



# IDHAYA COLLEGE FOR WOMEN

(Accredited by NAAC with "A" Grade (CGPA:3.15) & ISO 9001:2015 Certified Institution)

(Recognized by UGC with 2(f) & 12(B), Affiliated to Alagappa University, Karaikudi)

AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.

Date : 20.01.2022

## DEPARTMENT OF COMPUTER APPLICATIONS

&

## DEPARTMENT OF COMMERCE

### Add-on Programme – Microsoft Office

**2021 - 2022**

### Board of Studies Meeting Minutes

Date : 20.01.2022

Time : 2.15 pm. To 3.15 pm.

Venue : BCA Staff Room

#### Members in Attendance

#### Department of Computer Applications

Mrs. S. Punithamary, Head & Assistant Professor

Mrs. S. Saranya, Assistant Professor

Mrs. M. Gayatri, Assistant Professor

#### Department of Commerce

Dr.S.Selvarani, Head & Assistant Professor

Dr.S.Sobitha, Assistant Professor

Mrs. R. Jeyanthi, Assistant Professor

Mrs. S. Mercy, Assistant Professor

This meeting was conducted to discuss about the Syllabus, Working Hours, Subject Handling Staff, Examinations and issue of Certificates for the Add-on Programme (Microsoft Office).

The following things were discussed

- Microsoft Office Course Syllabus was finalized with four units of contents.
- Totally 160 students have registered the course. Department wise enrolment list must be prepared. According to the enrolment list divide the students into two batches.
- Decided to conduct the theory as well as the practical session in Saturdays, Sundays and Government Holidays in order to compensate the 40 working hours.
- Outcome of the course must be clearly instructed to the students and the classes should be handled to achieve the outcomes.
- Mrs.S.Saranya and Dr.S.Sobitha are going to take the classes and the attendance for the classes must be maintained in Excel format.
- Staff those who are handling the class should be strictly instructed to take the classes effectively with proper preparation.
- Planned to provide the certificates (Hard Copy) after the Theory and Practical Assessment. So decided to collect Rs.200/- as the Exam fee. This amount will be utilized for the preparation of Certificates and the remuneration for the staff.
- Insisted to prepare the report for the conduct of each class and finally all the reports must be summarized in neat format.
- Decided to give the assignments to the students in order to prepare themselves.





# IDHAYA COLLEGE FOR WOMEN

(Re-accredited with 'A' Grade by NAAC)  
(Recognized Under Section 2(f) & 12(b) of UGC ACT 1956)  
(Affiliated to Alagappa University, Karaikudi)  
Arockia Nagar, Sarugani - 630411



## DEPARTMENT OF COMPUTER APPLICATIONS

## DEPARTMENT OF COMMERCE

## Jointly Recommend

## ADD-ON PROGRAMME (2021 - 2022)

## MS-OFFICE

### Instructions

- *This Add-on programme is only for our students (Idhayamites).*
- *No course fee.*
- *Student of any discipline is eligible to register the programme.*
- *Total Duration of the course: 40 hours (Theory and practical sessions)*
- *Attendance is Mandatory.*
- *Certificate will be provided after the completion of Assessment.*

**Mrs. S. Punithamary**  
**Head of the Department**  
Department of Computer Applications,  
**HOD of BCA** Idhaya College for Women,  
Sarugani-630 411.

*For further details please contact*

**Mrs. M. Gayatri : 9047671178**

**Dr.S.Sobitha : 9442319354**

*Warm Regards*

**Dr. S. Selvarani**

**HOD of Commerce**

**Head of the Department**  
Department of Commerce  
Idhaya College for Women  
Arockia Nagar, Sarugani.  
Sivagangai Dt - 630 411

**The Principal**  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411



# IDHAYA COLLEGE FOR WOMEN

DEPARTMENT OF COMPUTER APPLICATIONS

&

DEPARTMENT OF COMMERCE

ADD ON PROGRAMME - MICROSOFT OFFICE (SYLLABUS)

2021-2022

## UNIT I

### MS WORD:

Creating, Editing, Saving and printing text documents-Font and paragraph formatting-Simple Character Formatting-Inserting tables, Smart Art, Page breaks-Using lists and styles-working with images-Using spelling and grammar check-Understanding document properties-Mail Merge

## UNIT II

### MS EXCEL:

Spreadsheet basics-creating, editing, saving, and printing spreadsheets-Working with functions and formulas-Modifying worksheets with colour & autoformats-Graphically representing data: Charts & Graphs-Speeding Data entry: Using data forms-Analyzing data: Data menu, Subtotal, filtering data-Formatting worksheets-Securing and protecting worksheets.

## UNIT III:

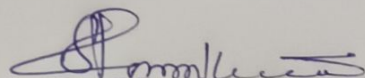
### MS POWERPOINT:

Opening, viewing, creating and printing slides-Applying auto layouts-Adding custom animation-Using slide transitions-Graphically representing data: Charts & graphs-creating professional slide for presentation.

## UNIT IV:

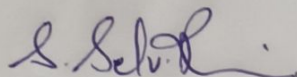
### INTERNET:

Understanding how to search /Google-bookmarking and going to a specific website-copy and paste internet content into your work file and emails-Understanding social media platforms such as face book-learn with best practices

  
Mrs.S.Punithamary

Head of the Department

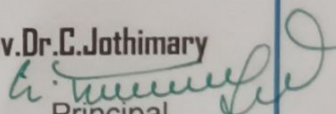
Department of Comp. Applications  
**Head of the Department**  
Department of Computer Applications,  
Idhaya College for Women,  
Sarugani-630 411.

  
Dr.S.Selvarani

Head of the Department

Department of Commerce  
**Head of the Department**  
Department of Commerce  
Idhaya College for Women  
Arockia Nagar, Sarugani.  
Sivagangai Dt 630 411

Rev. Dr. C. Jothimary

  
Principal  
The Principal

Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411



# IDHAYA COLLEGE FOR WOMEN

## DEPARTMENT OF COMPUTER APPLICATIONS & COMMERCE

### ADD-ON PROGRAMME – MICROSOFT OFFICE

2021 - 2022

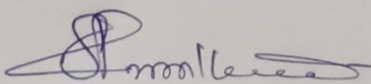


#### Objectives:

- To know how to use the most common Microsoft Office programs
- To be able to create documents for printing and sharing
- To be able to create and share presentations
- To be able to manage and store data in a spreadsheet
- To be able to work with internet and search a data.

#### General outcomes:

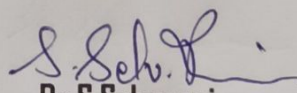
- Learners will understand which tasks each of the major Office programs can perform.
- Learners will be able to independently create professional-looking documents, presentations, and spreadsheets.
- Learners will be familiar with some advanced Office functions, including Mail Merge (Word) and formulas (Excel).
- Learners will understand how to use Word, Excel, and PowerPoint in a variety of professional, educational, and personal situations.
- Learners will be able to claim Office proficiency.

  
Mrs.S.Punithamary

Head of the Department

Department of Comp. Applications

**Head of the Department**  
Department of Computer Applications,  
Idhaya College for Women,  
Sarugani-630 411.

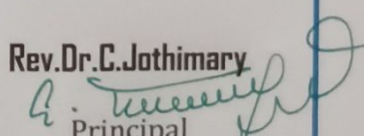
  
Dr.S.Selvarani

Head of the Department

Department of Commerce

**Head of the Department**  
Department of Commerce  
Idhaya College for Women  
Arockia Nagar, Sarugani.  
Sivagangai Dt 630 411

Rev.Dr.C.Jothimary

  
Principal

**The Principal**  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411



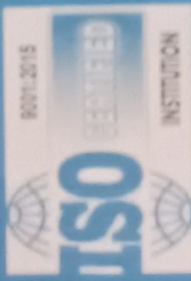
# DEPARTMENT OF BCA

In today's world there is nothing which is complete without computer. Computer Applications printed it's footpath in all the sectors like manufacturing service, retailing etc. Hence we feel, it is a need of hour to investigate Department of Computer Applications in the year 2008 with 40 seats are intake.

## ABOUT

### OUR COLLEGE

Anna College for Women is located in Saravali, Sivagangai district, Tamil Nadu. It was established in the year 1995. The college is affiliated to Anna University. The college offers different programmes in arts, commerce and tourism there are 12 B.E. programmes and 6 P.E. programmes there is research department.



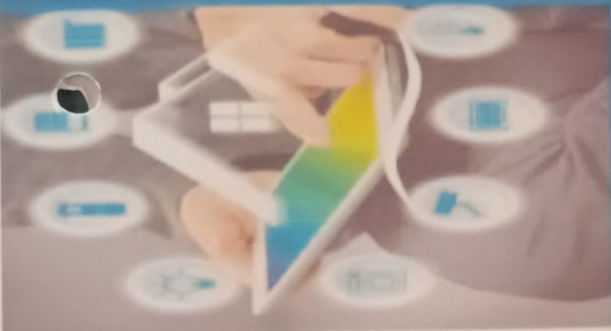
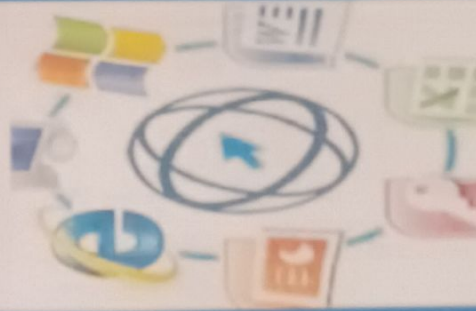
Mkappa college for women, Saravali  
Accredited with "Y" Grade by MAAC  
Affiliated Anna university, Karaikal.

Let's connect

[bcastaff2020@gmail.com](mailto:bcastaff2020@gmail.com)

Free course

MS Office  
**GREAT  
IDEAS**



### ABOUT MS-OFFICE

Microsoft Office is a set of computer applications mainly used for business or office purposes. First introduced in 1990. Office software is made by the Microsoft Corporation. MS Office helps simplify basic office tasks and improve work productivity.

### OPPORTUNITIES

- Technical Delivery Professionals
- Delivery Management
- Desktop Support Engineer
- Technical and Delivery Lead
- Senior System Engineer
- Operations Manager
- Project Coordinator

# DEPARTMENT OF COMMERCE

The department of Commerce was established in year 1996 with a view to inculcate academic excellence and to cater the needs of rural students through holistic education and guide the young women to be the future leader with social responsibility and justice. It was started with 50 seats of intake.

### LET'S CONNECT

[bcastaff2020@gmail.com](mailto:bcastaff2020@gmail.com)

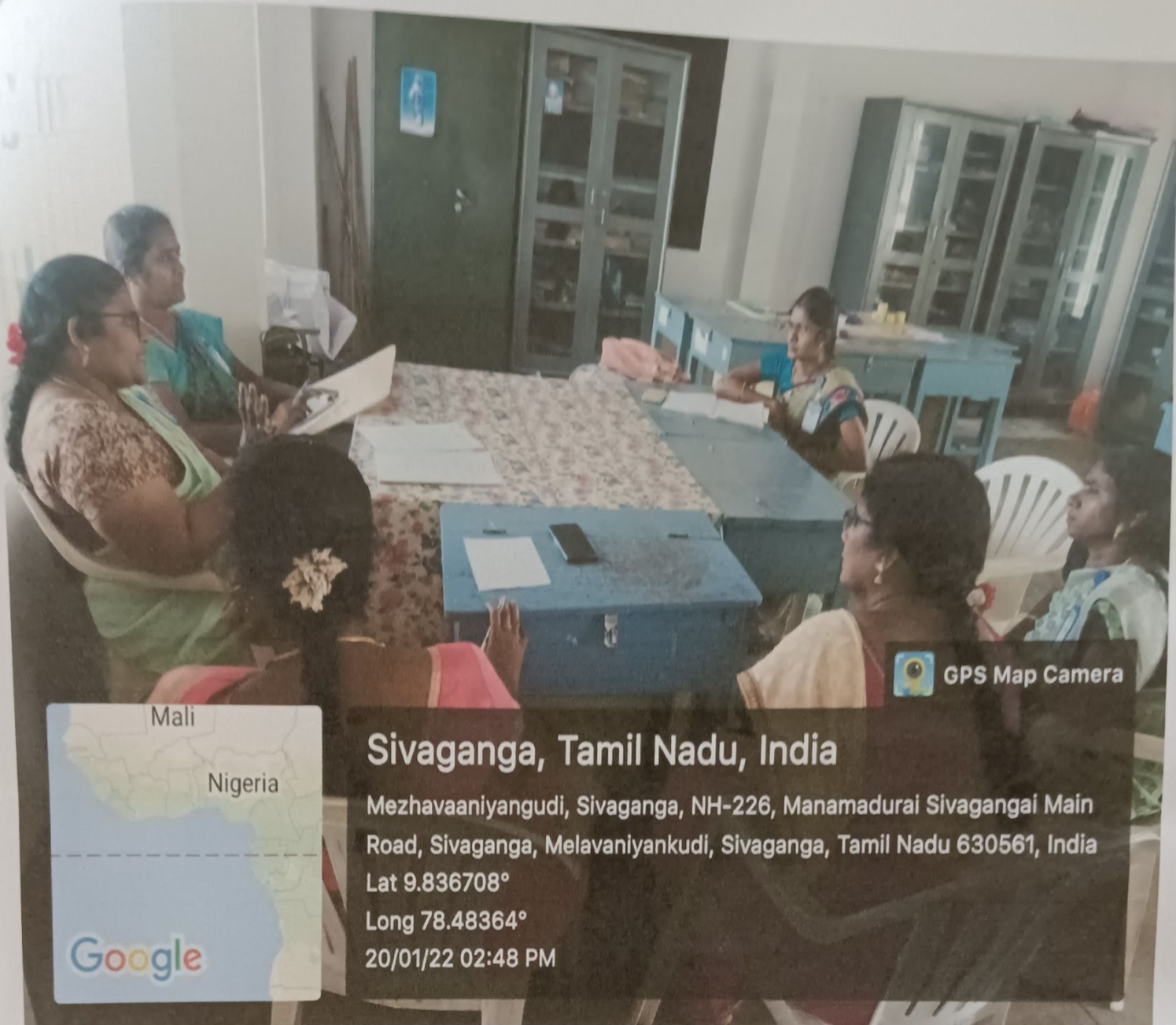
THE DIGITAL REVOLUTION IS FAR  
MORE SIGNIFICANT THAN THE  
INVENTION OF WRITING OR EVEN  
OF PRINTING.

### FEATURES OF MS OFFICE

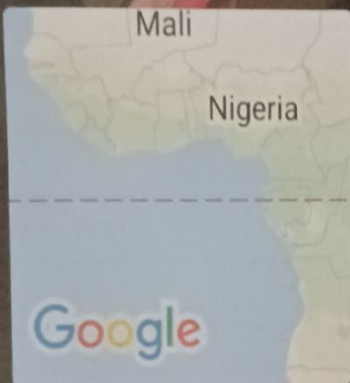
- Editor
- Loading Picture
- Translation
- References
- Shortcuts







GPS Map Camera



**Sivaganga, Tamil Nadu, India**

Mezhavaaniyangudi, Sivaganga, NH-226, Manamadurai Sivagangai Main Road, Sivaganga, Melavaniyankudi, Sivaganga, Tamil Nadu 630561, India  
 Lat 9.836708°  
 Long 78.48364°  
 20/01/22 02:48 PM

*[Signature]*  
 Mrs.S.Punithamary

Head of the Department

Department of Comp. Applications

**Head of the Department**  
 Department of Computer Applications,  
 Idhaya College for Women,  
 Sarugani-630 411.

*[Signature]*  
 Dr.S.Selvarani

Head of the Department

Department of Commerce

**Head of the Department**  
 Department of Commerce  
 Idhaya College for Women,  
 Arockia Nagar, Sarugani.  
 Sivagangai Dt 630 411

*[Signature]*  
 Rev.Dr.C.Jothimary

Principal  
 The Principal  
 Idhaya College for Women  
 Arockia Nagar - Sarugani  
 Sivagangai Dt - 630 411



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AROCKIA NAGAR, SARUGANI - 630 411, Sivagangai Dt. - 630 411.

Date : .....

## DEPARTMENT OF COMPUTER APPLICATIONS & COMMERCE

### **ADD-ON PROGRAMME - MICROSOFT OFFICE**

### SUMMARY REPORT

**Add-on Programme - Microsoft Office** provides learning of basic Word, PowerPoint and Excel skills. Today, employers across many organizations and fields expect candidates to have Microsoft Office skills, as it is the most universally utilized software in administration. Having these skills, even at a basic level, will help students with job prospects and increase the chances to be considered for most roles.

So, the **Department of Computer Applications and Department of Commerce** jointly offered an **Add-on Programme - Microsoft Office** during **January'2022 to May'2022** for all the Students. 244 of our students from various discipline have enrolled and completed successfully.

The **MICROSOFT OFFICE** course has a flexible structure which allows the students to manage simultaneously with their graduation. Initially the programme was started with the Orientation.







GPS Map Camera

**Nedodai, Tamil Nadu, India**  
**MDR413, Nedodai, Tamil Nadu 630411, India**  
**Lat 9.860178°**  
**Long 78.753124°**  
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Classes have been conducted through online and offline mode. Respective Class link sent through Whatsapp group by the concern teachers. At the end of each session, Practical sessions were also conducted.



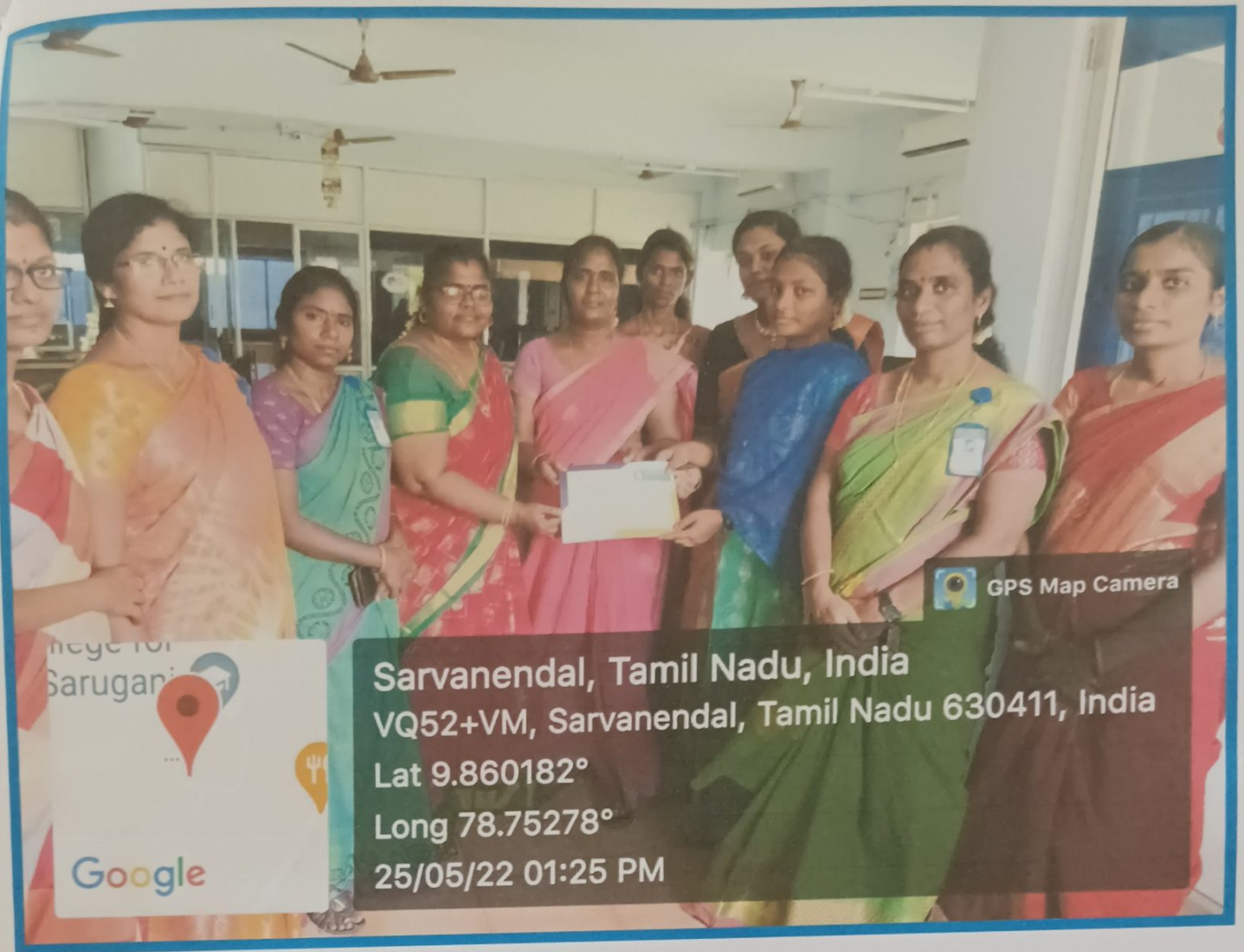
**Sarvanendal, Tamil Nadu, India**  
**VQ52+VM, Sarvanendal, Tamil Nadu 630411, India**  
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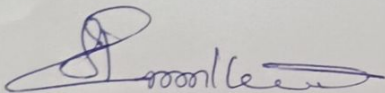


Finally students learned how to use Word, Excel, and PowerPoint in a variety of professional, educational, and personal situations and also claim Office proficiency. Evaluation & Assessment is conducted by **Mr.U.K. Karthikeyan, Proprietor of UK Infotech, Pudukottai.** Certificates provided based on their performance.



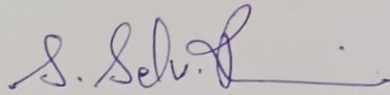




  
Mrs.S.Punithamary

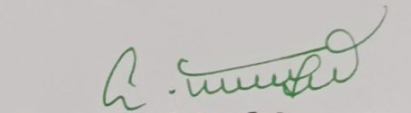
(Convener)

**Head of the Department**  
Department of Computer Applications,  
Idhaya College for Women,  
Sarugani-630 411.

  
Dr.S.Selvarani

(Convener)

**Head of the Department**  
Department of Commerce  
Idhaya College for Women  
Arockia Nagar, Sarugani.  
Sivagangai Dt - 630 411

  
Rev.Dr.C.Jothimary

(Principal)

The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411



भारतीय गैर न्यायिक

बीस रुपये

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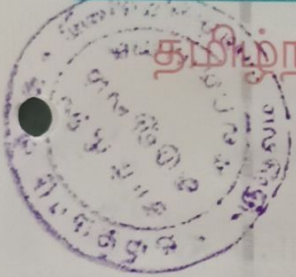
भारत

Rs.20

TWENTY  
RUPEES

INDIA

INDIA NON JUDICIAL



தமிழ்நாடு தமில்நாடு TAMIL NADU ௨௦/௨௨

25/4/22

இதயா கிங்ரா

சென்னை

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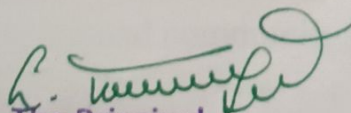
MEMORANDUM OF UNDERSTANDING

ச.சுந்தரபாண்டியன், எம்.ஏ.,  
உரிம எண்: 3719/ஆ1/95  
நீக்கர் முத்திரைத்தாள் விற்பனையாளர்  
சிவகங்கை-தமிழ்நாடு.

This Memorandum of Understanding (hereinafter referred as "MoU") is entered into on 25<sup>th</sup> day of April, 2022 by and between Department of Computer Applications, Idhaya College for Women, Arockia Nagar, Sarugani, Sivaganga District - 630411, Tamilnadu, represented by its authorised representative **Rev. Dr. C. Jothimary, Principal, Idhaya College for Women, Sarugani** (hereinafter referred to as **First Party**)

and

**UK Info Tech**, #1, AMM Complex Second floor, Thilagar Thidal, Pudukkottai represented by its authorised representative **Mr. U. Karthikeyan, Director**, (hereinafter referred to as **Second Party**).

  
The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411

  
**U.KARTHIKEYAN MCA., M.Phil.,**  
Director, UK INFO TECH,  
PUDUKKOTTAI - 622 001.



## 1. OBJECTIVE

The Core objective is to establish a long-term linkage with UK Info Tech to reduce the gap between industry expectations (practice) and academic offerings (theory) addressing internship, final year projects, incubation, entrepreneurship, personality and community development.

## 2. SCOPE

### (a) The key benefits from UK INFO TECH to ICW are:

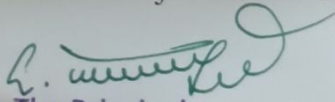
- Providing practical training of ICW computer applications department students for their internship and final year projects
- Training students, faculty and technical staff in entrepreneurial skills, job skills and personality development
- Collaborating in joint educational, extension programs
- Mentoring for innovation and incubation activities
- Delivering expert lectures in software related areas and job skills
- Organizing FDPs, workshops in Software, entrepreneurial related areas and job skills
- Assisting in improving employability including software training, specialized skill training required by company and placement opportunities.

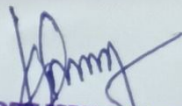
### (b) The key areas in which ICW can benefit UK INFO TECH:

- The existing expertise available with ICW can be utilized by UK Info Tech for joint outreach and community development activities.
- ICW will train the staff of UK Info Tech in Domain areas as per their needs.
- ICW will provide a large talent pool of students and faculty to assist UK Info Tech in training activities.

## 3. GENERAL

- This MoU shall construe to be a binding contract between the parties in respect of the subject matter of the MoU only.

  
The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 011

  
U. KARTHIKEYAN MCA., M.Phil.,  
Director, UK INFO TECH,  
PUDUKKOTTAI - 622 001.

- This MoU shall be effective from the date of last sign off and shall continue to be in force and **effect for a period of April 2022 to May 2023 (1 Year)** from the effective date. This MoU shall be terminated by either of the parties as by First Party by providing 03 months notice to the Second Party or as mutually agreed between the parties during the initial period and by Second Party by providing 03 months notice.
- This MoU shall constitute the entire understanding with regard to the Purpose set forth in this MoU and shall supersede any agreement existing between the Parties.

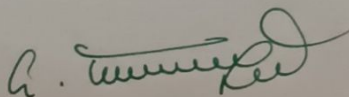
#### 4. MONITORING AND IMPLEMENTATION

The Coordination committee consisting of the Head of the Institution, a senior faculty member from ICW, and the Director of UK Info Tech will look into the monitoring and implementation of the various aspects of the MoU. an Annual review will be conducted to monitor the progress and furtherance of the activities covered under the MoU.

#### 5. SIGNED IN DUPLICATE

This MoU is executed in duplicate with each copy being an official version of the Agreement and having equal legal validity with effect from **25<sup>th</sup> day of April, 2022.**

BY SIGNING BELOW, the parties acting by their duly authorized officers have caused this Memorandum of Understanding to be executed, effective as of the day and year first above written.

  
Authorised Signatory of First Party  
The Principal  
Idhaya College for Women  
Arockia Nagar - Sarugani  
Sivagangai Dt - 630 411

  
Authorised Signatory Second Party  
**U. KARTHIKEYAN MCA., M.Phil.,**  
Director, UK INFO TECH,  
PUDUKKOTTAI - 622 001.

Witness:

1.

2. 