

ASSESSMENT PROCEDURE REPORT

1. Course Overview

- **Course Name:** Microsoft Office Specialist - Excel Associate
- **Duration:** 30 hours
- **Modules:** The course was structured into four main modules covering essential Excel skills for professional, academic, and personal data management.

2. Assessment Structure

- **Mock Tests:** Three mandatory mock tests were conducted to evaluate students' understanding and prepare them for the final certification exam.
- **Final Examination:** Students who passed the mock tests qualified for the final certification examination. This was scheduled over three days (August 3rd, 4th, and 5th, 2023).

3. Performance Metrics

- **Total Enrolled Students:** 52
- **Students Appeared for Final Exam:** 43
- **Students Cleared the Exam:** 38
- **Pass Percentage:** 88%

4. Special Recognitions

- **Top Performer:** Cerine Maria, a B.Sc. Maths student, achieved a perfect score of 1000/1000 in the final exam. She was awarded a trophy as recognition for her exceptional performance.

5. Result Summary

- Of the 52 students who joined, 9 opted not to attend the final exam.
- Out of the 43 who appeared, 38 students successfully passed, while 5 students did not meet the passing criteria.
- The high pass rate of 88% reflects effective teaching methods and thorough preparation through the mock assessments.

This assessment procedure ensures a high standard of learning and certification readiness, underscoring the program's commitment to excellence in education.



CHRIST
COLLEGE (AUTONOMOUS)
IRINJALAKUDA, KERALA

SPECIALIST LEVEL TRAINING ON MS EXCEL

CLASSES COMMENCING ON 17/6/2023
MOS - EXCEL 2019 ASSOCIATES

**CLASS TIMINGS : 2.50 PM TO 4 PM MON TO FRI TOTAL HOURS :30
HRS**

RESOURCE PERSON

Ms Sini Thomas

Assistant Professor,
Department of Computer Science
Christ Colleg(Autonomous), Irinjalakuda



REGISTER NOW



Certificate Course Report Summary (Academic Year 2023-2024)

Institution: Christ College (Autonomous), Irinjalakuda

Department: Computer Science (SF)

Course: Microsoft Office Specialist - Excel Associate

Course Code - CPCC07

Duration: 30 hours

Course Dates: June 13, 2023 – August 5, 2023

Overview:

The Microsoft Excel Certification course was conducted with the aim of enhancing essential spreadsheet skills applicable across various domains. The course covered four main modules designed to improve day-to-day Excel application knowledge and included three mandatory mock tests for students to qualify for the final certification exam.

Batch 1 Details:

- **Participants:** 52 students enrolled
 - **Student Composition:** 1 B.Sc. Maths pass-out, 34 BBA students, 10 M.Sc. CS and M.Com students, and 5 faculty members from the Computer Science Department.
- **Exam Dates:** August 3-5, 2023
- **Results:**
 - **Total Students Appeared:** 43
 - **Passed:** 38
 - **Failed:** 5
 - **Pass Percentage:** 88%

Achievements:

- **Top Scorer:** Cerine Maria from B.Sc Maths scored 1000/1000 in the certification exam and was awarded a trophy as a token of appreciation.

This batch's training was successfully completed, achieving a high pass rate and preparing participants with valuable Excel skills for professional and personal use.

Attachments:

- **Certificate Copy**

- Photos from the Course Sessions



AMALA FRANCIS

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

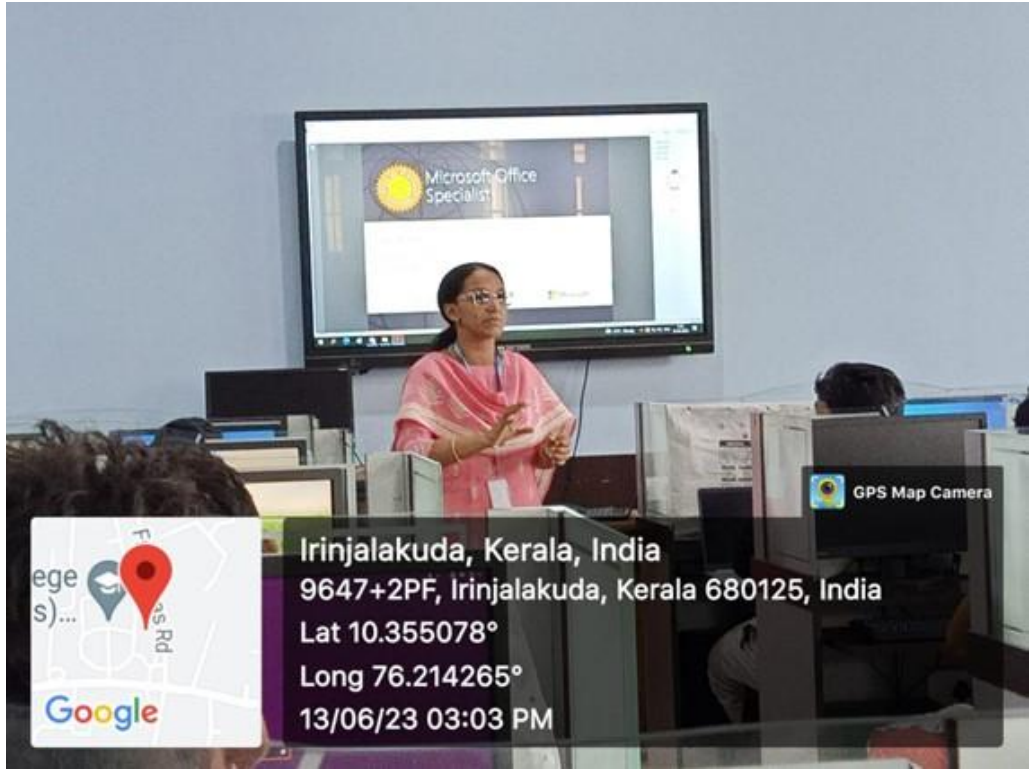
Excel 2019

Date of achievement: August 3, 2023
verify.compost.com: E2W4-Daw5


N. Subbu
Chief Executive Officer



PHOTOS



Irinjalakuda, Kerala, India
9647+2PF, Irinjalakuda, Kerala 680125, India
Lat 10.355078°
Long 76.214265°
13/06/23 03:03 PM

GPS Map Camera



Microsoft Office Specialist

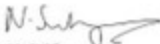
AMALA FRANCIS

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

Excel 2019

Date of achievement: August 3, 2023
url: www.microsoft.com/certification ID: 6014-Dwa5


Satya Nadella
Chief Executive Officer





Microsoft Office Specialist

RASMI P M

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

Excel 2019

Date of achievement: August 3, 2023
verify.comport.com: w00VB-480a


Satya Nadella
Chief Executive Officer



CHRIST COLLEGE (AUTONOMOUS), IRINJALAKUDA

Accredited by NAAC with 'A++' Grade, Affiliated to University of Calicut



DEPARTMENT OF COMPUTER SCIENCE(SF)

CERTIFICATE COURSE REPORT

(ACADEMIC YEAR 2023-2024)

IRINJALAKUDA NORTH P.O., THRISSUR, KERALA -680125,

Website: www.christcollegeijk.edu.in, E-mail: office@christcollegeijk.edu.in

Phone - Office (0480) 2825258, Principal: 2820005, Res: 2825384, 2828241, Fax: 2831552

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REPORT EXCEL CERTIFICATION COURSE 2023-2024

BATCH 1

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The list of students is given below:

- | | |
|---------------------|--------------------|
| 1. T H Arathi | 17. Mehanas |
| 2. Sana | 18. Ann Maria |
| 3. Devika | 19. Diyona |
| 4. Aini | 20. Nikhil |
| 5. Hamdha | 21. Livin |
| 6. Hasna | 22. Akshay |
| 7. Adhil | 23. Bhavad |
| 8. Amal Joy | 24. Arya K P |
| 9. Dino | 25. Anupama |
| 10. Midhuna | 26. Tesa |
| 11. Hiran | 27. Nehrin |
| 12. Anjana Gopinath | 28. Aswany Ramesan |
| 13. Anjana K S | 29. Mohammed Naim |
| 14. John | 30. Anto |
| 15. Samiyah | 31. Shehanas |
| 16. Sherin | 32. Thejal |

33. Cerine
34. Jeslin
35. Jismi
36. Sagar
37. Neema
38. Dona
39. Dixon
40. Unnimaya
41. Anu
42. Swathy Sudheer
43. Amala
44. Adhya Kishor
45. Alia
46. Nivadath
47. Arathy Suresh
48. Varsha Ganesh

49. Sharon C Joy
50. Soumya P S
51. Rasmi P M
52. Thoufeeq Ansari

CERTIFICATE COPY



AMALA FRANCIS

has successfully completed the requirements to be recognized as a Microsoft Office Specialist
Excel 2019 Associate

Excel 2019

Date of achievement: August 3, 2023
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Satya Nadella
Chief Executive Officer



T H Arathi

has successfully completed the requirements to be recognized as a Microsoft Office Specialist
Excel 2019 Associate

Excel 2019

Date of achievement: August 3, 2023
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Satya Nadella
Chief Executive Officer





Microsoft Office Specialist

RASMI P M

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

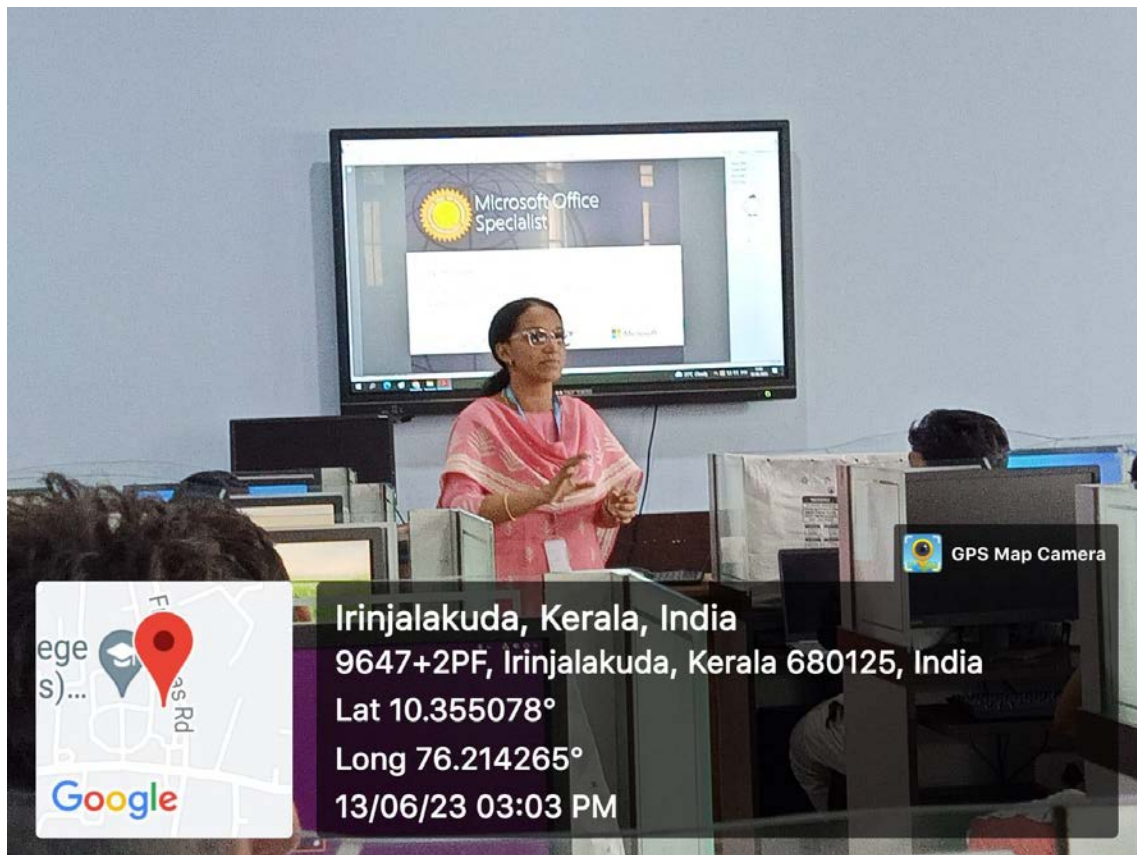
Excel 2019

Date of achievement: August 3, 2023
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Satya Nadella
Chief Executive Officer



PHOTOS



1. On the "Summer Sales" worksheet, use the data in the "Products" and "Total" columns only to create a 3 – D Pie chart. Position the new chart to the right of the second column chart.
2. On the "Summer Sales" worksheet, add the "Total" data series to the "Top Sellers" column chart.
3. On the "Summer sales" worksheet, label the vertical axis "Gross Sales" and the horizontal axis "Product" , to the second column chart.
4. On the "Summer sales" worksheet, apply style 3 and monochromatic color 2 (Monochromatic Palette 2) to the 3 D Pie chart.
5. On the "Sales by Product" worksheet, to the right of the "Sales by month" chart display a legend that identifies the data series. Do not make any other changes to the chart.
6. On the "Sales by Product" worksheet, move the "Total Sales by month chart" to its own chart sheet named "Sales by Month" .
7. On the "Sales" worksheet in "Analysis" Chart, expand the chart data range to include the rest of the rows in the sales table.
8. On the "Sales" worksheet, Resize the "New" chart and cover B13:H22 cell Ranges.
9. On the "Weekly Summary" worksheet insert a pareto chart that depicts the distribution of only the sales that occurred on Wednesday. Change the chart title to "Wednesday unit sales" .
10. In the "Expenses" worksheet add alternative text "Estimated vs Actual" to "Publicity Expenses" chart.
11. In the "Trend – L" column of "ABC" worksheet inserts a Line sparkline in each cell that will show a trend from January through June.

12. On the "Inbound Calls" worksheet, modify the "St. Louis Sales By Product" charts to show products on the horizontal axis and months as Legend series.

OR

Swap the Axis Data of the "St. Louis Sales By Product" Chart.

OR

Switch Row/Column of "St. Louis Sales By Product" Chart.

13. On the "Demographics" worksheet, create a 3-D Clustered Column chart that shows the total donations by age group. Age group should be listed from youngest to the oldest on the horizontal axis. Change the chart title to "Donations By Age Group".
14. On the "Name" worksheet, in the "State Code by Amount" Column chart, Display the Error Bar with Standard Error.
15. On the "Name" worksheet, in the "City by Amount" chart, display the data labels in Data Callout Format.
16. On the "Category Sales" Worksheet, in the "Quarter wise Sales of Marble" Funnel chart, Change the chart style to style 8.
17. On the "Category Sales" Worksheet, in "Category Quarter 4 Sales" Column chart, display the Data Table with No Legend Key.

ASSESSMENT PROCEDURE REPORT

1. Course Overview

- **Course Name:** Microsoft Office Specialist - Excel Associate
- **Duration:** 30 hours
- **Modules:** The course consisted of four main modules that covered essential Excel skills and application methods for various professional and academic tasks.

2. Assessment Structure

- **Mock Tests:** Each student was required to take three mock tests. These were designed to gauge their comprehension and preparedness, qualifying them for the final certification exam.
- **Final Examination:** The certification exam was conducted on September 7th and 8th, 2023, marking the completion of the course for the second batch of the academic year.

3. Performance Metrics

- **Total Enrolled Students:** 51
- **Students Appeared for Final Exam:** 51
- **Students Cleared the Exam:** 49
- **Pass Percentage:** 96%

4. Special Recognitions

- **Top Performers:** Two students, Anaswara Dileep (B.Sc. Maths) and Blessy K Biju (B.Sc. Zoology), achieved a perfect score of 1000/1000 in the final examination. Both were awarded trophies in recognition of their outstanding achievement.

5. Result Summary

- Of the 51 students who attended the course, 49 students successfully passed, while 2 students did not meet the passing criteria.
- The course achieved a high pass rate of 96%, which reflects the effectiveness of the instructional methods and the students' commitment.

The structured assessment procedures contributed to high pass rates, underscoring the quality and success of this certification course.



Microsoft Office Specialist

BENCY PAUL KANAMKUDAM

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

Excel 2019

Date of achievement: September 8, 2023
www.startpoint.com ET02-Dwo5


Satya Nadella
Chief Executive Officer



Microsoft



Microsoft Office Specialist


BLESSY K BIJU

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

Excel 2019

Date of Achievement: September 7, 2023
www.microsoft.com #Te8-u7um


Satya Nadella
Chief Executive Officer



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REPORT EXCEL CERTIFICATION COURSE 2023-2024

Microsoft Excel is one of the most important because of the key role it plays in many sectors. It is the most used spreadsheet program in many business activities, classwork and even personal data organization. Our second batch on Excel Certification for the academic year 2023-2024 started on August 16th, 2023. The name of the certificate course offered is **Microsoft Office Specialist- Excel Associate**. The time duration of the course is 30 hours. The course consists of main four modules that includes various vital application methods.

Our batch was meant exclusively for final year students that had a total of 51 students including 3 non-teaching staffs, PG students and final year students of BSc Physics, BCP, BCA, BA Malayalam, BSc Maths. Fortunately, 49 students qualified the certificate course exam. The course was completed on time. All the students must attend three mock tests that marks their eligibility for attending the final certification examination. The final exam of the certification course was scheduled on September 7th and 8th, 2023. Two students-one from BSc Maths, Anaswara Dileep and other from BSc Zoology, Blessy K Biju scored 1000/1000 in the main exam and was awarded trophy as a token of appreciation. All the students appeared for the certificate course examination. The course for this batch winded up with a pass percentage of 96%.

The list of students is given below:

1. Sreepriya
2. Aingel Roy
3. Christo Shajan
4. Zion P B
5. Arwin Pauly
6. Nandhakishor R
7. Ashwin Sivadas
8. Joyal V P
9. Godson Joy
10. Edvin Leo
11. Ajna Anto
12. Krishna Girish
13. Anurose
14. Anaswara Dileep
15. Anoushka M S
16. Anagha P S
17. Chris Sabu
18. Joseph Joy
19. Saleel S
20. Nithin Vijay
21. Siya Santosh
22. Nandana Vinod
23. Sneha Stephen
24. Austin Francis

25. Sivanandhana
26. Vysakh P V
27. Bency Paul
28. Neethy C Johny
29. Nandana Unnirajan
30. Anjali T J
31. Anjali M S
32. Sandra K Shaju
33. Chandana Janardhanan
34. Blessy K Biju
35. Anjima Jose
36. Nandana S
37. Anjima N C
38. Keerthana K
39. Anagha V R
40. Anagha S
41. Karthik P Marar
42. Abhishek Prakasan
43. Abhinav Suresh
44. Naipunya P M
45. Fayas Shaji
46. Krishnapriya K
47. Revathi Rajesh
48. Abhisikth Joshy
49. Aswin Kuruvath Jayan
50. Shamnas
51. Adhithyan T J

CERTIFICATE COPY



BENCY PAUL KANAMKUDAM

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

Excel 2019

Date of achievement: September 8, 2023
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Satya Nadella
Chief Executive Officer



BLESSY K BIJU

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

Excel 2019

Date of achievement: September 7, 2023
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Satya Nadella
Chief Executive Officer





Karthik P Marar

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

Excel 2019

Date of achievement: September 5, 2023
verify.cert@portl.com H472-XM8s


Satya Nadella
Chief Executive Officer



1. On the "Summer Sales" worksheet, use the data in the "Products" and "Total" columns only to create a 3 – D Pie chart. Position the new chart to the right of the second column chart.
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Summary Report: Excel Certification Course 2023-2024 - Batch 2

Course Overview

- **Course Name:** Microsoft Office Specialist - Excel Associate
- **Course Code** - CPCC07
- **Duration:** 30 hours
- **Start Date:** August 16, 2023
- **Final Exam Dates:** September 7-8, 2023
- **Participants:** 51 students (including PG students, final-year students from various departments, and 3 non-teaching staff)

Curriculum Highlights The course was divided into four main modules, covering essential Excel skills and practical application methods for various professional and academic tasks.

Assessment Process

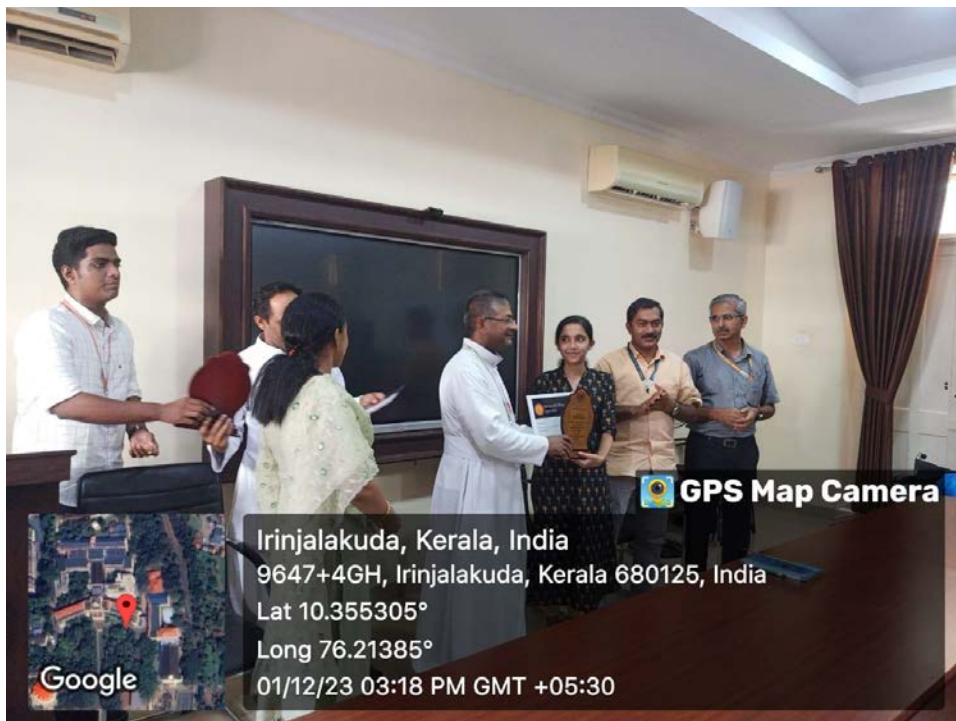
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- **Final Examination:** Students had to pass the mock tests to qualify for the final certification exam.

Results

- **Total Students Appeared:** 51
- **Students Passed:** 49
- **Top Performers:**
 - *Anaswara Dileep* (BSc Maths) and *Blessy K Biju* (BSc Zoology) achieved perfect scores of 1000/1000 and were awarded trophies.
- **Pass Percentage:** 96%

Conclusion The course was successfully completed with a high pass rate of 96%, highlighting effective instruction and thorough preparation.

PHOTOS







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COLLEGE (AUTONOMOUS)
IRINJALAKUDA, KERALA

SPECIALIST LEVEL TRAINING ON MS EXCEL

CLASSES COMMENCING ON 17/6/2023
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DEPARTMENT OF COMPUTER SCIENCE(SF)

CERTIFICATE COURSE REPORT

(ACADEMIC YEAR 2023-2024)

IRINJALAKUDA NORTH P.O., THRISSUR, KERALA -680125,

Website: www.christcollegeijk.edu.in, E-mail: office@christcollegeijk.edu.in

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| 13. Anjana K S | 29. Mohammed Naim |
| 14. John | 30. Anto |
| 15. Samiyah | 31. Shehanas |
| 16. Sherin | 32. Thejal |

33. Cerine
34. Jeslin
35. Jismi
36. Sagar
37. Neema
38. Dona
39. Dixon
40. Unnimaya
41. Anu
42. Swathy Sudheer
43. Amala
44. Adhya Kishor
45. Alia
46. Nivadath
47. Arathy Suresh
48. Varsha Ganesh

49. Sharon C Joy
50. Soumya P S
51. Rasmi P M
52. Thoufееq Ansari

CERTIFICATE COPY



AMALA FRANCIS

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Excel 2019 Associate

Excel 2019

Date of achievement: August 3, 2023
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Satya Nadella
Chief Executive Officer



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Satya Nadella
Chief Executive Officer





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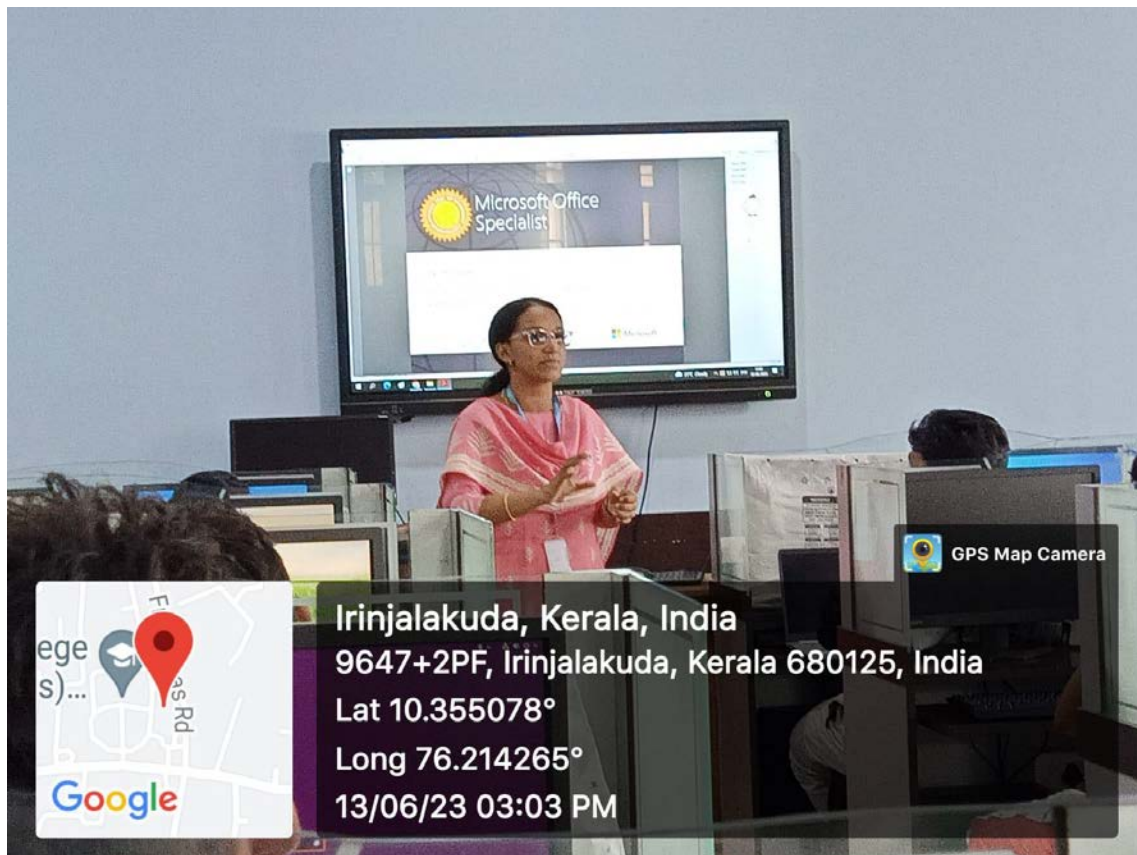
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Satya Nadella
Chief Executive Officer



PHOTOS



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Department: Computer Science (SF)

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 - **Student Composition:** 1 B.Sc. Maths pass-out, 34 BBA students, 10 M.Sc. CS and M.Com students, and 5 faculty members from the Computer Science Department.
- **Exam Dates:** August 3-5, 2023
- **Results:**
 - **Total Students Appeared:** 43
 - **Passed:** 38
 - **Failed:** 5
 - **Pass Percentage:** 88%

Achievements:

- **Top Scorer:** Cerine Maria from B.Sc Maths scored 1000/1000 in the certification exam and was awarded a trophy as a token of appreciation.

This batch's training was successfully completed, achieving a high pass rate and preparing participants with valuable Excel skills for professional and personal use.

Attachments:

- **Certificate Copy**

- Photos from the Course Sessions



AMALA FRANCIS

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

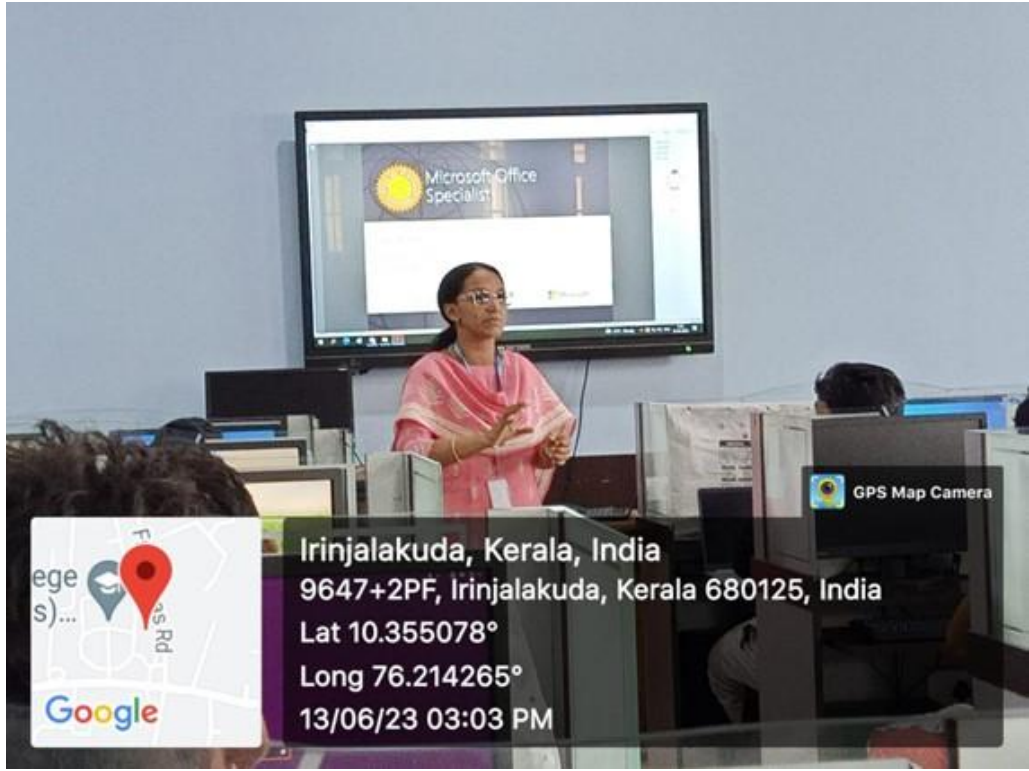
Excel 2019

Date of achievement: August 3, 2023
verify.compost.com: E2W4-Daw5


N. Subbu
Chief Executive Officer



PHOTOS



Irinjalakuda, Kerala, India
9647+2PF, Irinjalakuda, Kerala 680125, India
Lat 10.355078°
Long 76.214265°
13/06/23 03:03 PM

GPS Map Camera

ASSESSMENT PROCEDURE REPORT

1. Course Overview

- **Course Name:** Microsoft Office Specialist - Excel Associate
- **Duration:** 30 hours
- **Modules:** The course was structured into four main modules covering essential Excel skills for professional, academic, and personal data management.

2. Assessment Structure

- **Mock Tests:** Three mandatory mock tests were conducted to evaluate students' understanding and prepare them for the final certification exam.
- **Final Examination:** Students who passed the mock tests qualified for the final certification examination. This was scheduled over three days (August 3rd, 4th, and 5th, 2023).

3. Performance Metrics

- **Total Enrolled Students:** 52
- **Students Appeared for Final Exam:** 43
- **Students Cleared the Exam:** 38
- **Pass Percentage:** 88%

4. Special Recognitions

- **Top Performer:** Cerine Maria, a B.Sc. Maths student, achieved a perfect score of 1000/1000 in the final exam. She was awarded a trophy as recognition for her exceptional performance.

5. Result Summary

- Of the 52 students who joined, 9 opted not to attend the final exam.
- Out of the 43 who appeared, 38 students successfully passed, while 5 students did not meet the passing criteria.
- The high pass rate of 88% reflects effective teaching methods and thorough preparation through the mock assessments.

This assessment procedure ensures a high standard of learning and certification readiness, underscoring the program's commitment to excellence in education.



Microsoft Office Specialist

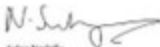
AMALA FRANCIS

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Excel 2019 Associate

Excel 2019

Date of achievement: August 3, 2023
url: www.microsoft.com/certification ID: 6014-Dwa5


Satya Nadella
Chief Executive Officer





Microsoft Office Specialist

RASMI P M

has successfully completed the requirements to be recognized as a Microsoft Office Specialist

Excel 2019 Associate

Excel 2019

Date of achievement: August 3, 2023
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Satya Nadella
Chief Executive Officer

