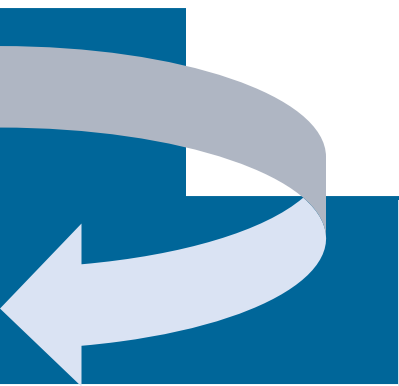




Microsoft Excel Certificate Course

Report Summary (Academic Year 2023-2024)



BATCH- 1

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
 - o 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:
 - o Total Students Appeared: 43
 - o Passed: 38
 - o Failed: 5

- 
- o 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.

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

- Mock Tests: Three mandatory mock tests were conducted to gauge students' understanding and prepare them for the final certification exam.

- 
- 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.


BATCH- 3

Course Overview

- Course Name: Microsoft Office Specialist - Excel Associate
- Course Code - CPCC07
- Start Date: January 10th, 2023
- Duration: 30 hours
- Modules: The course consisted of four main modules covering key Excel application methods useful in professional, academic, and personal contexts.

Batch Details

- Total Enrolled Students: 53

- 
- Students Appeared for Final Exam: 52
 - Students Cleared the Exam: 48
 - Pass Percentage: 92%

Highlights

- **Top Performer:** Dinu Sreekumar, a first-year B.Sc. Computer Science student, achieved a perfect score of 1000/1000 in the final exam and was awarded a trophy in recognition of their accomplishment.
- **Completion and Assessment:** The course was completed on schedule, with all students required to take three mock tests, which determined their eligibility for the final certification exam held on March 1st, 5th, and 6th, 2024.

Results Summary

- Out of the 52 students who attended the final exam, 48 successfully passed, while 4 students did not meet the passing criteria.
- The high pass rate of 92% demonstrates effective course delivery and student engagement.

Recommendations

- To further support students, additional review sessions could be considered, especially for students who need extra assistance with specific modules.

This batch's success reflects strong student dedication and a robust curriculum, ensuring that participants are well-prepared to utilize Microsoft Excel in diverse settings.





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

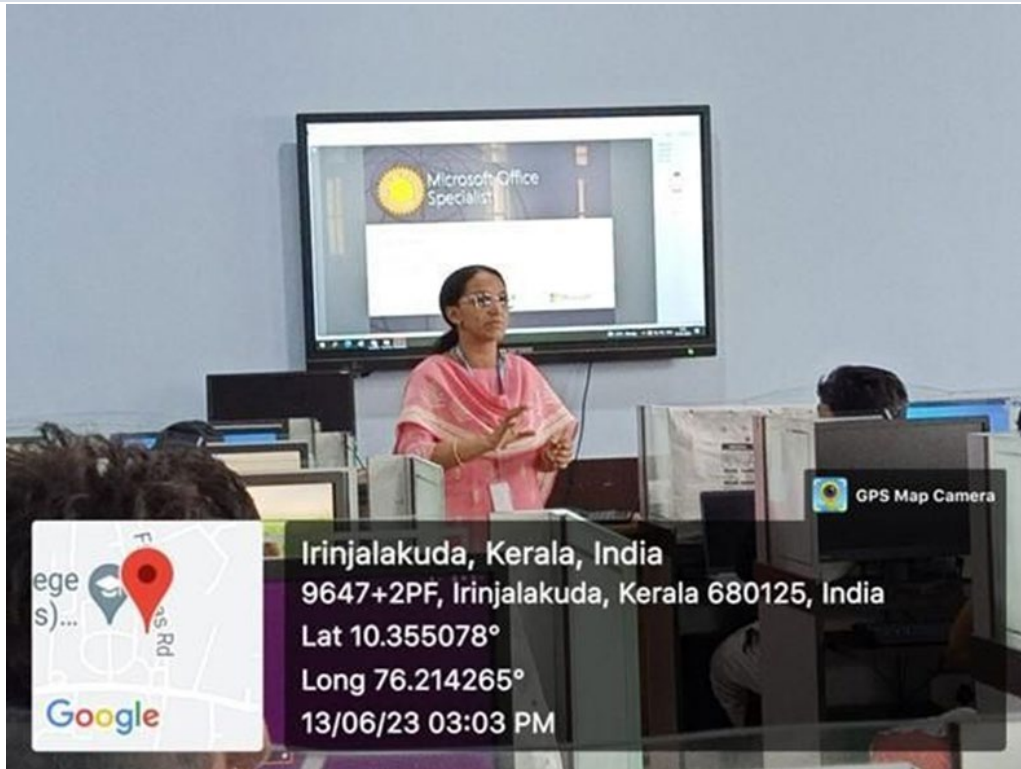
Ms Sini Thomas

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



REGISTER NOW





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
 www.microsoft.com: 8294-2465

N. Subbu
 N. Subbu
 Chief Executive Officer



