



Phone: 08150 - 282232
283423

THE NATIONAL EDUCATION SOCIETY OF KARNATAKA (REG.), BASAVANAGUDI, BANGALORE - 4
THE NATIONAL DEGREE COLLEGE, BAGEPALLI
CHICKABALLAPURA DISTRICT, PIN 561 207

Permanently Affiliated to Bangalore University & Re-Accredited 'B+' Grade by NAAC
E-mail: nationaldegreecollegebagepalli@gmail.com

Certificate course report 2022-2023

Sl.no	Name of the certificate course	Name of department Department offering	Number of hours conducted	Number of type the course offered	Number of students enrolled
01	OFFICE AUTOMATION TOOLS	COMPUTER SCIENCE	30	01	24

The National Education Society of Karnataka (R)
The National Degree College, Bagepalli

First time in the history of The National Degree College
Department of Computer Science
Conducts
One Month course on
"OFFICE AUTOMATION TOOLS"

Course Fee Rs. 1500 / Person

Course Begins on 15-05-2023 | Ends on 13-06-2023

Course duration: 50 Hrs
Every Week
From Monday to Saturday (2PM to 5PM)
[Everyday 1 hour extra for doubt clarification]
2 hour per day (1hour theory + 1 hour programming) for 4 weeks

Who can attend?
Students with
2nd PUC passed out
&
10th Passed out

Objectives

- Learn core concepts of Office Automation Tools
- Learn Microsoft Word
- Learn Microsoft PowerPoint
- Learn Microsoft Excel
- Develop basic project using office automation tools, PowerPoint Presentations and Seminars.

For details contact:

Anusha Priyadarshini C
Head of Computer Science Department
9731076644

D V Ashok Kumar
Assistant Professor
9902968029

Our Management

Dr. H.N. Subrahmanya
President

Shri V Venkatesh Reddy
Hon. Secretary

Shri Manjunath V
Associate President

Shri B.S. Arun Kumar
Hon. Secretary

Shri Sudhakar Esturi
Joint Secretary Finance

Shri Y.G. Madhusudan
Vice-President

Shri T.R. Dwarkanath
Hon. Treasurer

Shri Narasimhappa
Chairman

Prof. Intiyaz Ahmed Mubeen M
Principal

Shyla R
Vice - Principal

[Signature]
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DEPARTMENT OF COMPUTER SCIENCE
SYLLABUS COPY:
NAME OF THE CERTIFICATE COURSE: "OFFICE AUTOMATION TOOLS"
TOTAL ALLOTTED HOURS: 30

PROGRAM OUTCOME:

After completing this course satisfactorily, a student will be able to:

- ✓ Exhibit improved understanding of computer operations operate MS-office operations.
- ✓ Gain skills & knowledge to browse and get updated worldwide information.
- ✓ Have learning skills & knowledge to work on simple projects laid on text and numerical data.
- ✓ Gain knowledge on MS-word.
- ✓ Gain knowledge on spread sheet.
- ✓ Gain knowledge on power point presentation.
- ✓ Gain knowledge on Internet.
- ✓ Course Content

MODULE NO	CONTENTS	HOURS
1.	Microsoft Word: Introduction, Features of MS-Word, Open, Save and Close. Editing Documents: Insert Text, formatting text, Cut, Copy, Paste. Find & Replace, Spell Check, Insert special symbols. Formatting Text: Setting text fonts, colors and line Spacing. Text decoration, Alignments, Borders and shades, Creating bullets. Working with table: Creating table, merging cells, Split cells.	10HRS
2.	Microsoft Excel: Introduction, Features of MS-Excel, Creating Worksheet, Cut, Copy, Paste, Find and Replace, Page orientation, Header and Footer, Merge and Wrap. creating formulas, Using build-in functions. Charts, Printing worksheets.	10HRS
3.	Unit-4 Microsoft PowerPoint: Introduction, Features of MS-PowerPoint, creating a presentation, editing slides, previewing a slide show, Add & Format tables, Add & format Charts, Adding pictures, Adding sound & video. Creating PDF file.	10HRS

HEAD OF DEPARTMENT

Shree
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