

Report
on
Certificate course in Office
Automation (COA)
2021-2022
Under RUSA equity initiative
2.0

Introduction

This course is introduced for students who wish to get expertise in performing routine office procedures are well suited to this program. Certificate in Office Automation program focuses on providing basic training of computer and its most common software which is to be used in Office work. With the help of this program, students will be able to become an expert in Office Automation.

Objective:

This course is designed with an aim to expertise students and to provide an in-depth training in use of Office Automation packages which is essential for a modern office for day to day office management, and e-governance.

The programme basic objective is to prepare students to live, learn, and work successfully in an increasingly complex and information-rich society. Students must be able to use technology effectively

Intended Outcomes for the course

Upon completion of the course students will be able to:

- *Recognize when to use each of the Microsoft Office programs to create professional and academic documents.*
- *Use Microsoft Office programs to create personal, academic and business documents following current professional and/or industry standards.*
- *Apply skills and concepts for basic use of computer Windows, Word, Excel, Power point, and the Internet in the workplace and in future coursework.*
- *Students will be able to communicate effectively.*

Career Options after completion of course

The career options in Diploma in Office Automation course include employment in numerous fields such as in Govt. Offices, MNCs, International Organizations etc. After completing Certificate course in Office Automation, students can opt for jobs of diverse profiles such as:

- *Office manager*
- *Administrative assistant*
- *Personal assistant*
- *Executive assistant*
- *Office Automation Clerk*
- *Office Automation Technician*
- *Office Automation Analyst*
- *Support Assistant*
- *Secretary (Office Automation) etc*

The topics of the course:

- Microsoft office package(Word, Excel, PowerPoint, Access)
- Publisher
- OneNote
- Outlook
- One Drive
- Exchange
- SharePoint
- Internet
- Personality Development and Resume making

Methodology of training:

The classes focused on practical and skill based approach by using the following concepts:

- *Explaining the concept, terminology, basic pedagogy.*
- *Presentation of topics by involving the students in discussion, presentation, know-how, demonstration on commands, menus and dialogue boxes.*
- *Dividing the large group into small groups and giving these small groups specific tasks as class assignments.*

Method of teaching:

Using the following methods:

- *Presentation and demonstration*
- *Practical exercises, individually and collectively.*
- *Assignments.*
- *Notes materials*
- *Collective interactions.*
- *Evaluation based on performance.*
- *Discussion.*
- *Feedback on assignments and practical exercises.*

Outcome Assessment Strategies

A letter grade will be issued for this course. Assessment tasks will include:

- *Performance tests*
- *Objective tests*
- *Projects*
- *Portfolio*
- *Additional assignments*
- *Skill assessment*
- *Presentations*

Commencement of the course : 17th November 2021
Class duration of the course : 2 hours, three days a week.
Contact Hours : 120 contact hours
Number of students Enrolled : 35

Md. Mainul Hoque
Course Co-ordinator
Department of Computer Science

Enclosure: List of admitted students

Lady Keane College, Shillong
Students enrolled for the Certificate Course in Office Automation, 2021

List of Students admitted:

Sl. No.	Name of the Students	Honours	Semester	Roll No.	Contact No.	Email ID
1.	PhibarishishaNongbsap	BTTM	V	13	9862858682	phibarishisha.nongbsap.01@gmail.com
2.	Angela TariangKurkalang	BTTM	V	5	8256909461	angelakurkalang@gmail.com
3.	PhilajopKharkongor	BTTM	V	14	9862473477	philakkongor@gmail.com
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5.	LaphiraKharshiing	BTTM	V	12	9612954763	laphirakharshiing@gmail.com
6.	JencyMarboh	History	V	613	9077328397	marbohjency@gmail.com
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12.	LarisukTangsang	Political Science	V	709	8256914144	larisuktangsang44@gmail.com
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17.	ArikaDhar	Bio-Chemistry	V	79	9366921443	arikadhar10@gmail.com
18.	NangplieBasaiawmoit	Bio-Chemistry	V	8	8794486108	bnangplie@gmail.com
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20.	RuphikaShylla	Khasi	V	648	9485124463	ruphika30@gmail.com
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23.	BaiakmenlangDkhar	Zoology	V	29	6909760460	baiadkhar72@gmail.com
24.	RikyntiNongrum	Botany	V	72	6009059039	rikynti05@gmail.com
25.	Piya Rani Talukdar	Physics	V	90	8794183674	piyaranitalukdar@gmail.com
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28.	ChigingRoniya	Zoology	V	106	8729882879	chigingroniya@gmail.com
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