



CHRIST
COLLEGE (AUTONOMOUS)
IRINJALAKUDA, KERALA
Reaccredited by NAAC with 'A++' grade

Certificate **COURSE**

Office



Introduction

Christ College conducted an intensive 3-week certificate course on Microsoft Excel, PowerPoint, and Word. The course was designed to equip second year Hotel Management participants with the practical skills needed to master these essential Microsoft Office applications. With the increasing demand for digital literacy in both academic and professional settings, this program aimed to enhance the participants' efficiency in handling data, creating reports, and delivering presentations.

Course Objectives

The main objectives of the 3-week course were:

1. To provide a solid understanding of Microsoft Excel, PowerPoint, and Word.
2. To equip participants with the technical expertise required to perform tasks such as data analysis, document formatting, and presentation creation.
3. To foster the development of professional skills applicable to various industries.

Course Duration and Structure

The course was structured over three weeks, with each week dedicated to one specific Microsoft Office application. The course schedule included:

- **Week 1:** Microsoft Word
- **Week 2:** Microsoft Excel
- **Week 3:** Microsoft PowerPoint

Week 1: Microsoft Word

The first week focused on Microsoft Word, with the goal of developing proficiency in creating, editing, and formatting documents. The key topics covered included:

- **Basic Document Creation:** Formatting text, paragraphs, and using styles.
- **Working with Layouts:** Page setup, margins, and section breaks.

- **Advanced Features:** Inserting tables, images, and charts, managing long documents, and using references like tables of contents and bibliographies.
- **Collaboration Tools:** Track changes, adding comments, and sharing documents for group work.

At the end of Week 1, participants were assigned practical exercises where they created formal reports using various formatting techniques.

Week 2: Microsoft Excel

The second week was dedicated to Microsoft Excel, focusing on data management, analysis, and visualization. The main topics covered included:

- **Spreadsheet Basics:** Creating worksheets, formatting cells, and basic navigation.
- **Functions and Formulas:** Use of essential formulas such as SUM, AVERAGE, IF, and VLOOKUP.
- **Data Analysis:** Creating pivot tables, using conditional formatting, and data validation techniques.
- **Charts and Graphs:** Visual representation of data using different types of charts.
- **Advanced Features:** Introduction to macros, data automation, and solving business-related problems with Excel.

Participants were given a project to analyze a dataset and create a report including charts and insights using the techniques learned.

Week 3: Microsoft PowerPoint

The final week concentrated on Microsoft PowerPoint, with an emphasis on creating professional and engaging presentations. Key areas covered included:

- **Presentation Basics:** Creating slides, inserting text, images, and media.
- **Slide Design:** Applying themes, transitions, and animations to enhance presentations.
- **Advanced Features:** Using charts, graphs, and linking data from Excel, embedding media, and creating interactive presentations.

- **Presentation Techniques:** Learning how to use presenter view, timing slides, and tips for delivering impactful presentations.

Participants were required to prepare a final presentation on a selected topic, integrating design principles, data from Excel, and multimedia elements learned during the week.

Teaching Methodology

The course followed an interactive, hands-on approach, with a combination of:

- Instructor-led demonstrations.
- Practical assignments to reinforce learning.
- Peer collaboration exercises to enhance group productivity skills.
- Quizzes and assessments to evaluate progress at the end of each week.

Each session involved working on real-life case studies or projects, allowing participants to gain practical experience.

Assessment and Certification

At the conclusion of the course, participants were assessed through:

- **Weekly Assignments:** Each week included a practical assignment based on the specific Microsoft Office application covered.
- **Final Project:** A cumulative project where participants were required to integrate Excel, Word, and PowerPoint skills to produce a comprehensive report and presentation.
- **Certification:** Participants who completed all assignments and the final project were awarded a certificate of completion from Christ College.

Outcomes and Benefits

The 3-week certificate course successfully achieved its objectives by providing participants with:

- **Practical Skills:** Students gained hands-on experience using Microsoft Office applications, making them proficient in their use for various academic and professional tasks.

- **Increased Productivity:** The course helped participants streamline their work, making them more efficient in creating documents, analyzing data, and presenting ideas.
- **Career Advancement:** Proficiency in Excel, Word, and PowerPoint is a highly valued skill in almost every sector. This course has enhanced participants' employability by giving them an edge in the competitive job market.

Feedback from Participants

Participants expressed high satisfaction with the course, noting that the short duration, coupled with focused content, allowed them to develop strong foundational skills in a short period. Many appreciated the real-world applications and the practical, project-based approach of the course.

Conclusion

The 3 Month Certificate Course in Microsoft Excel, PowerPoint, and Word provided by Christ College was a well-organized, intensive training program that effectively imparted essential skills to participants. By the end of the course, participants had developed a working knowledge of these vital tools, enhancing their digital literacy and overall productivity. This course serves as a valuable step toward professional growth and improved workplace performance.



Office

Automation

CERTIFICATE COURSE



- MS WORD
- FUNDAMENTALS OF COMPUTER
- MS-EXCEL
- MS POWERPOINT





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CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA

Certificate Course in Office Automation

BSc Hotel Management and Catering Science

Maximum Mark : 100

Total

Time: 3Hours

- I. Create a folder named your name in D drive (3mark)
 - II. Create a document of Exact copy of the following (35mark)
-

CHRIST COLLEGE
(AUTONOMOUS), IRINJALAKUDA



Christ College was started in 1956, by the Devamatha Province of the Carmelites of Mary Immaculate (CMI), an indigenous religious congregation founded in 1831 by Saint Cyriac Elias. a religious priest and versatile genius, who envisioned education as a tool for liberation and development. Founded as per the provisions of the Indian Constitution, part III, Article 30(1) and

administered by Christ College Educational Society, (Regd. No. 137/75), this college is a minority institution, affiliated to Calicut University and re-accredited by NAAC with highest grade 'A++'. Christ College is dedicated to Jesus Christ, and has as its motto "***Jeevitha Prabha***", which means "**Light of Life**".

UG COURSES OFFERED

Sl. No	Name of Course	No of Intake
1	B.Sc. Hotel Management and Catering Science	35
2	B.Sc. Food Technology	30
3	B.Sc. Physics	32
4	B.Sc. Chemistry	32

PG COURSES OFFERED

- M.Sc. Physics
- M.Sc. Chemistry
- M. Sc. Computer Science
- M.Sc. Zoology



III. Create a spread sheet file on the following. (40 mark)

Sort in alphabetical order, calculate using Excel Tool, Express the data Using Diagrammatic Representation

Name	Mark in English - 80	Mark in French- 80	Mark in Management- 80	Total- 240	% of Mark
Arun	16	40	51		
Govind	32	45	56		
Sangamesh	55	60	61		
Jerrin	48	38	44		
Lakshmi	66	62	67		
Jaava	60	59	62		
Midhun	42	47	49		
Sumeeth	59	65	66		
Joola	72	76	73		
Humayoon	58	55	54		
Mean					

- Find out mean of marks in each subject and total
- Copy the spread sheet to other sheet in the same file and sort on the basis of highest rank
- Create a Bar diagram on the basis of percentage of mark
- Create a pi diagram on the basis of -below 55%, 55%-70%, Above 70%
- Create a line graph on the following

Average Temperature of summer in Kerala and Tamil Nadu from 2010-2018

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018
Kerala	28	27	27.6	28	28.4	29	30	32	36
Thamil Nadu	29	29.3	29.9	30	30.5	33	35	36.5	38

- IV. Create a Power Point Presentation on the basis of the information of above two Questions.
Valuation based on neatness, color sense, animation , transition and inclusion of information.
In First Slide mention your name and limit the number of slides in 15 (22mark)

DEPARTMENT OF HOTEL MANAGEMENT
CERTIFICATE COURSE IN OFFICE AUTOMATION FOR 2023-26 BATCH
SYLLABUS

Objective:

Certificate Course in **Office Automation** trains students how to use MS Office applications use in office work such as creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively. After completing the course students will capably using office automation tools.

Course Outcome

- 1) Understanding and apply M.S Office Word.
- 2) Understanding and apply M.S Office Excel.
- 3) Understanding and apply M.S Office PowerPoint tools
- 4) Understanding and apply of Google tools and internet related office application.
- 5) Understanding and apply of P.M.S software.

Module-1. MS WORD

Text Basics, Text Formatting and saving file, Working with Objects, Header & Footers, Working with bullets and numbered lists, Tables, Styles and Content, Merging Documents, Sharing and Maintaining Document, Proofing the document, Printing. Heading styles, layout tools, insert shapes, symbols, page number & borders, text box, picture tools, various word templates.

6 hrs

Module-2. MS EXCEL

Introduction to Excel, Formatting excel work book, Perform Calculations with Functions, Sort and Filter Data with Excel, Create Effective Charts to Present Data Visually, Analyze Data Using PivotTables and Pivot Charts, Protecting and Sharing the work book, Use Macros to Automate Tasks, Proofing and Printing.

6hrs

Module-3. MS POWERPOINT

Setting Up PowerPoint Environment, creating slides and applying themes, Working with bullets and numbering, Working with Objects, Hyperlinks and Action Buttons, Working with Movies

and Sounds, Using SmartArt and Tables, Animation and Slide Transition, Using slide Master, Slide show option, Proofing and Printing. 6hrs

Module-4. INTERNET TOOLS-

Internet Searching, Basic subject portals for hotel management, Study material portals, Google tools, Mail related tools. 6hrs.

Module-5. PMS SOFTWARE –

Introduction to software used in hotel industry 6hrs.

OFFICE AUTOMATION - CPCC59

**Value Added Certificate Course
(Department of Hotel Management)**

Course Coordinator Report 2023

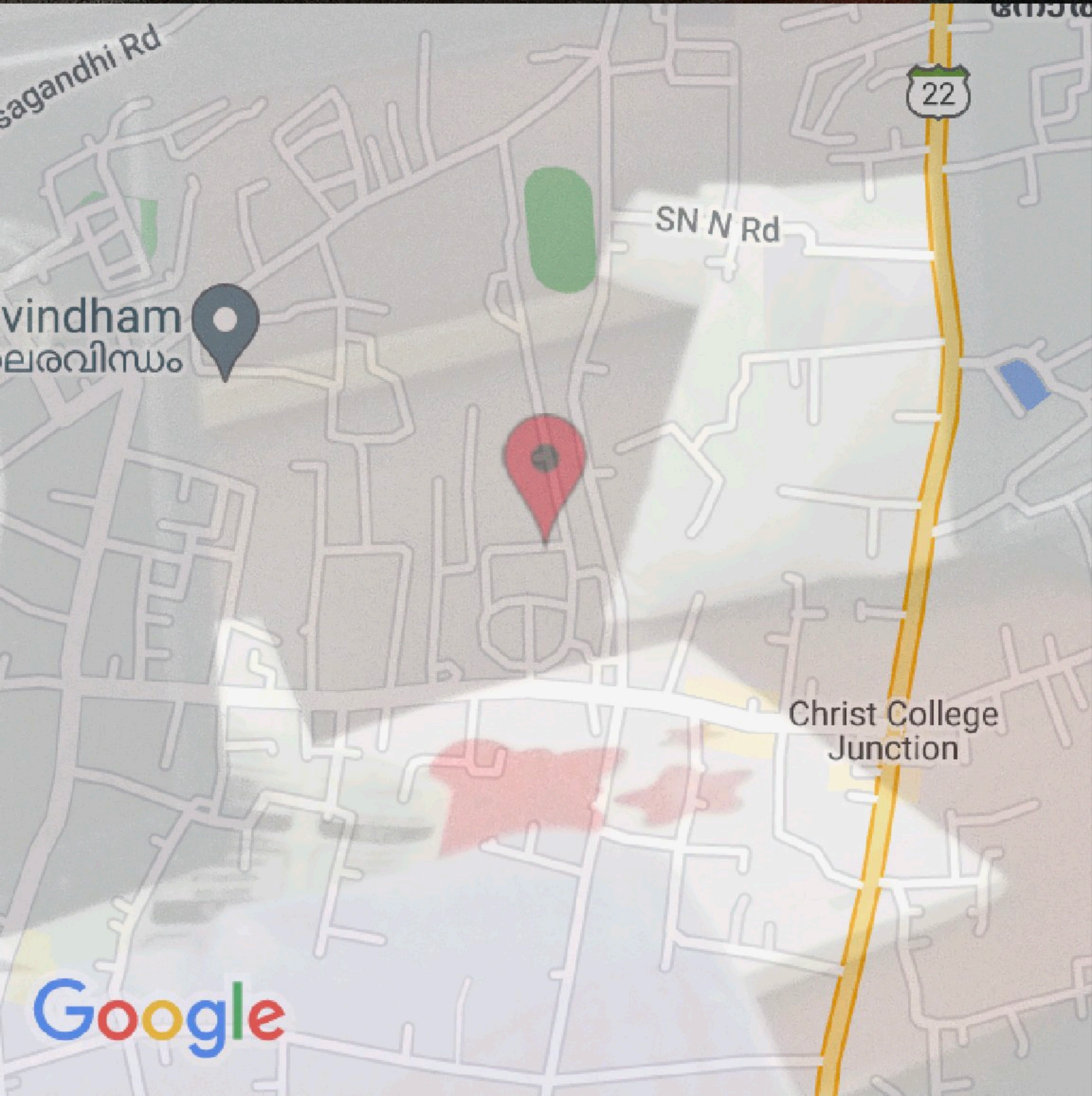
Total number of students	25
Date of the examination	16-08-2024
Total number of students who appeared the examination	25
Total number of students who passed the examination	25
Course duration	30 Hours

Student Feedback

Students are highly appreciated about the method of teaching

Most of the students are learn how to use MS office professionally

Students got aware about different software used in hotels



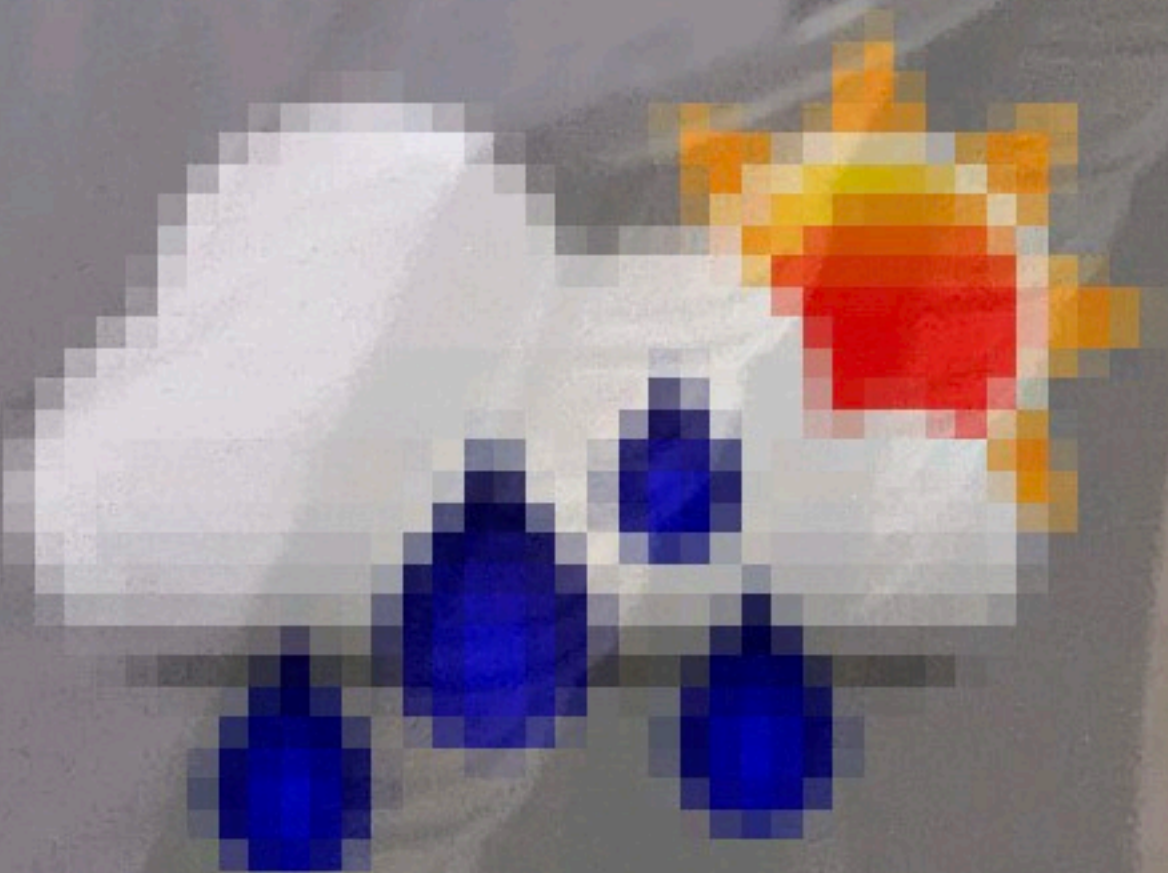
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Irinjalakuda

Kerala

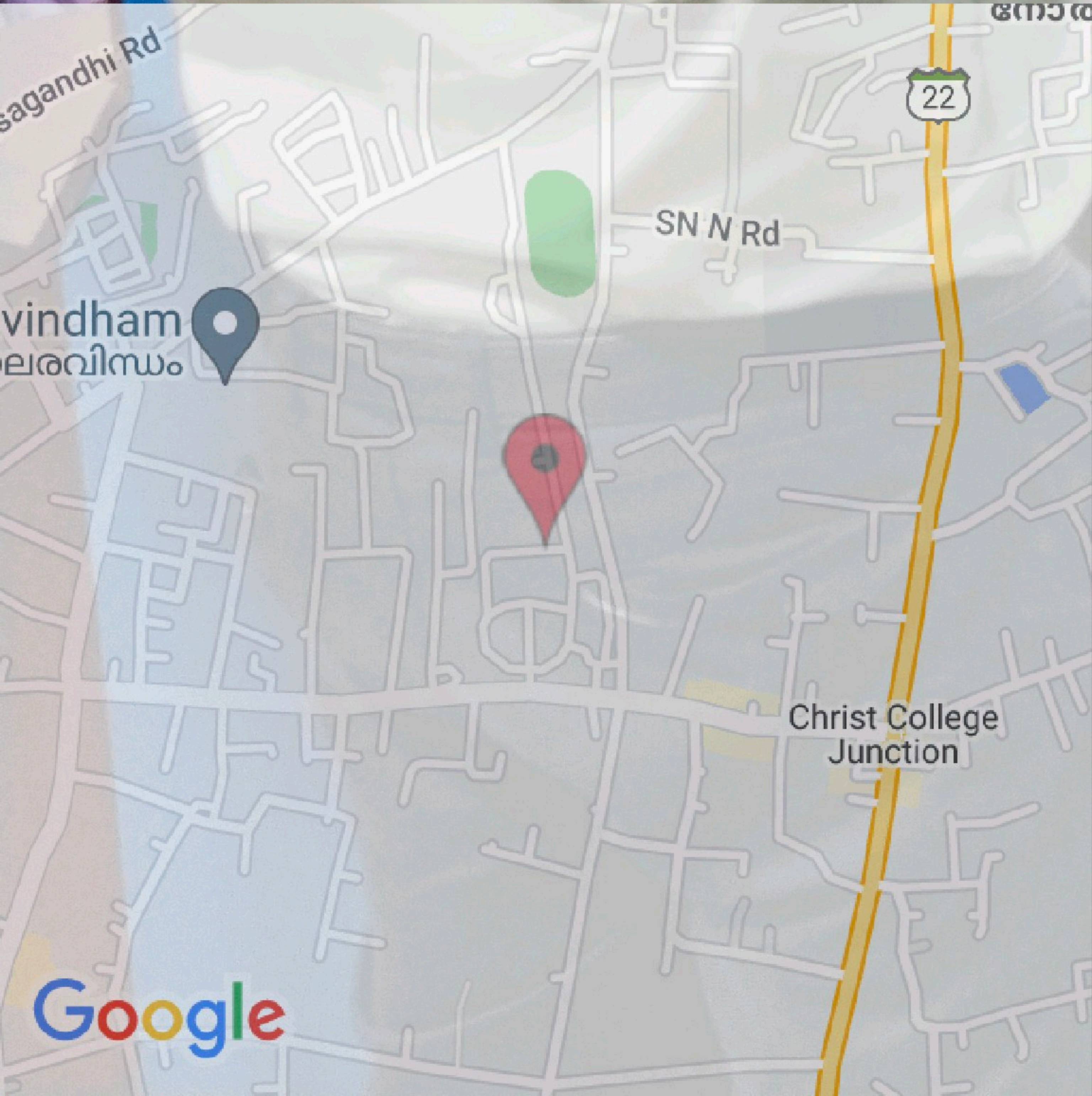
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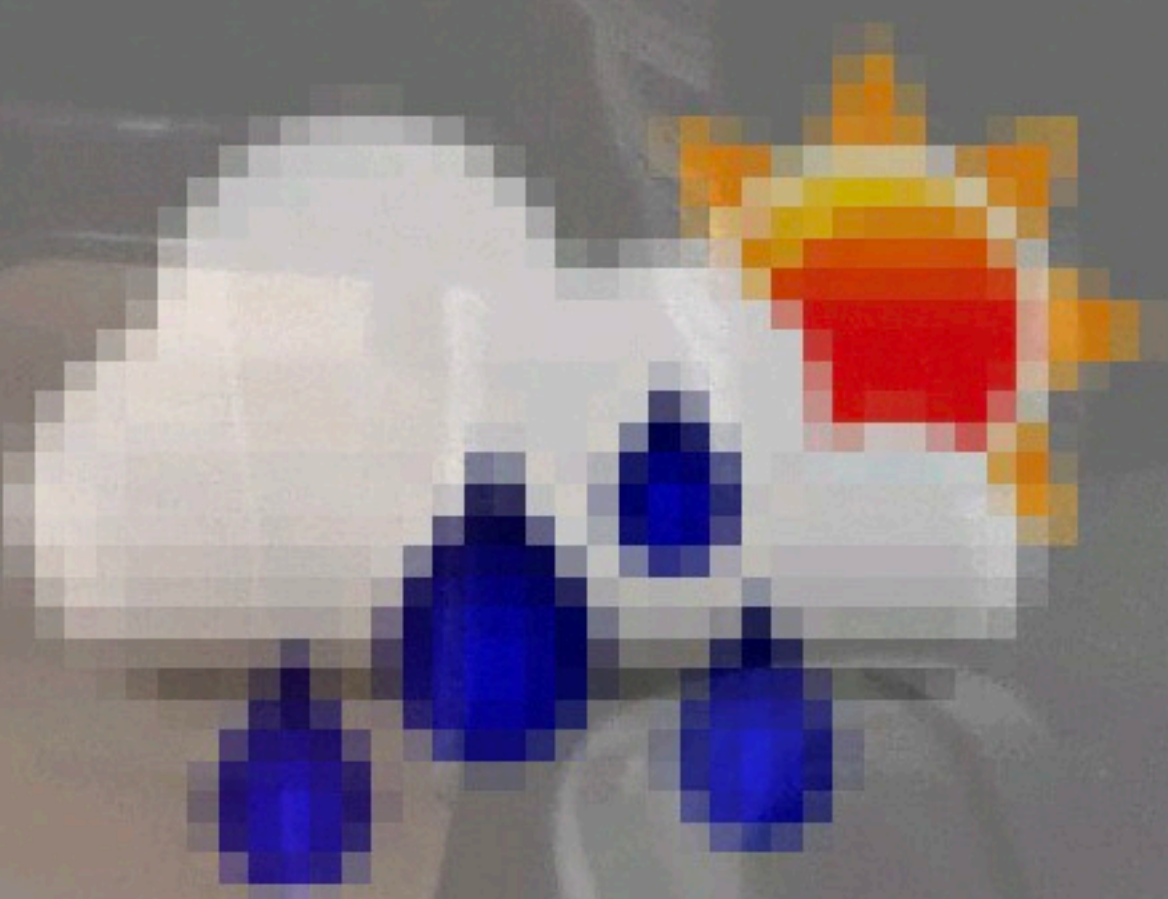
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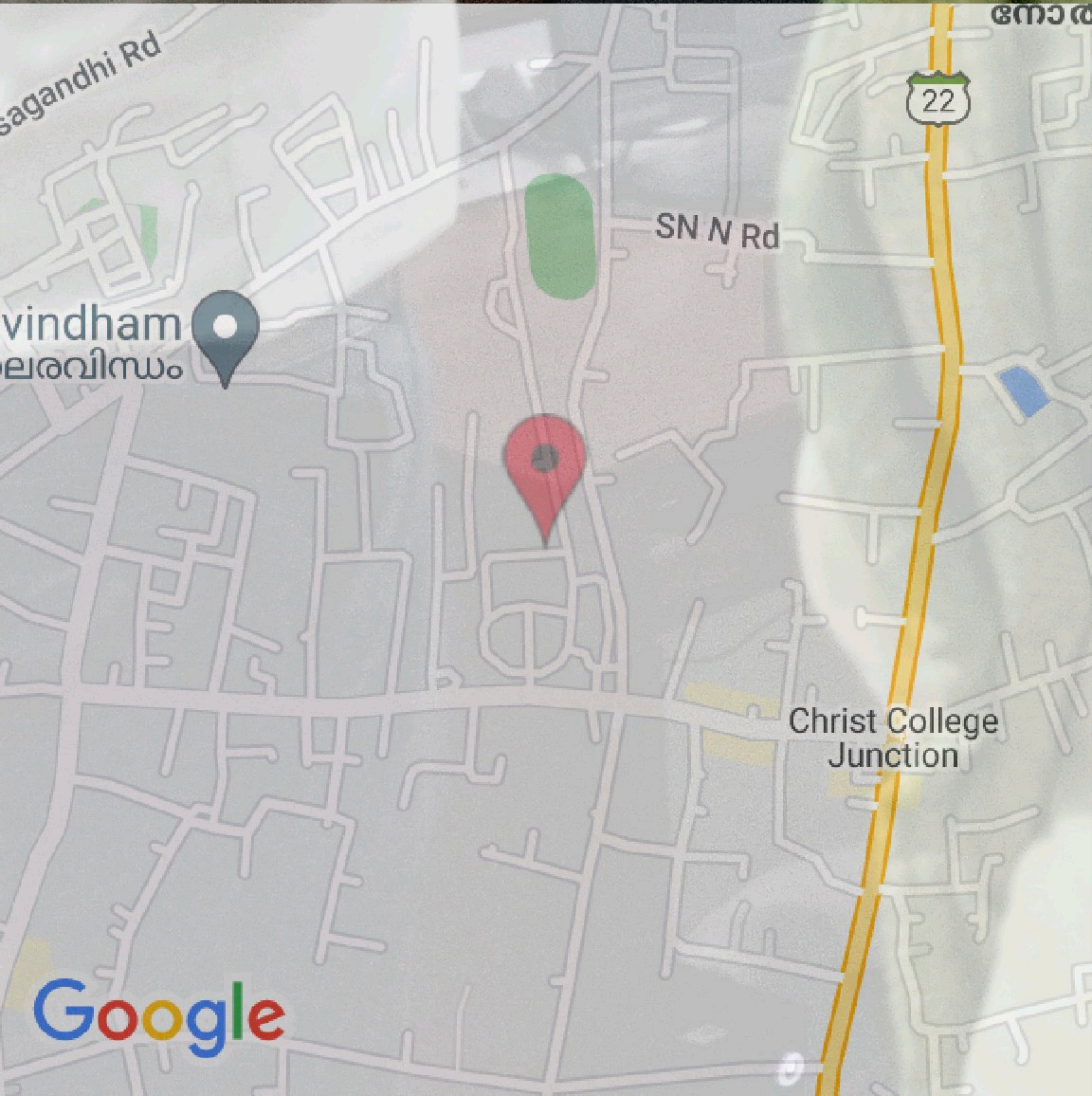
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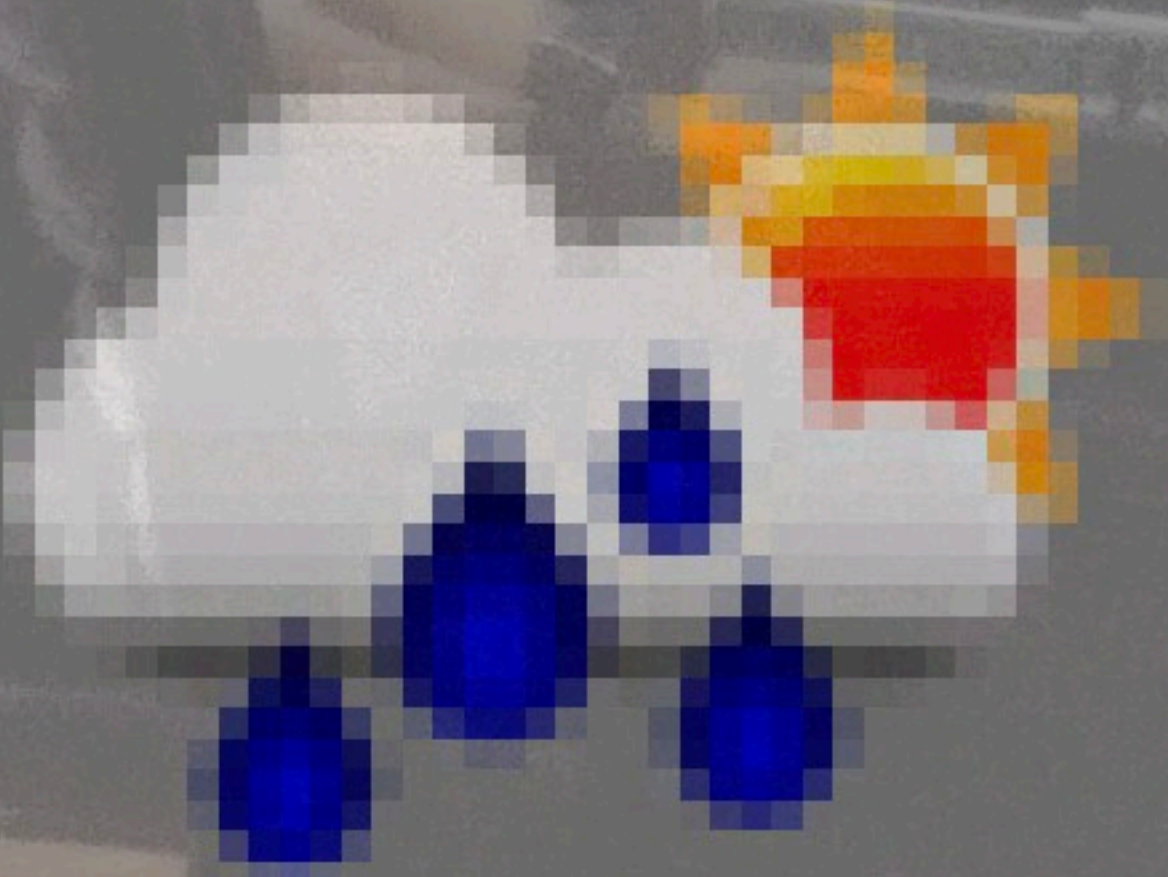
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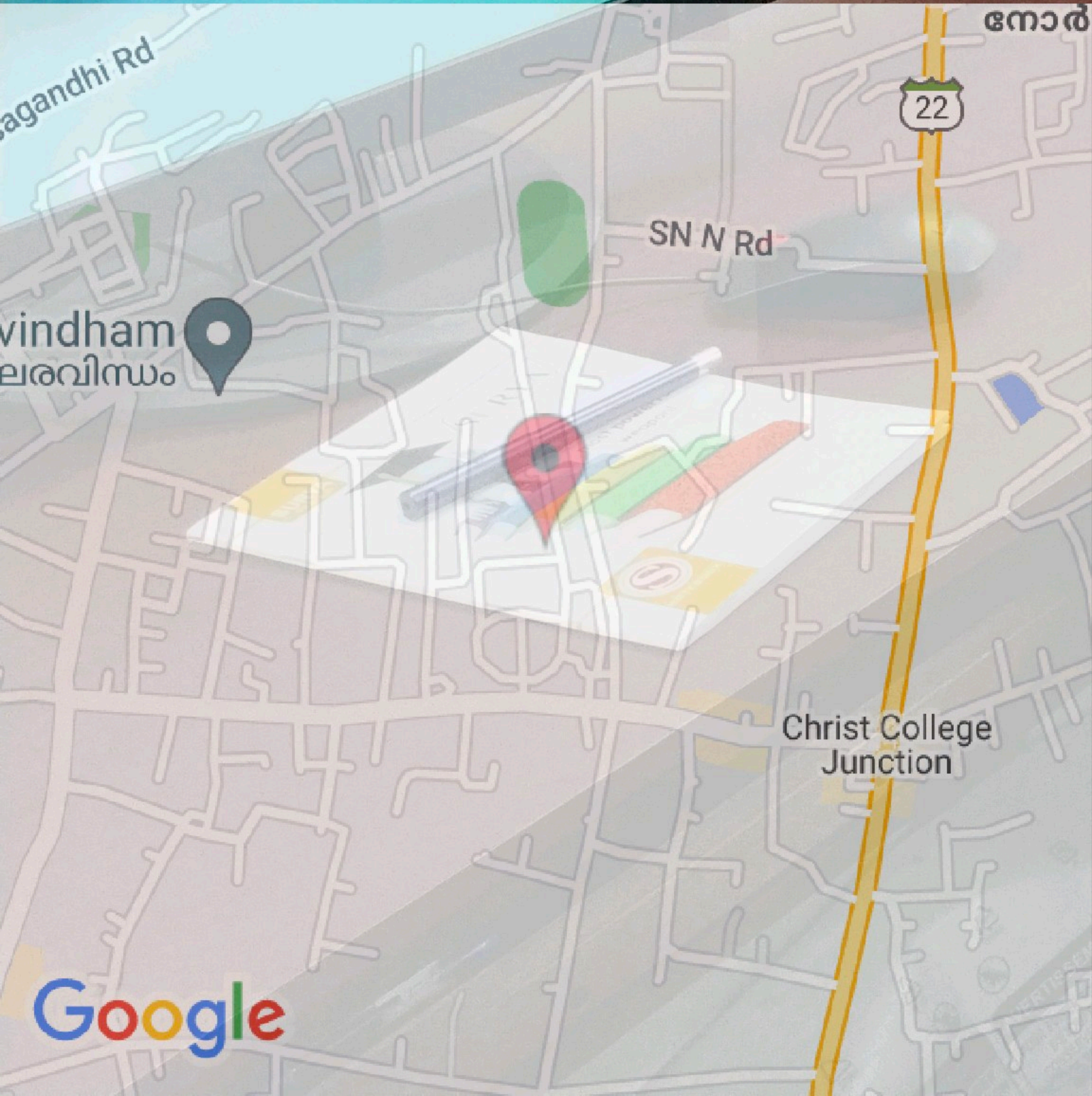
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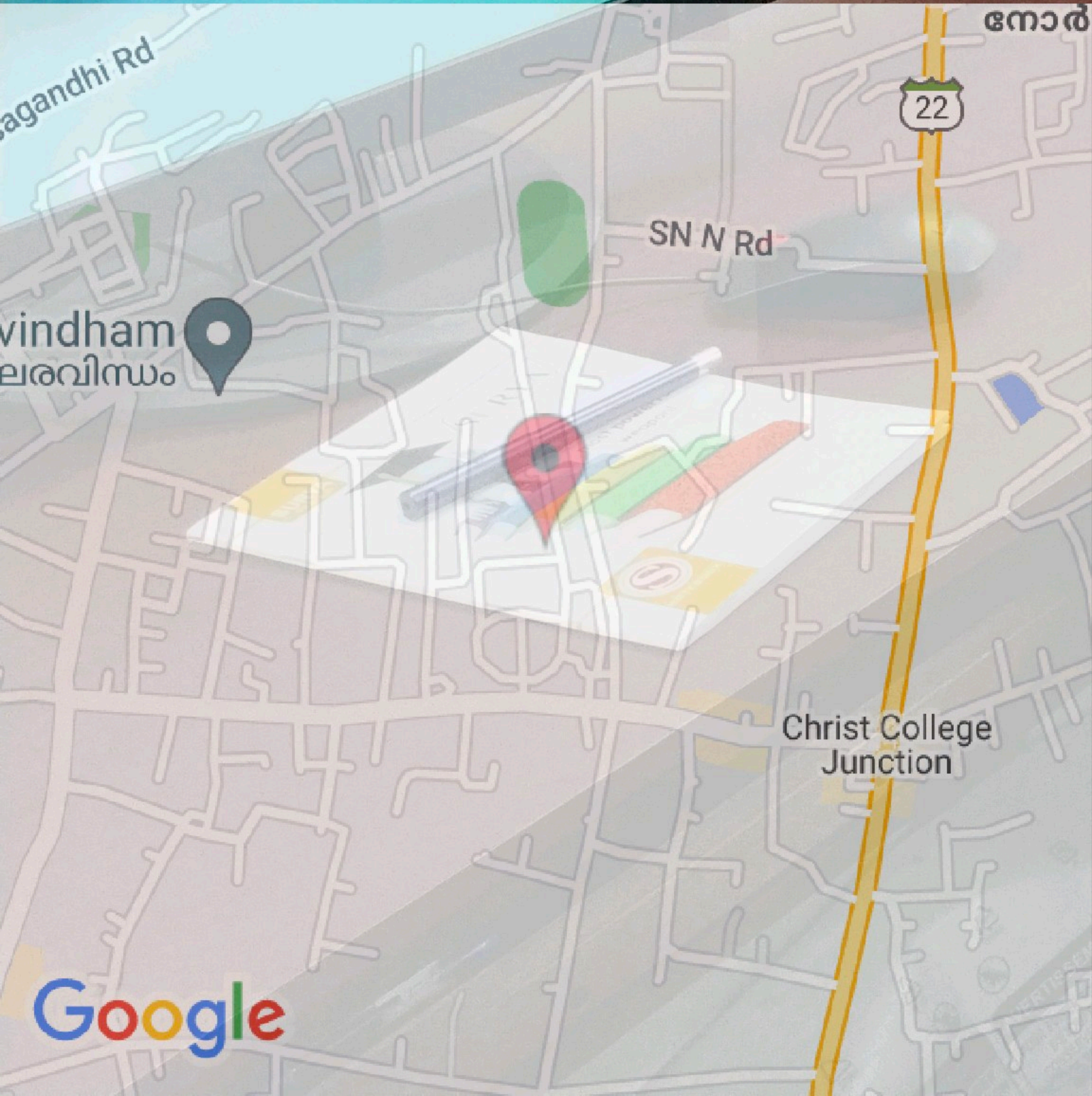
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