

From

Jameela M K
The Head of the Department
Department of B Voc Retail Management
MES Keveeyam College, Valanchery

To

The principal
MES Keveeyam College, Valanchery

Sir,

Sub: Request for the Approval of Certificate Course

The Department of B Voc Retail Management is planning to conduct a Certificate Course on
"MICROSOFT OFFICE" KVM/CC/RET/22-23/01 of 30 hours duration for the third year
UG students. So kindly grant permission for the same.

Thanking you

Yours faithfully,


Jameela M. K

Place: Valanchery

Date: 29/06/2022


SHAJID P P
ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
M.E.S. KEVEEYAM COLLEGE
VALANCHERY, PIN 676 552

ASSISTANT PROFESSOR & HOD
Dept. of Retail Management
MES Keveeyam College
Valanchery-676 552

From

Jameela M K
Head of the Department
MES Keveeyam College, Valanchery

To

The principal
MES Keveeyam College, Valanchery

Sir,


Sub: Request for the Approval of Board of Studies for the Certificate Course


The following academicians may be included in the Board of Studies for the Short-Term Course on **"Certificate Course in Microsoft Office/CC/RET/22-23/01** to be conducted by the Department of B. Voc Retail Management with these members.

1. Dr. Saleena E.C. Assistant Professor, Department of Commerce, Ambedkar College of Arts & Science, Vandoor
2. Jameela M.K HOD, Department of B .Voc Retail Management, MES Keveeyam College Valanchery
3. Ameenudheen K. P Assistant Professor, Department of B. Voc Retail Management, MES Keveeyam College Valanchery
4. Ajeesha Parveen, Assistant Professor, Department of B. Voc Retail Management, MES Keveeyam College Valanchery

Thanking you

Yours faithfully

Jameela M K 


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VALANCHERY, PIN 676 552

Place: Valanchery

Date: 30/06/2022

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MES KEVEEYAM COLLEGE VALANCHERY

P.O.Valanchery, Malappuram Dist, Kerala, Pin:676 552.
Phone : 0494-2642670, 0494 2644380
www.meskeveeyamcollege.ac.in,
principal@meskeveeyamcollege.ac.in

Reaccredited with 'A+' Grade by NAAC (Score 3.44)

Aided by Govt. of Kerala and Affiliated to the University of Calicut
ISO 9001:2015 certified institution

Proceeding of the Principal, MES Keveeyam College Valanchery dated 01/07/2023

Present: SHAJID P P

Sub: Certificate Course

**Ref: (1) (1) Request from the head of Department of Retail Management Dated 29-06-2022
(2) Minutes of the Board of Studies Meeting for approval of the syllabus Dated 30-06-2022**

ORDER

As per reference cited (1) above JAMEELA M K (Head, Department of Retail Management) has requested permission to conduct a certificate course on "**Microsoft Office**" CC/RET/22-23/01 The course is meant for third year UG students and scheduled for 3 months duration. In the same letter he has requested to constitute a board of studies for the course with the following members.

- 1.Dr. Saleena E.C. Assistant Professor, Department of Commerce, Ambedkar College of Arts & Science, Vandoor
- 2.Jameela M.K HOD, Department of B .Voc Retail Management, MES Keveeyam College Valanchery
- 3.Ameenudheen K. P Assistant Professor, Department of B. Voc Retail Management, MES Keveeyam College Valanchery
- 4.Ajeesha Parveen, Assistant Professor, Department of B. Voc Retail Management, MES Keveeyam College Valanchery

Sanction is hereby accorded to Department of Retail Management to conduct a certificate course on **Microsoft Office**. The board of studies for the course is constituted with the members listed above.

SHAJID P P

Principal In Charge

SHAJID P P
ASSISTANT PROFESSOR
IN CHARGE OF PRINCIPAL
M.E.S KEVEEYAM COLLEGE
VALANCHERY, PIN 676 552

Copy to:

1.HOD, Department of Retail Management

2.File






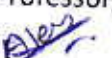
Minutes of Board of Studies Meeting

Date: 30/06/2022

Time: 11.30 AM

Venue: Department of Retail Management

Attendees

1. Dr. Saleena E.C, Assistant Professor, Department of commerce, Ambedkar College of Arts & Science, Vandoor 
2. Jameela M.K HOD, Department of B. Voc Retail Management, MES Keveeyam College Valanchery 
3. Ameenudheen K. P Assistant Professor, Department of B. Voc Retail Management, MES Keveeyam College Valanchery 
4. Ajeesha Parveen, Assistant Professor, Department of B. Voc Retail Management, MES Keveeyam College Valanchery 

Agenda

1. Introduce the importance of Certificate Course – HOD introduced the Certificate Course, its importance, and students' better
2. Syllabus discussion – schedule total hours for complete
3. Discussed about the Practical Output.

Decisions

1. Decide to conduct a certificate course on MS Office
2. Detailed syllabus discussed.
3. Ensure Practical knowledge on the same
4. Create a request letter, getting approval from the Principal.

Action Item

1. Jameela M.K -structuring syllabus
2. Ameenudheen K P-Provide necessary guidance and arrangements for practical experience
3. Ajeesha Parveen-Time table & Certificate arrangements are handled .

Minutes Recorded by: Jameela M.K

These minutes will be circulated to all committee members for their reference & review



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**DEPARTMENT OF RETAIL MANAGEMENT, MES KEVEEYAM COLLEGE,
VALANCHERY**

**CERTIFICATE COURSE 2022-2023
MS OFFICE (KVM/CC/RET/22-23/01)**

Credit-3

30 hours

Objectives

- To enable effective communication through tools like outlook, word and PowerPoint.
- To enhance productivity, data management, time management to the users
- To create professional looking document, presentation and publication.

Outcomes

- Effective presentation with power point
- To create visually appealing document ,reports and proposal

Course Contents

- Theory: 10 Hrs.
- Practical: 20 Hrs.

Scheme of evaluation

- | | |
|-----------------------|------------|
| • Written Examination | : 10 marks |
| • Practical | : 40 marks |
| • Total | : 50 marks |

A Grade: 80% and above, B Grade: 60 – 79%, C Grade: 40 – 59%, below 40% D Grade



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**DEPARTMENT OF RETAIL MANAGEMENT, MES KEVEEYAM COLLEGE,
VALANCHERY**

CERTIFICATE COURSE 2022-2023

MICROSOFT OFFICE

SYLLABUS

Module 1

MS WORD: 1. Type Chairman's speech/ Auditor's report / Minutes/ Agenda and perform the following operations: Bold, Underline, Font Size, style, Background color, Text color, Line spacing, Spell Check, Alignment, Header & Footer, Inserting pages and page numbers, Find and Replace.

2. Prepare an invitation for the college function using Text Boxes and Clip Arts.

3. Design an Invoice and Account Sales by using Drawing Tool Bar, Clip Art, Word Art, Symbols, Borders and Shading.

4. Prepare a Class Time Table and perform the following operations: Inserting the Table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Columns and Change of Table Format.

5. Prepare a Shareholders meeting letter for 10 members using mail merge operation.

6. Prepare Bio-Data by using Wizard/ Templates.

10 Hrs

Module II

MS POWERPOINT: 1. Design presentation slides for a product of your choice. The slides must include name, brand name, type of product, characteristics, special features, price, special offer etc. Add voice if possible to explain the features of the product. The presentation should work in manual mode.

2. Design presentation slides for organization details for 5 levels of hierarchy of a company by using organization chart.

3. Design slides for the headlines News of a popular TV Channel. The Presentation Should contain the following transactions: Top down, Bottom up, Zoom in and Zoom out - The presentation should work in custom mode.

4. Design presentation slides about an organization and perform frame movement by interesting clip arts to illustrate running of an image automatically.


SHAHEED P.P.
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5. Design presentation slides for the Seminar/Lecture Presentation using animation Effects and perform the following operations: Creation of different slides, changing background color, font color using word art.

10 Hrs

Module III

MS-EXCEL: Introduction to Worksheet/Spreadsheets, Creating a simple Worksheet, Computations in a Worksheet, Printing the Worksheet, Graphs, Data Sorting, Filling, Query, Filtering, Applying Formulas.

Inserting and Editing a Function, Auto Calculate and Manual Calculation, Sorting by One Column, Sorting by Colors or Icons, Sorting by Multiple Columns, Sorting by a Custom List, Filtering Data, Creating a Custom Auto Filter, Using an Advanced Filter.

Text to Column, data validation, conditional format

10Hrs

Reference

1. *Windows Based Computer Courses*, Rachhpal Singh & Gurvinder Singh.
2. *Information Technology*, Hardeep Singh & Anshuman Sharma.






Time Table for Certificate Course

2022-2023

MICROSOFT OFFICE

Day	Date	LECTURE	Hours assigned	Topics Covered	Remarks
FRI	01/07/22	AMN	1HOURS	MS office introduction	
MON	04/07/22	AMN	1HOURS	Type Chairman's speech/ Auditor's report / Minutes/ Agenda and perform the following operations: Bold, Underline, Font Size, style	
TUES	05/07/22	AMN	1 HOURS	Background color, Text color, Line spacing, Spell Check, Alignment	
WED	06/07/22	AMN	1 HOURS	Header & Footer, Inserting pages and page numbers, Find and Replace.	
THURS	07/07/22	AMN	2 HOURS	Work 1 - Prepare an invitation for the college function using Text Boxes and Clip Arts.	
FRI	08/07/22	AMN	1HOURS	Design an Invoice and Account Sales by using Drawing Tool Bar, Clip Art, Word Art, Symbols, Borders and Shading.	
MON	11/07/22	AMN	2 HOURS	Prepare a Class Time Table and perform the following operations: Inserting the Table, Data Entry, Alignment of Rows and Columns, Inserting and Deleting the Rows and Columns	

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				and Change of Table Format.	
TUES	12/07/22	AMN	1 HOURS	Prepare Bio-Data by using Wizard/ Templates.	
WED	13/07/22	AMN	1HOURS	Overall evaluation based on their previous work	Provide the feedback based on their previous activities
MON	01/08/22	AMN	1HOURS	Introduction of MS Power point	
TUES	02/08/22	AMN	1HOURS	Design presentation slides for a product of your choice. The slides must include name, brand name, type of product, characteristics, special features, price, special offer etc.	
WED	03/08/22	AMN	1HOURS	Add voice if possible to explain the features of the product. The presentation should work in manual mode.	
WED	10/08/22	AMN	2HOURS	Design presentation slides for organization details for 5 levels of hierarchy of a company by using organization chart.	
THURS	11/08/22	AMN	1 HOURS	Design slides for the headlines News of a popular TV Channel. The Presentation Should contain the following transactions: Top down, Bottom up, Zoom in and Zoom out - Thepresentation should work in custom mode.	
FRI	12/08/22	AMN	1HOURS	Design presentation slides about an organization and perform frame movement by interesting	


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				clip arts to illustrate running of an image automatically.	
MON	22/08/22	AMN	1HOURS	Design presentation slides for the Seminar/Lecture Presentation using animation Effects and perform the following operations: Creation of different slides, changing background color, font color using word art.	Presentation based on group
TUES	23/08/22	AMN	2 HOURS	Introduction to Worksheet/Spreadsheets, Creating a simple Worksheet	
WED	24/08/22	AMN	1HOURS	Computations in a Worksheet, Printing the Worksheet	
THURS	25/08/22	AMN	1 HOUR	Graphs, Data Sorting, Filling	Competition between each group
FRI	26/08/22	AMN	1 HOUR	Query, Filtering. Applying Formulas.	
MON	12/09/22	AMN	1 HOUR	Inserting and Editing a Function	
TUES	13/09/22	AMN	1 HOUR	Auto Calculate and Manual Calculation, Sorting by One Column, Sorting by Colors or Icons, Sorting by Multiple Columns, Sorting by a Custom Lis	
WED	14/09/22	AMN	1 HOUR	Filtering Data, Creating a Custom Auto Filter,	
THURS	15/09/22				
FRI	16/09/22	AMN	1 HOUR	Filtering Data, Creating a Custom Auto Filter,	
MON	26/09/22	AMN	1 HOUR	Using an Advanced Filter.	
TUES	27/09/22	AMN	1 HOUR	Text to Colum	
WED	28/09/22	AMN	1 HOUR	data validation	


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THURS	29/09/22	AMN	1 HOUR	conditional format	
THURS	18/10/22	AMN	3 HOUR	EXAM	

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Name:

Roll. No.



MES KEVEEYAM COLLEGE VALANCHERY
DEPARTMENT OF B.Voc RETAIL MANAGEMENT
CERTIFICATE COURSE MS OFFICE 2022-2023
(KVM/CC/RET/22-23/01)

Time : 2 HOUR

Maximum Marks: 50

Part A

Answer all questions

1. Prepare a class time table in MS excel?
2. Write short note on retail management in MS Word using font Times New Roman with font size 12?
3. Create a monthly budget Spreadsheet?
4. Create a Resume using Microsoft Word?

(4*10)

Part B

Viva questions

(2*5)

1. Difference between excel and MS word
2. How much functions keys are in the keyboard?


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VALANCHERY



MARK LIST**FIFTH SEMESTER B.VOC 'RETAIL MANAGEMENT'****NAME OF COURSE: Certificate Course in M.S OFFICE****Name of college/institution /Centre: MES KVM COLLEGE, VALANCHERY, MALAPPURAM****Date of commencement of exam:28-10-2022**

SL NO	Reg No	Name	Total(50)
1	KVAUBVR001	ADHULA M	40
2	KVAUBVR002	DRISYA VT	41
3	KVAUBVR003	FARSANA JIBIN KP	38
4	KVAUBVR004	FATHIMA AMRA	42
5	KVAUBVR005	FATHIMA DILSHA P	41
6	KVAUBVR006	HARSHIDHA TP	40
7	KVAUBVR007	HIBA SHIRIN AMC	40
8	KVAUBVR008	JAHANA THESNI	33
9	KVAUBVR009	MARJANA FARWIN PT	32
10	KVAUBVR010	MOHSANA FARHATH PK	46
11	KVAUBVR011	MUHSINA KP	44
12	KVAUBVR012	MUSHBIRA P	42
13	KVAUBVR013	NAJLA KV	44
14	KVAUBVR014	NAJMA PT	42
15	KVAUBVR015	NISMIYA YP	40
16	KVAUBVR016	RANJITHA CP	31
17	KVAUBVR017	RASHILA C	31
18	KVAUBVR018	SAFLA A	43
19	KVAUBVR019	SARITHA VS	40
20	KVAUBVR020	SHABANA SHIRIN KT	40
21	KVAUBVR021	SHAHANAS PP	36
22	KVAUBVR022	SHAHEEDA MOL P	43
23	KVAUBVR023	SHAHEEMA BANU K	41
24	KVAUBVR024	SHAHALA SHERIN K	36
25	KVAUBVR025	SHAMLA SHERIN V	41
26	KVAUBVR026	SREELAKSHMI V	43
27	KVAUBVR027	ABDHUL MUSAVIR KK	42
28	KVAUBVR028	ABDHUL RASAK N	80
29	KVAUBVR029	ALSHAD MP	80
30	KVAUBVR030	ASHIF PA	41
31	KVAUBVR031	FAYIS K	41
32	KVAUBVR032	GOKUL AV	31
33	KVAUBVR033	MIDHUN M	44
34	KVAUBVR034	MOHAMMED HIDAN	40
35	KVAUBVR035	MOHAMMED SHAMVIL A	40
36	KVAUBVR036	MOHAMMED YASIR CP	42
37	KVAUBVR037	MOHAMMED ADHIL KV	40
38	KVAUBVR038	MOHAMMED IJAZ AK	41
39	KVAUBVR039	MOHAMMED JASAL CP	40



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40	KVAUBVR040	MOHAMMED JASIM VK	81
41	KVAUBVR041	MOHAMMED MINSHAD K	90
42	KVAUBVR042	SALEEQE ROSHAN CP	90
43	KVAUBVR043	SHAMNAD K	41
44	KVAUBVR044	ANZIL KP	91



[Signature]

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[Signature]

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Certificate

This is to certify that

KVM/CC/22-23/

Abhula . M

has successfully completed the certificate course on "Microsoft Office
" conducted by the Department of Basic Retail Management, MES
Keveeyam College, Valanchery during the period 2022-23.

Kline

CO-ORDINATOR

[Signature]

HEAD OF DEPARTMENT



Dr. K.P. VINOD KUMAR
PRINCIPAL



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Abdul Rasak. N

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-----" conducted by the Department of B.Voc Retail Management, MES

Keveeyam College, Valanchery during the period 2022-23.

Klinee

CO-ORDINATOR

[Signature]

HEAD OF DEPARTMENT



[Signature]

Dr. K.P. VINOD KUMAR
PRINCIPAL