



MES ASMABI COLLEGE P VEMBALLUR

DEPARTMENT OF COMMERCE AND MANAGEMENT

AS23OAT CERTIFICATE COURSE IN OFFICE AUTOMATION TOOLS

ACADEMIC YEAR: 2023-24

Department: PG DEPARTMENT OF COMMERCE AND MANAGEMENT

Name of the course: CERTIFICATE COURSE IN OFFICE AUTOMATION TOOLS

COURSE CODE: AS23OAT

Coordinator: DALIYA K M

Head of the department: Ramisha K C

Maximum no. of students: 90

No of students : 67

Duration: 30 hour

Level of students : UG

Coordinator

Daliya
DALIYA K M



HOD

Ramisha K C
Dr. RAMISHA K C

Reenambal
Principal in Charge
M.E.S Asmabi College
P. Vemballur

Dr. Ramisha K C
Assistant professor
P. G Department of Commerce and
Management studies
M.E.S Asmabi College, P. Vemballur

MES Asmabi College P Vemballur
Department of commerce and management studies
Certificate Course in Office Automation Tools
Course Code:AS23OAT
List of students Enrolled

Sl No	Name of the student	Class	Signature
1	ARDRA P G	I B.Com C A	
2	AYSHA NITHA P A	I B.Com C A	
3	FARHANA MI	I B.Com C A	
4	ANANYAKRISHNA S J	II BBA	
5	ANGEL K N	II BBA	
6	ASNA ASEEF	II BBA	
7	ASWANI P T	II BBA	
8	NAHLAH KABEER	II BBA	
9	NAJIYA SAKKEER HUSSAIN	II BBA	
10	PRAVEENA	II BBA	
11	SAFANA	II BBA	
12	AMAL T U	II B A Economics	
13	ANSIYA	II B A Economics	
14	FATHIMA NASARIN K A	II B A Economics	
15	FATHIMMA NIDA T K	II B A Economics	
16	HUSNUL FASILA	II B A Economics	
17	RAHEELA P R	II B A Economics	
18	ROUFILA RASAK K A	II B A Economics	
19	SAFARIN C F	II B A Economics	
20	SHABANA E S	II B A Economics	
21	SURUMI K M	II B A Economics	
22	AISWARYA RAMADAS	II B A Economics	
23	FATHIMA NASRIN C N	II B A Economics	
24	MEGHA ANILKUMAR	II B A Economics	
25	MISNA E Y	II B A Economics	
26	NAYANA K M	II B A Economics	
27	HANAZAINAB E	II BSC Aquaculture	
28	KRISHNAPRIYA K S	II BSC Aquaculture	
29	MUHSINA MUSTHAFA	II BSC Aquaculture	
30	AJZAL KOZHIKATTIL AFSAL	I B.Com C A	
31	AKASH A B	I B.Com C A	
32	AMEER SUHAIL A S	I B.Com C A	
33	ATHUL KRISHNA M U	I B.Com C A	
34	FAHAD KABEER	I B.Com C A	
35	AMEEN JIMSHAR	II BBA	
36	ANANDHASAGAR A U	II BBA	
37	ARUN KRISHNA A S	II BBA	
38	ASMAL ASHEER	II BBA	
39	BINNYAMIN V A	II BBA	

40	FARDHINSHAN V S	II BBA	Fardhishan
41	FARHAN M U	II BBA	Farhan
42	JJO K SUDHAN	II BBA	Jjo
43	K I MUHAMMAD AHSAN	II BBA	Ahsan
44	MOHAMED NISAL P M	II BBA	Nisal
45	MOHAMMED ANFAS A K	II BBA	Anfas
46	MUHAMMED RAZEEM V A	II BBA	Razeem
47	MUSAVVIR V S	II BBA	Musavvir
48	NAVEEN C S	II BBA	Naveen
49	NAZIL V N	II BBA	Nazil
50	RITHIN GIRI	II BBA	Rithin
51	NIYAS P R	II B A Economics	Niyas
52	SALMANUL FARIS R A	II B A Economics	Salman
53	SAYYID MOHAMED SHIYAF MC	II B A Economics	Shiyaf
54	AMALNAD P D	II B A Economics	Amalnad
55	ASMIL MUHAMMED	II B A Economics	Asmil
56	ABDU RAHMAN ELLATH	II BSC Aquaculture	Abdur
57	AL AMEEN N	II BSC Aquaculture	Alameen
58	V M MUHAMMED SHUAIB	II BSC Aquaculture	Shuaib
59	ALWIN RISON	II BSC Aquaculture	Alwin
60	ATHULKRISHNA I P	II BSC Aquaculture	Athulkrishna
61	P M SIVA NANDAN	II BSC Aquaculture	Siva
62	PRINCE KP	II BSC Aquaculture	Prince
63	ADITHYAN A S	II BSC Aquaculture	Adithyan
64	ADITHYAN ANILKUMAR	II BSC Aquaculture	Adithyan
65	AKASH K S	II BSC Aquaculture	Akash
66	AKHIL KRISHNA P H	II BSC Aquaculture	Akhil
67	ANANTHA KRISHNAN K P	II BSC Aquaculture	Anantha

Coordinator

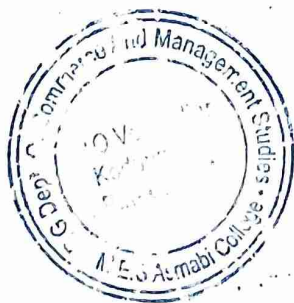
~~Daliya~~
DALIYA.K.M

HOD

~~Ramisha~~
Dr. RAMISHA.K.C

~~Reenamma~~
Principal

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POST GRADUATE DEPARTMENT OF COMMERCE


CERTIFICATE COURSE ON OFFICE AUTOMATION TOOLS


MES ASMABI COLLEGE, P. VEMBALLUR

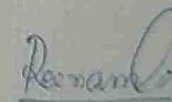


This is to certify that Mr/Ms. Ardra P G, I.B.COM.CA has completed the certificate course Office Automation Tools conducted by Department of Commerce, MES Asmabi College, P Vemballur, Kodungallur during the academic year 2023-24 He/She has secured A grade.

P Vemballur
31/03/2024


DALIYA K M
Coordinator


RAMISHA K C
HoD


Principal

MES ASMABI COLLEGE P VEMBALLUR
PG DEPARTMENT OF COMMERCE AND MANAGEMENT
AS23OAT CERTIFICATE COURSE IN OFFICE AUTOMATION TOOLS
ACADEMIC YEAR:2023-24

CURRICULAM AND EVALUATION PROCEDURE

COURSE CODE: AS23OAT

Coordinator: DALIYA K M

daliyakm22@gmail.com

Head of the department :Ramisha K C

Maximum no. of students:90

Level of students : UG

Teaching Methodology : off line class

Teaching Aids : ppt, pdf

CURRICULUM

Objectives

- 1.To understand the basic concepts of Office Automation Tools**
- 2. To provide necessary skill to acquire career opportunities in Office automation**

SYLLABUS

Module 1: Introduction to Office Automation Tools - Definition and importance of office automation tools- Evolution and trends in office automation - Overview of Microsoft Word, Excel, PowerPoint, Outlook - Basic features and functionalities- Introduction to Google Docs, Sheets, Slides, Gmail - Cloud-based collaboration and productivity tools - Basic Skills in Document Management- Creating, saving, and managing documents, spreadsheets, presentations

Module 2: Advanced Features and Automation Techniques - Advanced Microsoft Word - Formatting techniques (styles, themes, templates) - Mail merge and document automation - Advanced Microsoft Excel - Data analysis tools (pivot tables, formulas, functions) - Charts and graphs for data visualization - Advanced Microsoft PowerPoint - Design principles for effective presentations - Animation and multimedia integration.

Module 3: Special Topics in Office Automation - Digital Communication Tools - Effective use of email, instant messaging, and video conferencing tools - Managing online meetings and remote collaboration- Protecting documents with passwords and encryption - **Integration and Customization** - Connecting office automation tools with CRM and other business systems - Customizing templates and workflows for specific business needs

DALIYA.K.M
Daliya
Co-ordinator



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MES ASMABI COLLEGE P VEMBALLUR

PG DEPARTMENT OF COMMERCE AND MANAGEMENT

AS23OAT CERTIFICATE COURSE IN OFFICE AUTOMATION TOOLS

Answer all questions each carries 2 marks

Max.marks 30

Multiple Choice Questions

1. Which of the following is NOT a component of Microsoft Office Suite?

A) Excel B) PhotoshopC) PowerPointD) Outlook

2. What is the primary advantage of using cloud-based office tools like Google Workspace?

A) Offline access to documentsB) Compatibility with older operating systemsC) Real-time collaboration D) Advanced animation features

3. Which feature of Microsoft Excel allows users to summarize and analyse large datasets?

A) TemplatesB) FormulasC) Themes D) Animation

4. Which tool is used for creating and editing text-based documents in Google Workspace?

A) Google SheetsB) Google SlidesC) Google DocsD) Google Forms

5. What is the purpose of mail merge in Microsoft Word?

A) Sending personalized emailsB) Creating customized reportsC) Automating document creation with personalized data D) Sorting and filtering data

6. Which tool is best suited for creating visually appealing presentations with multimedia elements?

A) Microsoft ExcelB) Microsoft OutlookC) Microsoft PowerPointD) Microsoft Access

7. Which feature allows users to automate repetitive tasks in Microsoft Office applications?

A) MacrosB) TemplatesC) ThemesD) Styles

8. What is the primary benefit of using document encryption in office applications?

A) Faster document loadingB) Enhanced document formattingC) Improved document sharingD) Document security.

9. Which project management tool is commonly used for task scheduling and team collaboration?

A) Photoshop B) Trello C) Adobe Acrobat D) Notepad

10. What is the final assessment component that integrates skills from all modules in the Office Automation Tools course?

A) Final exam B) Group project C) Weekly quizzes D) Certification test

11. Which feature of Google Workspace allows multiple users to edit a document simultaneously?

A) Revision history B) Real-time collaboration C) Document encryption D) Template sharing

12. Which Microsoft Office tool is primarily used for managing emails, calendars, and contacts?

A) Excel B) Word C) PowerPoint D) Outlook

13. What is the purpose of using pivot tables in Microsoft Excel?

A) Creating animated graphs B) Sorting data alphabetically C) Analysing and summarizing data D) Formatting cells

14. Which function in Microsoft Excel calculates the total number of cells in a range that meet given criteria?

A) SUM B) COUNT C) IF D) AVERAGE

15. Which tool is used for creating and delivering surveys and collecting responses in Google Workspace?

A) Google Forms B) Google Sheets C) Google Slides D) Google Docs



DALIYA
DALIYA K.M
Coordinator

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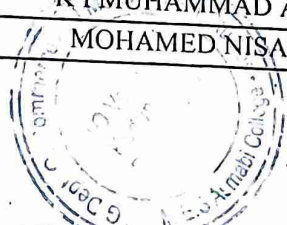
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Reemant
Principal in Charge
M.E.S Asmabi College
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MARK SHEET (OFFICE AUTOMATION TOOLS)

SI.NO	Roll Number	Name	Mark
1	UG23BMCA30	ARDRA P G	36
2	UG23BMCA32	AYSHA NITHA P A	38
3	UG23BMCA34	FARHANA M I	34
4	UG22BBA24	ANANYAKRISHNA S J	36
5	UG22BBA25	ANGEL K N	36
6	UG22BBA28	ASNA ASEEF	38
7	UG22BBA29	ASWANI P T	36
8	UG22BBA39	NAHLAH KABEER	32
9	UG22BBA40	NAJIYA SAKKEER HUSSAIN	34
10	UG22BBA43	PRAVEENA	36
11	UG22BBA45	SAFANA	38
12	UG22ECO01	AMAL T U	32
13	UG22ECO02	ANSIYA	34
14	UG22ECO03	FATHIMA NASARIN K A	36
15	UG22ECO04	FATHIMMA NIDA T K	38
16	UG22ECO05	HUSNUL FASILA	34
17	UG22ECO07	RAHEELA P R	30
18	UG22ECO08	ROUFILA RASAK K A	34
19	UG22ECO09	SAFARIN C F	36
20	UG22ECO12	SHABANA E S	38
21	UG22ECO13	SURUMI K M	30
22	UG22ECO14	AISWARYA RAMADAS	32
23	UG22ECO17	FATHIMA NASRIN C N	34
24	UG22ECO18	MEGHA ANILKUMAR	36
25	UG22ECO19	MISNA E Y	38
26	UG22ECO20	NAYANA K M	32
27	UG22SAQ03	HANAZAINAB E	34
28	UG22SAQ07	KRISHNAPRIYA K S	36
29	UG22SAQ08	MUHSINA MUSTHafa	38
30	UG23BMCA27	AJZAL KOZHICKATTIL AFSAL	40
31	UG23BMCA28	AKASH A B	38
32	UG23BMCA29	AMEER SUHAIL A S	40
33	UG23BMCA31	ATHUL KRISHNA M U	38
34	UG23BMCA33	FAHAD KABEER	36
35	UG22BBA22	AMEEN JIMSHAR	34
36	UG22BBA23	ANANDHASAGAR A U	40
37	UG22BBA26	ARUN KRISHNA A S	40
38	UG22BBA27	ASMAL ASHEER	38
39	UG22BBA30	BINNYAMIN V A	36
40	UG22BBA31	FARDHINSHAN V S	40
41	UG22BBA32	FARHAN M U	32
42	UG22BBA33	JJO K SUDHAN	32
43	UG22BBA34	K T MUHAMMAD AHSAN	34
44	UG22BBA35	MOHAMED NISAL P M	36



45	UG22BBA36	MOHAMMED ANFAS A K	36
46	UG22BBA37	MUHAMMED RAZEEM V A	36
47	UG22BBA38	MUSAVVIR V S	38
48	UG22BBA41	NAVEEN C S	40
49	UG22BBA42	NAZIL V N	40
50	UG22BBA44	RITHIN GIRI	32
51	UG22ECO06	NIYAS P R	38
52	UG22ECO10	SALMANUL FARIS R A	36
53	UG22ECO11	SAYYID MOHAMED SHIYAF MC	38
54	UG22ECO15	AMALNAD P D	34
55	UG22ECO16	ASMIL MUHAMMED	34
56	UG22SAQ01	ABDU RAHMAN ELLATH	36
57	UG22SAQ02	AL AMEEN N	30
58	UG22SAQ04	V M MUHAMMED SHUAIB	32
59	UG22SAQ05	ALWIN RISON	36
60	UG22SAQ06	ATHULKRISHNA I P	34
61	UG22SAQ09	P M SIVA NANDAN	36
62	UG22SAQ10	PRINCE KP	34
63	UG22SAQ11	ADITHYAN A S	36
64	UG22SAQ12	ADITHYAN ANILKUMAR	38
65	UG22SAQ13	AKASH K S	40
66	UG22SAQ14	AKHIL KRISHNA P H	32
67	UG22SAQ15	ANANTHA KRISHNAN K P	36

Daliya
DALIYA K. M
Coordinator



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[Signature]
HOD

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Report and course outcome

The certificate course in office automation tools started on 25/09/2023. There is 67 students were enrolled. Students of both first year and second year B. Com C A, BBA, B.A Economics, BSC Aquaculture were enrolled. The classes were arranged on Saturdays and regular working days after 3.30 hours were scheduled for this course. Monthly test can be conducted at the end of every month. Pair work and group work were given after 30 hours more than 90% of the student got above 80% score in final test. Certificate were distributed to all of the 80 students as they secure above 80% attendance as required by the course. The course helps to explore the fundamental concept of financial services and can explore the job opportunities in financial services.


Co-ordinator

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