



# ST FRANCIS DE SALES COLLEGE

Graded 'A' by NAAC || Affiliated to Bangalore University  
Electronics City Post, Bengaluru – 560 100 || [www.sfscollege.in](http://www.sfscollege.in)

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## 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**

<b>Module – I</b>	<b>Module – II</b>	<b>Module – III</b>
Class Videos – 7	Class Videos – 7	Class Videos – 7
Assignment – 2	Assignment – 2	Assignment – 2
Online Quiz – 1	Online Quiz – 1	Online Quiz – 1

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

- 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 22<sup>nd</sup> February 2021 to 20<sup>th</sup> 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 456 students enrolled for this course and 445 completed the course by the month of March successfully. Their theoretical understanding and practical experience were systematically assessed after completing the syllabus.

**Outcomes:**

- Nearly 456 students from B. Com department and 445 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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