



**Report
On
Value Added Course: Certificate Course in Office Automation**

ACTIVITY : Value Added Course

TITLE : Certificate Course in Office Automation

VALUES: Domain Knowledge; Modern Tool Usage; Professional Ethical Edification

LEARNING OUTCOMES: The learning outcomes of office automation

- Perform documentation, Spreadsheets
- Make presentations, acquainted with internet
- Perform mathematical & logical operations
- Perform advance presentation skills using PowerPoint

Organized by : Department of Computer Applications

Program Theme : Value Added Course on Office Automation

Internal Expert : Mr. Deepak Sharma

Date : 12-06-2021 to 16-06-2021

Time : 5:00 -6:00 pm

Venue : Online MS Team



DEPARTMENT OF
COMPUTER APPLICATIONS

VALUE ADDED COURSE SESSION - 2020-2021



CERTIFICATE COURSE IN OFFICE AUTOMATION

Preface

Value Added Courses are augmented as per NEP 2020; Envisage Modern Tool Usage, Learners to up-skill their skillsets; Bridging the gap between academia and corporate requirements; VAC Certificate Course will be able to attain as under:-

- Broadening of Domain Knowledge
- Apply techniques of appropriate software's validation
- Acquire technical skills to lead as productive IT Professional
- Enhancing Employability

Learning Outcomes

At the end of this Course, student will be able to :

- Perform documentation, Spreadsheets
- make presentations; Acquainted with internet.
- Perform mathematical & Logical operations.
- Perform Advance presentation skills using PowerPoint.

Note

- Batches will commence w.e.f 12.06.2021 at 05:00 PM.
- Each batch shall comprise of 60 students only.
- Minimum 75% attendance is required by the candidate for assessment.
- Assessment will be made on the basis of Viva Voce on 17/7/2021
- Successful learners after assessment will get the certificate of the VAC.

Duration : 30 Hours

Timing : 05:00 PM to 07:00 PM
Mode : Online

Resource Person:
Mr. Deepak Sharma

Registration Date :
05.06.2021

VAC Contents

- Introduction. (1 Hrs)
- Basics of Office Automation and its applications (4 Hrs)
- Operations of Office Automation. [5 Hours)
- Functionalities of Office. (2 Hrs)
- Use of Excel Formulas. (3Hrs)
- Functions, and Pivot Table. (3 Hrs)
- Use of Word Formatting. (2 Hrs)
- Table and Layout. (3 Hrs)
- Lists, and Borders. (2 Hrs)
- Use of PowerPoint to create presentations. (3 Hrs)
- Testing and Evaluation. (2 Hrs)

For any queries related the VAC certification course, Please feel free to contact
VAC Coordinator : Dr. Y.P. Singh (9324321431)

Social media link (promoting in any one Facebook/Instagram/Twitter is mandatory)

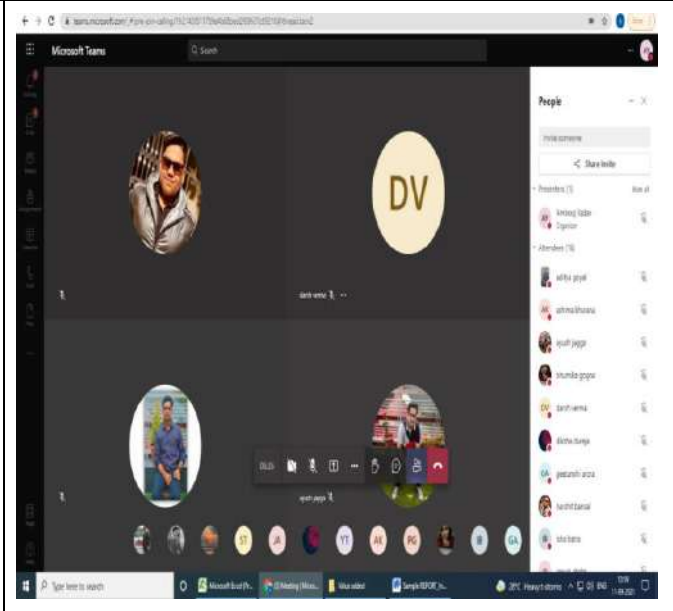
<https://www.instagram.com/tecniaofficial/>

No. of Students <i>(only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)</i>	52
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No. of Faculty <i>(only no. to be written , list in excel or word should be maintain at department level as proof for any further requirement)</i>	01
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Photograph

Photograph



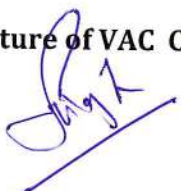
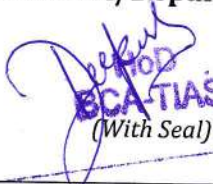
Report: Description in (min 250 to max 800 words)

The course on Office Automation was held with the objective of equipping participants with essential skills and knowledge to excel in the modern workplace. The course focused on leveraging various software applications and tools to streamline workflows, enhance productivity, and foster effective communication and collaboration.

A dedicated session was conducted to impart skills in data analysis and reporting using spreadsheet software. Participants learned how to organize, analyze, and visualize data effectively, as well as generate reports and charts for decision-making purposes.

Participants were introduced to best practices for professional communication in a digital environment, including appropriate tone, formatting, and response times.

Feedback from attendees was overwhelmingly positive, with many expressing appreciations. It is anticipated that the workshop will have a lasting impact on participants' professional development, empowering them to leverage office automation

	tools effectively to achieve their goals and objectives.
Resource Person Profile	Mr. Deepak Sharma, Assistant Professor in the Department of Information Communication & Technology, He is having more than 10 years of teaching experience, his expertise in computer networks, Dot Net, Operating system etc.
Attendance Sheet	Attached
Feedback	Sample feedback Attached
Report Submitted by VAC Coordinator (<i>write faculty coordinator name</i>)	Dr. YP Singh
<i>For Office Use</i>	
Signature of VAC Coordinator 	Signature of School/Department Head  BCA TIAS (With Seal)