedia. It has become an enormous strength in today's world of technology. It is used in various fields like business, education, mass media communication, advertising, entertainment, science and technology. As urge of the day a certificate course in Multimedia was included as an add on course. It was included during the academic year 2020-2021 by the department of Mathematics. This course helps the students to get the opportunity to learn languages through audio, visual and animation support. This course is included with a motive to develop computer assisted integration of text, drawings ,still and moving image graphics, audio, animation in which any type of information can be expressed, stored and communicated and processed digitally.



DIPLOMA IN SECRETARIAL PRACTICE

Report : Secretarial Practice is an interesting and highly Job Oriented Vocational Course which turns a candidate as an Executive & Administrative Assistant. It was introduced during the academic year 2005-2006. During this course, a candidate is trained on Professional Skill, Professional Knowledge and Employability Skills.



Principal

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