



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

Approved by AICTE, Ministry of Education Govt. of India, Affiliated to GGSIP University
Recognized Under Sec. 2(f) of UGC Act 1956

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TIAS/ACI2020-21/30

Date: 17/07/2021

Course Completion Certificate

This is to certify that the course module for the Certificate Course in Office Automation scheduled from 12/6/21 to 16/7/21, comprising of 30 Hours deliverance has been completed by the resource person Mr. Deepak Sharma, Faculty in Department of ICT with the module contents as under:-

S.No.	Contents Deliverance	Learning Outcomes
1	Introduction of Office Automation (1Hrs)	Ability to recall information, facts, definitions, jargons, technical terms, classifications, categories and criteria.
2	Basics of Office Automation and its applications (4 Hrs)	Understanding, grasping meaning and information,
3	Operations of Office Automation (5 Hrs)	Acquainted with internet
4	Functionalities of Office Automation (2 Hrs)	Demonstrate correct usage of method or procedure
5	Use of Excel Formulas (3 Hrs)	Create Spreadsheets
6	Functions and Pivot Table (3 Hrs)	Breakdown complex problem into parts, Identify the relationships and missing information in
7	Use of Word Formatting (2 Hrs)	Perform documentation
8	Table and Layout (3 Hrs)	Compare and discriminate between ideas and values, verify value of evidence recognize subjectivity for judgments
9	Lists and borders (2hrs)	Perform border and list operations
10	Use of PowerPoint to create presentations (3 Hrs)	Make Presentations
11	Testing and Evaluation (2 Hrs)	Perform Mathematical & Logical operations Perform Advance presentation skills using PowerPoint

All the above contents are delivered to the best of my knowledge and belief and nothing is withheld.

Signature

Name of Faculty: Deepak Sharma

Submitted to HoD- Department of Information Communication and Technology, TIAS