ADD-ON COURSE
ON
MS OFFICE

March 22, 2022 - April 29, 2022

REPORT

INTERNAL QUALITY
ASSURANCE CELL ,
SRIPAT SINGH COLLEGE

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P.O. Jiaganj, Dist. Murshidabad, West Bengal, PIN 742 123

Phone:03483-255351, Fax: 03483-256961

Email: sscollege2009@gmail.com, Web : www.ss-college.org

05-03-2022

Meeting Resolution

Department of Computer Science:

At a convened meeting of the Department of Computer Science at Sripat Singh College on 05/03/2022, the following resolutions were passed regarding the proposed introduction of an add on course on "Microsoft Office ".

Members Present:

1. Mr.Sumit Bandopadhyay ,IQAC)
2. Mr.Sujan Kumar Das (TCS)
3. Mr. Biplab Biswas
4. Mr.Utsav Dutta

1. Approval of Course Layout:

The department collectively endorses the proposed course layout, acknowledging its alignment with the educational objective.

2. Programme Duration:

A consensus was reached on the programme duration, setting it at 30 hours , ensuring balanced coverage of the curriculum without causing undue strain on students' schedule.

3. Assessment Modalities:

The meeting established the assessment modalities, encompassing a diverse range of evaluation such as examinations, practical assignments and presentations. This approach aims to comprehensive understanding of students' proficiency in applying web designing and basic programming concepts.

4. Utilization of Existing Resources:
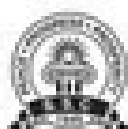
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Acknowledging the importance of optimizing existing resources, the meeting deliberated on the resource requirements for the successful implementation of this course. The department head with the responsibility of coordinating with the college administration to ensure effective utilization of available facilities, including computer, classroom and projector.

5. Awarding Criterion:

The resolution outlined a clear awarding criterion, emphasizing the importance of attendance, performance in assessment and active participation in class discussion as key factors for successful completion and certificate issuance.

6. Selection of Course Coordinator:

The department appointed Mr. Biplab Biswas , HoD, Department of Computer Science as the course coordinator for the course. He will support faculty coordination, day-to-day operations, focusing on administrative aspects, student engagement and the coordination of assessments.

Course Title: Microsoft Office

Programme Duration: 4 weeks (Total 30 hours)

Course Overview:

The Microsoft Office Value added Course offered by the Department of Computer Science, Sripat Singh College is designed to provide participants with a solid foundation in office Software. Whether you're a beginner with no prior office experience or have some experience with office management, this course will equip you with the essential skills needed to start work in Basic Office Activity. Through hands-on exercises, practical examples, and interactive sessions, participants will gain confidence in office Software

Course Objectives:

The course objectives for a Microsoft Office course typically include:

1. Introduction to Microsoft Office:
Familiarize students with the various applications within the Microsoft Office suite, including Word, Excel, PowerPoint, and Outlook.

2. Word Processing (Microsoft Word): Teach students how to create, edit, format, and print documents using Microsoft Word. This includes working with text, images, tables, and styles.

3. Spreadsheet Management (Microsoft Excel):
Provide students with the skills to create, format, and manage spreadsheets using Microsoft Excel. This includes working with formulas, functions, charts, and data analysis tools.

4. Presentation Design (Microsoft PowerPoint):
Teach students how to create visually appealing and effective presentations using Microsoft PowerPoint. This includes working with slides, images, animations, and slide transitions.

5. Email and Calendar Management (Microsoft Outlook):
 Familiarize students with the features of Microsoft Outlook for managing email, calendars, contacts, and tasks. This includes setting up email accounts, organizing emails, and scheduling appointments.

6. Integration and Collaboration: Teach students how to integrate and collaborate with other Microsoft Office applications. This includes sharing data between applications, embedding objects, and working collaboratively on documents.

7. Advanced Features: Introduce students to advanced features of Microsoft Office applications, such as mail merge in Word, pivot tables in Excel, and custom animations in PowerPoint.

8. Productivity Tips: Provide students with tips and tricks to increase productivity and efficiency when using Microsoft Office applications.
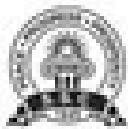
Teacher-in-Charge
Sripat Singh College
Jiaganj, Murshidabad

3

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9. Assessment and Certification:
Assess student understanding and proficiency through quizzes, assignments, and a final exam. Offer certification upon successful completion of the course.

Course Outcome:

The course outcomes for a Microsoft Office course include:

1. Proficiency in Microsoft Office Applications:
 Students should be proficient in using Microsoft Word, Excel, PowerPoint, and Outlook for basic tasks such as document creation, spreadsheet management, presentation design, and email/calendar management.

2. Effective Communication Skills:
Students should be able to use Microsoft Office applications to create professional-looking documents, presentations, and emails that effectively communicate ideas and information.

3. Data Analysis Skills:
Students should be able to use Microsoft Excel to perform basic data analysis tasks, such as creating charts, graphs, and pivot tables, and using formulas and functions to analyze data.

4.Time Management and Organization:
Students should be able to use Microsoft Outlook to manage their time effectively, including scheduling appointments, organizing tasks, and managing email.

5. Collaboration Skills:
Students should be able to use Microsoft Office applications to collaborate with others, including sharing documents, tracking changes, and working on documents simultaneously.

6. Problem-Solving Skills:

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Students should be able to use Microsoft Office applications to solve common workplace problems, such as formatting issues, data analysis challenges, and presentation design dilemmas.

7. Digital Literacy:
Students should develop digital literacy skills, including the ability to navigate and use Microsoft Office applications efficiently and effectively.

8.Professional Development:
Students should be able to use the skills learned in the course to enhance their professional development and contribute to their career advancement..

Course Layout

Week 1: Basic Introduction to Microsoft Office (8 hours)
- Day 1: Introduction to Microsoft Office Suite, overview of Word, Excel, PowerPoint, Outlook (2 hours)
- Day 2: Microsoft Word Basics (2 hours)
- Day 3: Microsoft Excel Basics (2 hours)
- Day 4: Microsoft PowerPoint Basics (2 hours)
- Day 5: Recap and Practice (2 hours)

Week 2: Intermediate Microsoft Office Skills (8 hours)
- Day 1: Advanced Microsoft Word Formatting (2 hours)
- Day 2: Intermediate Microsoft Excel Formulas and Functions (2 hours)
- Day 3: Intermediate Microsoft PowerPoint Design and Animation (2 hours)
- Day 4: Introduction to Microsoft Access (2 hours)
- Day 5: Recap and Practice (2 hours)

Week 3: Advanced Microsoft Office Skills (8 hours)
- Day 1: Advanced Microsoft Word Features (2 hours)
- Day 2: Advanced Microsoft Excel Data Analysis (2 hours)
- Day 3: Advanced Microsoft PowerPoint Multimedia and Collaboration (2 hours)
- Day 4: Advanced Microsoft Access Database Management (2 hours)
- Day 5: Recap and Practice (2 hours)

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Week 4: Practical Application and Review (6 hours)
- Day 1: Creating Documents, Spreadsheets, and Presentations (2 hours)
- Day 2: Email Management with Outlook (2 hours)
- Day 3: Project Work and Presentation Preparation (2 hours)

Assessment and Project:

Weekly assignments and quizzes to assess understanding and progress.

Final project where participants will apply learned concepts to solve real-world problems.

Reviews and feedback sessions to help participants improve their skills.

Prerequisites:

Basic computer literacy and familiarity with using a computer.

No prior experience required.

Target Audience:

Beginners interested in learning MS office,Students or professionals seeking to enhance their programming skills.

Anyone interested in pursuing a career where computer is needed

Methodology:

Instructor-led sessions with hands-on coding exercises.

Interactive discussions and Q&A sessions.

Collaborative learning environment.

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Access to online resources, tutorials, and documentation for further learning.

Certification:

Certificate of Completion will be awarded upon successful participation and completion of the course requirements.

Conclusion:

The Microsoft Office Programming Value added Course provides a comprehensive Microsoft Office for beginners and those looking to strengthen their programming skills. By the end of the course, participants will have the knowledge and confidence to work in MS office.

Resources:

1. "Microsoft Office 2019 Step by Step" by Joan Lambert and Curtis Frye: This book provides a comprehensive introduction to the core features and functions of Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Access.

2. "Microsoft Office 365 for Dummies" by Rosemarie Withee, Ken Withee, and Jennifer Reed: This book is a beginner-friendly guide to using Microsoft Office 365, covering the basics of Word, Excel, PowerPoint, Outlook, and OneNote, as well as collaboration and cloud storage features.

3. "Excel 2019 Bible" by Michael Alexander and Richard Kusleika: For those looking to dive deep into Excel, this book offers comprehensive coverage of the program's features, from basic functions to advanced data analysis and visualization techniques.

4. "Word 2019 For Dummies" by Dan Gookin: This book is a user-friendly guide to using Microsoft Word 2019, covering everything from basic document creation to advanced formatting and collaboration features.

5. "PowerPoint 2019 For Dummies" by Doug Lowe: This book offers a practical, hands-on approach to learning PowerPoint 2019, with step-by-step instructions and tips for creating effective presentations.

These books provide in-depth coverage of Microsoft Office applications and can be valuable resources for both beginners and experienced users looking to enhance their skills.

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Summary(2022-23)

Registration Start Date : 10 March,2022

Registration End Date: 21 March,2022

Mode of Instruction: Blended

Course Status: Completed

Number Of Times offer during the academic year: 01

Duration: 4 weeks (Total- 30 hours)

Category: Office management

Level: Undergraduate

Start Date :22 March,2022

End Date :29 April,2022

Number of students enrolled :456

Number Of Students completing the course :451

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VALUE ADDED COURSE ON MICROSOFT OFFICE

MICROSOFT WORD

MICROSOFT POWERPOINT

MICROSOFT EXCEL

Chief Patron
Prof Anis Kumar Sen
TIC- Sripat Singh College

Patron
Prof Sunil Bandopadhyay
Coordinator - IQAC
Sripat Singh College

Course Coordinator: Mr. Biplab Biswas

Organised by: IQAC & Department of Computer Science

Organised by: Sripat Singh College Internal Quality Assurance Cell (IQAC) in collaboration with EBLUESYS

ABOUT US

Sripat Singh College is a well-established educational institution located in Murshidabad, West Bengal, India. Known for its academic excellence, the college offers a diverse range of undergraduate and postgraduate programs across various disciplines. With a rich history dating back to its founding in 1949, Sripat Singh College has played a significant role in shaping the educational landscape of the region. The college is committed to providing quality education, fostering intellectual growth, and nurturing a vibrant learning community.

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Certificate of Participation

This is to certify **JULEKHA KHATUN** of SRIPAT SINGH COLLEGE has successfully completed 30 hours value added course on Microsoft Office held from 22th March 2022, Organized by IQAC, SRIPAT SINGH COLLEGE in collaboration with EBLUESYS.

_____
Trainer From Ebluesys

_____
IQAC Co-ordinator

_____
Teacher-in-Charge