



MTM COLLEGE OF ARTS, SCIENCE & COMMERCE
PAZHANJI (PO), VELIANCODE, PONNANI, MALAPPURAM DIST-679579
Affiliated to University of Calicut; No: 6682/2014/Admn
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TITLE OF THE PROGRAMME: CERTIFICATE COURSE ON OFFICE AUTOMATION (MTMMG05)

Course Description:

The Certificate Course on Office Automation is designed to equip participants with essential skills and knowledge to efficiently manage office tasks using digital tools and technologies. This course aims to enhance productivity, streamline workflows, and improve overall office efficiency.

Number of Contact Hours: 30 hrs

Course evaluation: Internal 10 marks+ 40 marks for external examination

Objectives: - This course aims to the students to know about the office automation and to improve the efficiency, productivity, and effectiveness of office-related tasks and processes. It involves the use of various computer-based tools, software, and technologies to streamline, automate, and optimize routine administrative and clerical tasks that are commonly performed in an office environment.

Learning Outcomes:

On completing the course, students will be able to:

1. Demonstrate proficiency in using common office software applications, such as word processing, spread sheet, presentation, and email software.
2. To efficiently create, edit, format, and manage electronic documents, including proper organization and storage.



To use email and other communication tools effectively for internal and external communication, including composing professional emails and managing email

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4. To understand document security best practices, including password protection, encryption, and access control.

SCHEME

Number of instructional hours: 30 hrs

Duration of the programme: 30 days

ASSESSMENT

Internal Evaluation: 10 Marks

End semester examination: 40 Marks

PASS CRITERIA

Students should have at least 60% attendance and must have secured at least 50% marks

CERTIFICATION

Successful candidates will be awarded with a certificate issued by the Department.




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COURSE CONTENTS

Module 1: Introduction to Office Automation

Understanding Office Automation-Role and Benefits of Office Automation-Overview of Office-Automation Tools and Software-Hardware and Software Requirements-Introduction to File Management

Module 2: Essential Office Software

Microsoft Word: Creating, Editing, and Formatting Documents-Working with Tables and Graphics-Document Printing and Sharing

Microsoft Excel: Creating and Managing Spreadsheets-Data Entry and Formatting-Basic Formulas and Functions-Charts and Graphs-Data Analysis and Sorting

Microsoft PowerPoint: Creating and Editing Presentations-Adding Text, Images, and Multimedia-Slide Transitions and Animation-Presentation Tips and Tricks

Module 3: Email and Communication Tools

Email Basics: Setting up Email Accounts-Composing and Sending Emails-Managing Inbox and Folders-Email Etiquette and Security-Collaboration Tools-Data Backup and Security



A handwritten signature in green ink, appearing to read "John".

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