



KONGU ARTS AND SCIENCE COLLEGE

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

ERODE – 638 107

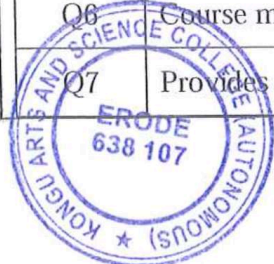
DEPARTMENT OF COMMERCE

17VCMOM- OFFICE MANAGEMENT SYSTEMS – REPORT

| | |
|--------------------------------|--|
| Name of the Value Added Course | OFFICE MANAGEMENT SYSTEMS |
| Course code | 17VCMOM |
| Course Coordinator | Ms.R.Mubeen Assistant Professor, Commerce |
| Date | Starting Date: 10.7.2018 Ending Date: 25.9.2018 |
| Duration of the Course | 40 Hours |
| Total participants Enrolled | 45 |
| Successfully Completed | 45 |
| Type of Assessment | Objective and Descriptive |
| Course Outcome | On Completion of this course the students will be able to <ul style="list-style-type: none">❖ Know the office administration practices followed in an organization.❖ Manage records, filing practices and they can execute the duties of an office administrator.❖ Prepare the layout of good office. Gain knowledge on various power centres in an organization |
| Outcome Attainment | 45 out of 40 Students scored above 50% of Marks |

Feedback Question Analysis – Questions Asked

| Q. No. | Parameters |
|--------|--|
| Q1 | The Course content was in line with my expectations |
| Q2 | General content of the Course |
| Q3 | The Course provided additional knowledge and skill |
| Q4 | Well-designed Practical sessions |
| Q5 | Schedule of the classes and other relevant details have been informed promptly |
| Q6 | Course materials provided were useful |
| Q7 | Provides scope for self-employment and fulfills the industrial needs |



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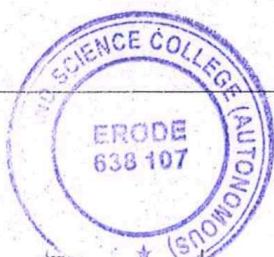
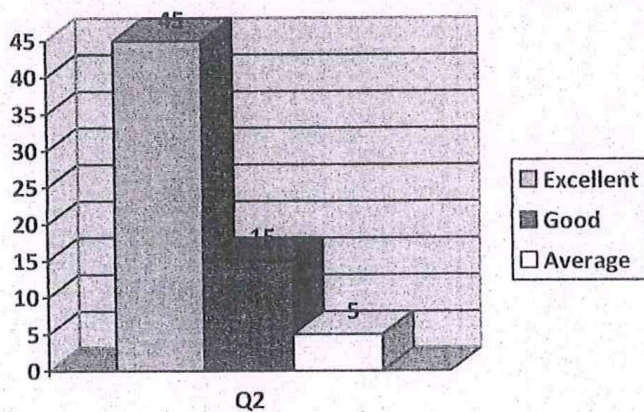
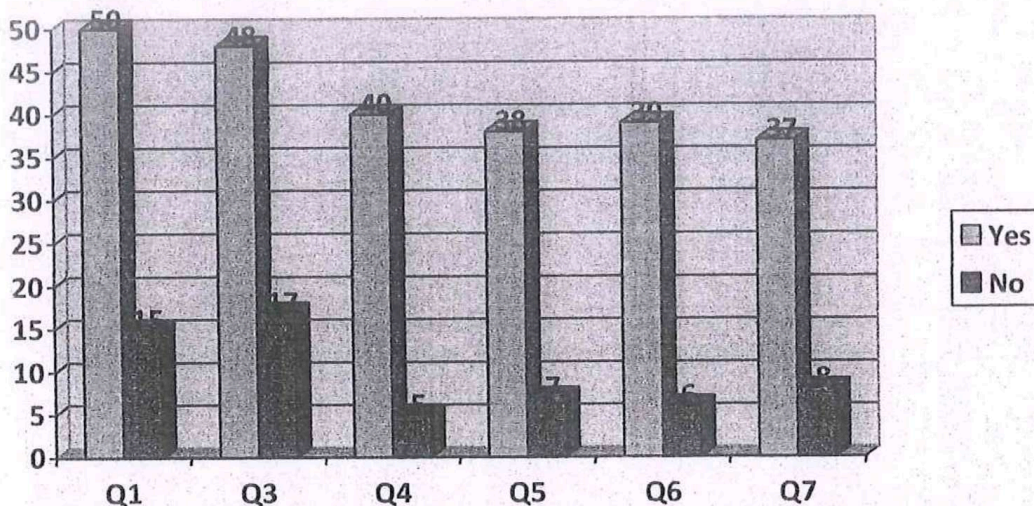


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FEEDBACK RATINGS



R. Subramanian
Course Coordinator

Arundhan
Head of the Department
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