



ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University Electronics City, Bengaluru - 100

Accredited with NAAC "A" Grade || Recognised under 2(f) & 12(b) of the UGC Act
A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Certificate Course Report 2020-2021

Title of the Course: MS Office

Sub Topics: MS Office – Word, PowerPoint, Excel

Date of Commencement: 22.2.2021/20.3.2021

Course Facilitator: Prof. Lavin Bhawnani, Prof. Nagarathna M, Prof. Madhusudan M

Course Objectives:

- ✓ Identify ways of utilizing PowerPoint as a tool for enhancing Presentation techniques.
- ✓ Understand the basic and simple usage of MS Publisher and creation of important documents.

Course Structure:

MS-Office is a set of techniques and tools used in every aspect of management and many organisations need employees to be skillful in these areas of MS-OFFICE. The course was introduced to make students understand and learn about the techniques of

Microsoft PowerPoint – Level 1

- Basics MS Word Basic
- Introduction to Microsoft Excel

Microsoft PowerPoint – Level 2: Advanced

- Creating and Basic Formatting of Document
- Excel Formulas and Functions

Microsoft Publisher – Understanding and Working

- Proofing and Mailing
- Advanced charts and graph in Excel

Assessment Scheme

Module – I	Module – II	Module – III
Class Videos – 7	Class Videos – 7	Class Videos – 7
Assignment – 2	Assignment – 2	Assignment – 2
Online Quiz – 1	Online Quiz – 1	Online Quiz – 1

Sl. NO.	Activities	Marks
1	Attendance	75% compulsory
2	Assignments	10 marks
3	Quiz all 3 Modules	20 marks
4	Total Internal Examination	30 marks
5	Final Examination - Online Quiz	70 marks
6	Overall Marks (30+70)	100 marks

- The students should be informed about the modalities well in advance.
- A student attend 75% of the class will be eligible for writing examination.
- After completing Module, I, II and III of syllabus, assignment and quiz shall be given to understand the learning level of students.
- After completion of 100% syllabus a theory exam for 70 marks as external exam shall be conducted by the facilitator.
- The students attend both the internal and external exam and score 40% marks shall be considered for the course completion certificates.
- If a student fails or absent for the exam shall reappear the exam within the allotted time to complete the program.

Course Delivery:

Six Sigma the certificate course, started on 22nd February 2021 to 20th March 2021. Prof. Lavin Bhawnani, Prof. Nagarathna M, Prof. Madhusudan M, was the course facilitators. The course duration was 30 hours and it was conducted in online platform with the help of google classroom

and G-meet. Nearly 320 students enrolled for this course and completed the course by the month of March successfully. Their theoretical understanding and practical experience were systematically assessed after completing the syllabus.

Outcomes:

- Nearly 320 students from B. Com department and 30 students from other department enrolled for this course and 270 B.Com and 20 other department students completed the course by the end of March successfully. Their theoretical understanding and practical experience were systematically assessed after completing all the components of the course structure.
- Student will be able to work with basic and advanced feature of PowerPoint and create brilliant Presentations.
- Student will be able to demonstrate navigating publisher, working with templates and creation of catalog and other important documents.

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Name of the Student

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