



KONGU ARTS AND SCIENCE COLLEGE

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

ERODE – 638 107

DEPARTMENT OF COMMERCE CA

20VCCEE – EXCEL SKILLS FOR EMPLOYMENT – REPORT

Name of the Value Added Course	EXCEL SKILLS FOR EMPLOYMENT
Course code	20VCCEE
Course Coordinator	Mrs. PRIYANANDHINI N. Assistant Professor, Department of Commerce CA
Date	Starting Date: 17.06.2020 Ending Date: 09.01.2021
Duration of the Course	40 Hours
Total participants Enrolled	36
Successfully Completed	25
Type of Assessment	Descriptive (Practical)
Course Outcome	On Completion of this course the students will be able to <ul style="list-style-type: none">• Understand the basic concepts of Ms-Excel.• Solve the mathematical concepts by various Ms-Excel Functions.• Create and edit a Pivot Table and Chart.• Create, Inspect and Modify a recorded macros in Excel.
Outcome Attainment	25 out of 25 Students scored above 60% 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 fulfils the industrial needs



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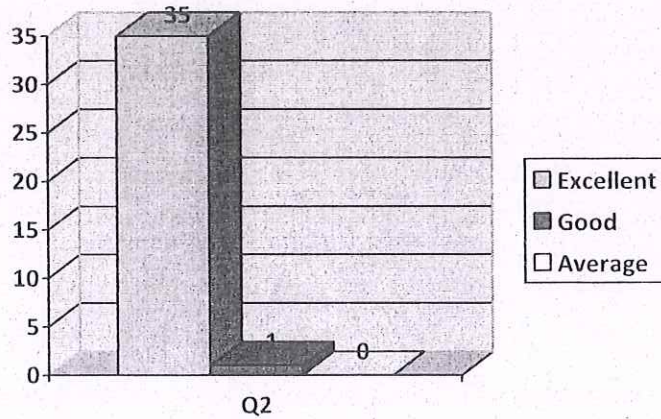
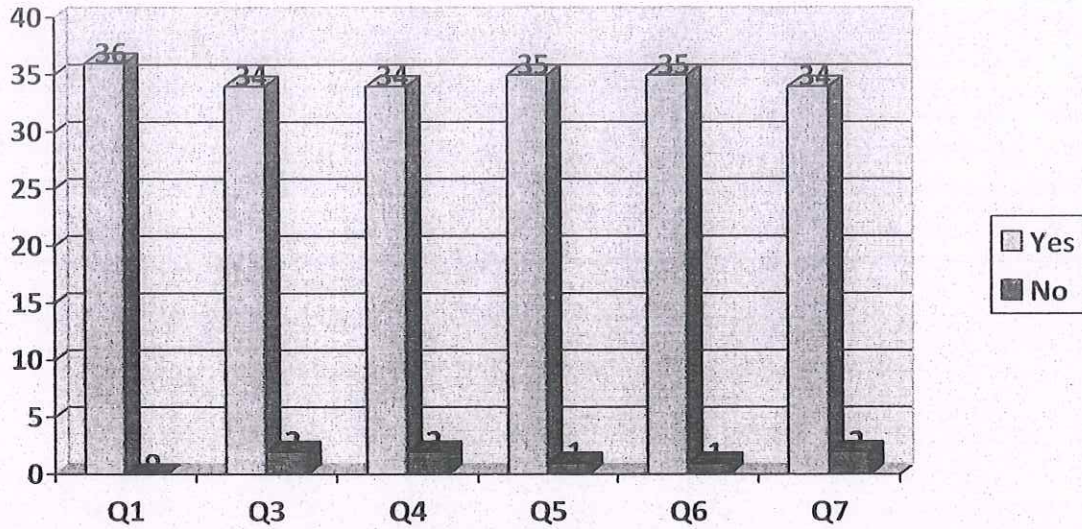


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FEEDBACK RATINGS



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Head of the Department
HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE (C.A.)
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Principal
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DEPARTMENT OF COMMERCE CA

VALUE ADDED COURSE (2020-2021) – PROPOSAL

Date: 11.02.2020

Submitted to the Principal

We are planning to conduct a Value Added Course titled “20VCCEE – EXCEL SKILLS FOR EMPLOYMENT” for all Department Students. The course will be benefitting the students for their career and placement activities. We kindly request you to grant permission for conducting the same.

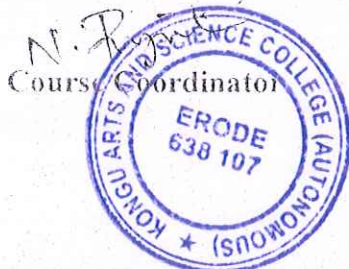
COURSE DETAILS:

Name of the Course	20VCCEE – Excel Skills for Employment.	
Duration of the Course	40 Hours	
Conducting Department	Commerce CA	
Course Coordinator(s)	Ms. PRIYANANDHINI.N Assistant Professor, Commerce CA	
Assessment Type (Total : 100 Marks)	Paper - I Section A Practical Examination (2 x 50 =100 Marks)	

OUTCOMES:

On Completion of this course the students will be able to

- ❖ Understand the basic concepts of Ms-Excel.
- ❖ Solve the mathematical concepts by various Ms-Excel Functions.
- ❖ Create and edit a Pivot Table and Chart.
- ❖ Create, Inspect and Modify a recorded macros in Excel.



N.V.
Head of the Department
DEPARTMENT OF COMMERCE CA
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N.
Dr. N. RAMAN
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Principal
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DEPARTMENT OF COMMERCE CA

VALUE ADDED COURSE(2020- 2021) – CIRCULAR

Date: 21.05.2020

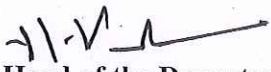
Ref. No.: KASC-AE/COMCA/VAC/2020-21/01

It is informed that Value Added Course on “20VCCEE – EXCEL SKILLS FOR EMPLOYMENT” will be conducted from 17.06.2020 (Wednesday). Registration will be on First-Come First-Serve basis. Students are asked to enroll your names for the above mentioned course as earlier as possible through Google form link.

III Year	II Year
https://tinyurl.com/4vd75ma9	https://tinyurl.com/2p9fewm9
Last date for Registration : 28.05.2020	Last date for Registration : 05.06.2020

HoDs and respective Department Staff Members are instructed to follow-up the same. Your whole hearted co-operation is needed to conduct the sessions in a gentle manner.


Total instruction Hours : 40 Hours
Course Coordinator : **Ms. PRIYANANDHINI.N.**
Assistant Professor/Commerce CA
Mail-id : kasccomerceca@gmail.com



Head of the Department
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Copy to:

All Department Notice Board




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KASC ACADEMY OF EXCELLENCE

DEPARTMENT OF COMMERCE (CA)

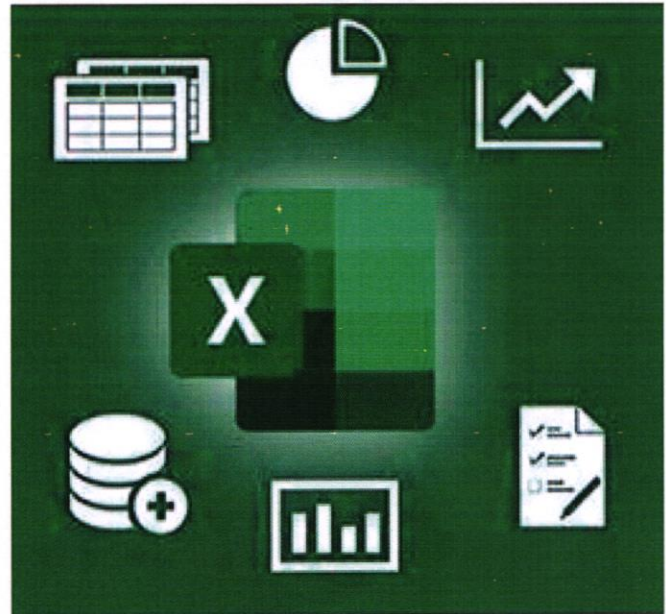
Academic Year 2020-2021

VALUE ADDED COURSE ON

EXCEL SKILLS FOR EMPLOYMENT

COURSE CONTENT

- Introduction to MS-Excel
- Functions
- Conditional Formatting and Data Sorting and Filtering
- Pivot Tables and Pivot Charts
- Macros



COURSE OUTCOME

- Understand the basic concepts of Ms-Excel.
- Solve the mathematical concepts by various Ms-Excel Functions.
- Create and edit a Pivot Table and Chart.
- Create, Inspect and Modify a recorded macros in Excel.

COURSE DURATION

Theory - 20 Hours
Practical - 20 Hours



KONGU
Assuring the Best

FOR WHOM

All the UG Students

COORDINATOR

Ms.N.PRIYANANDHINI

Assistant Professor

Department of Commerce (CA)

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DEPARTMENT OF COMMERCE CA

VALUE ADDED COURSE – SYLLABUS

20VCCEE – EXCEL SKILLS FOR EMPLOYMENT

Course Objective: To impart the knowledge of advanced skills in excel.

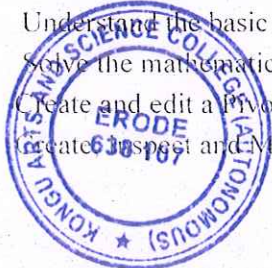
UNIT I	Introduction to MS Excel	8 Hours
Introduction to MS Excel, Quick review on MS Excel Options, Ribbon, Sheets- Saving Excel File as PDF - Using Excel Shortcuts with Full List of Shortcuts - Copy, Cut, Paste, Hide, Unhide, and Link the Data in Rows, Columns and Sheet - Using Paste Special Options -Formatting Cells, Rows, Columns and Sheets.		
UNIT II	Functions	8 Hours
Lookup and Reference Functions- Logical Function-Date and Time Functions-Information Functions-Math and Trigonometry Functions-Statistical Functions-Text Functions.		
UNIT III	Conditional Formatting and Data Sorting and Filtering	8 Hours
Conditional Formatting- Multiple Cell Rules-Color Scales - Icon Sets - Creating New Rules and Managing Existing Rules-Sorting Data A-Z and Z-A-Using Filters to Sort Data-Advance Filtering Options.		
UNIT IV	Pivot Tables and Pivot Charts	8 Hours
Creating Pivot Tables- Using Pivot Table Options-Changing and Updating Data Range-Formatting Pivot Table and Making Dynamic Pivot Tables- Creating Pivot Charts-Types of Pivot Charts and Their Usage-Formatting Pivot Charts and Making Dynamic Pivot Charts.		
UNIT V	Macros	8 Hours
Macro Security- Recording a Macro- Assign a Macro to a Button or Shape- Run a Macro upon Opening a Workbook- Inspect and Modify a Macro		
Total Hours		40 Hours


Reference Books

- Microsoft excel 2013- Microsoft excel 2013
- Microsoft excel 2013 –Wiley
- Microsoft excel 2013- Microsoft excel 2013
- Ms-Office 2000 – Joyce Cox

Course Outcome: On Completion of this course the students will be able to

- Understand the basic concepts of Ms-Excel.
- Solve the mathematical concepts by various Ms-Excel Functions.
- Create and edit a Pivot Table and Chart.
- Create, inspect and Modify a recorded macros in Excel.




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DEPARTMENT OF COMMERCE CA

ACADEMIC YEAR : 2020-2021

20VCCEE- EXCEL SKILLS FOR EMPLOYMENT - FINAL ENROLMENT LIST

S. No.	REG. NO.	NAME OF THE STUDENT	CLASS
1	18UBIT051	TULASI SHARMA	III B.SC BIOTECHNOLOGY
2	18UCCA034	MUTHURAMALINGAM S	III B.COM(CA)
3	18UCCA038	NETHAJI D	III B.COM(CA)
4	18UCCA047	RAMESH KUMAR. G	III B.COM(CA)
5	18UCCA055	SIVAPRAKASH S	III B.COM(CA)
6	18UCCA059	SUBESH.P.S	III B.COM(CA)
7	18UCCA071	ARUNKUMAR S	III B.COM(CA)
8	18UCCA108	RAGUL.S	III B.COM(CA)
9	18UCCA109	RAJA KHAVIN KUMAR R.G.	III B.COM(CA)
10	18UCCA130	THIYAGARAJAN .M	III B.COM(CA)
11	18UCOM048	SUREKA D	III B.COM
12	18UCOM062	ANUKEERTHANA.M	III B.COM
13	18UCOM065	BHAVYA.S	III B.COM
14	18UCOM074	HARINI.M	III B.COM
15	18UCOM078	JANANIPRIYA.K	III B.COM
16	18UCOM098	RAJAVAIISHNAVI.M.S	III B.COM
17	18UCOM099	RAKSHA SHARMA.V	III B.COM
18	18UCOM102	SANDHIYA-S	III B.COM
19	18UCOM109	SONIA. R	III B.COM
20	18UCOM115	VAISHALI R	III B.COM
21	18UCOM121	YAZHINI R	III B.COM
22	19UBAC014	GAYATHRI.S	II B.B.A (CA)
23	19UBAC022	POOJA SHREE . S	II B.B.A (CA)
24	19UBAC032	POOJA SHREE . V	II B.B.A (CA)
25	19UBAC035	RITHIKA V	II B.B.A (CA)



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ACADEMIC YEAR : 2020-2021

20VCCEE – EXCEL SKILLS FOR EMPLOYMENT - FINAL ENROLMENT LIST

S.NO.	REG. NO.	NAME	CLASS
26	19UBAC040	SARANYA.S	II B.B.A (CA)
27	19UBAC053	THARANIS	II B.B.A (CA)
28	19UCCA006	DHINAKAR.D	II B.COM (CA)
29	19UCCA103	RUBIGA P	II B.COM (CA)
30	19UCCA112	SINDHU VARSINI.S	II B.COM (CA)
31	19UCOM100	SAKTHI.R	II B.COM
32	19UCOM108	SONIYA.S	II B.COM
33	19UCOM110	SREE PRAKALIA.M.S	II B.COM
34	19UCPA040	M.SELVAKUMAR	II B.COM (PROFESSIONAL ACCOUNTING)
35	19UCSC024	MAHALINGAM.K	II B.COM CS (CA)
36	19UCSC032	NAVIN PRAKAR.K.K	II B.COM CS (CA)

N. P. Ramesh
Course Coordinator

N. V. S.
Head of the Department

HEAD OF THE DEPARTMENT
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DEPARTMENT OF COMMERCE CA
ACADEMIC YEAR : 2020-2021
SCHEDULE FOR THE VALUE ADDED COURSE
20VCCE – EXCEL SKILLS FOR EMPLOYMENT

S. No.	Date	Time	Topics Covered	Theory Hours	Lab Hours
1	17.06.2020	10.00 – 11.00	Introduction to MS-Excel. Quick review on options. Ribbon	1	
2	18.06.2020	10.00 – 11.00	Saving Excel as PDF. Shortcut Keys in MS-Excel. Cut. Paste. Hide & Unhide	1	
3	19.06.2020	10.00 – 11.00	Menu Bar	1	
4	20.06.2020	10.00 – 11.00	Functions in MS-Excel, Paste Special, Formatting Cells, Rows, Columns Sheets	1	
5	22.06.2020	10.00 – 11.00	Insert Chart. Images, Grouping and Ungrouping	1	
6	23.06.2020	10.00 – 11.00	Link the data in Row, Columns and Sheets	1	
7	24.06.2020	10.00 – 11.00	Lookup and Reference Functions.	1	
8	25.06.2020	10.00 – 11.00	Logical Function-Date and Time Functions	1	
9	26.06.2020	10.00 – 11.00	Information Functions	1	
10	27.06.2020	10.00 – 11.00	Math and Trigonometry Functions	1	
11	29.06.2020	10.00 – 11.00	Statistical Functions	1	
12	30.06.2020	10.00 – 11.00	Text Functions	1	
13	05.08.2020	10.00 – 11.00	Introduction to Conditional Formatting and its importance	1	
14	06.08.2020	10.00 – 11.00	Application of Multiple Rules, Color Scales	1	
15	07.08.2020	10.00 – 11.00	Usage of Icon Sets – Creation of New Rules	1	
16	08.08.2020	10.00 – 11.00	Managing existing rules, Do and Don'ts in Formatting	1	
17	10.08.2020	10.00 – 11.00	Sorting of Data, A to Z and Z to A sorting, Custom Filters	1	
18	11.08.2020	10.00 – 11.00	Data Filtering – Advance Filtering Options	1	
19	12.08.2020	10.00 – 11.00	Creating Pivot table and using its options with example	1	
20	13.08.2020	10.00 – 11.00	Changing and Updating Data Range Pivot Table with example	1	
21	14.08.2020	10.00 – 11.00	Formatting Pivot Table and Making Dynamic Pivot Tables with example	1	
22	11.09.2020	10.00 – 11.00	Create Pivot Charts and types of Chart	1	
23	14.09.2020	10.00 – 11.00	Formatting Chart and updating Chart	1	
24	22.09.2020	10.00 – 11.00	Making Dynamic Pivot table and Chart	1	
25	21.09.2020	10.00 – 11.00	Introduction to Macros	1	



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DEPARTMENT OF COMMERCE CA

ACADEMIC YEAR : 2021-2022

SCHEDULE FOR THE VALUE ADDED COURSE

20VCCEE – EXCEL SKILLS FOR EMPLOYMENT - ATTENDANCE

S. No.	Date	Time	Topics Covered	Theory Hours	Lab Hours
26	23.09.2020	10.00 – 11.00	Macro Security	1	
27	24.09.2020	10.00 – 11.00	Recording a Macro in a Worksheet	1	
28	25.09.2020	10.00 – 11.00	Create Pivot Charts and types of Chart	1	
29	26.09.2020	10.00 – 11.00	Formatting Chart and updating Chart	1	
30	28.09.2020	10.00 – 11.00	Making Dynamic Pivot table and Chart	1	
31	05.01.2021	9.30 - 10.30	To Create a Pivot table and update the values		1
32	05.01.2021	10.30 - 11.30	To Create a Pivot Chart and update the values		1
33	05.01.2021	11.30 - 12.30	Introduction to Macros		1
34	05.01.2021	12.30 - 01.30	Macro Security		1
35	06.01.2021	9.30 - 10.30	Recording a Macro in a Worksheet		1
36	06.01.2021	10.30 - 11.30	Assign a Macro to a Button or Shape		1
37	06.01.2021	11.30 - 12.30	Run a Macro upon opening a workbook		1
38	09.01.2021	09.30 - 10.30	Inspect and modify a Macro		1
39	09.01.2021	10.30 - 11.30	Practical on Macro security , recording and run a macro upon a worksheet		1
40	09.01.2021	11.30 - 12.30	Practical on assign a macro to a button or shape, modification on macros.		1
Total				30	10
Total Hours (Theory + Lab)				40 Hours	
Assessment Date & Time : 11.01.2021 & 10:00 am to 01:00 pm					
Type Of Assessment : Practical Questions					



Head of the Department
DEPARTMENT OF COMMERCE (CA)
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S. No.	REG. NO.	NAME	17.06.2020	18.06.2020	19.06.2020	20.06.2020	22.06.2020	23.06.2020	24.06.2020	25.06.2020	26.06.2020	27.06.2020
			10.00 -11.00	10.00 -11.00	10.00 -11.00	10.00 -11.00	10.00 -11.00	10.00 -11.00	10.00 -11.00	10.00 -11.00	10.00 -11.00	10.00 -11.00
1	18UBIT051	TULASI SHARMA	/	/	/	/	/	AB	/	/	/	/
2	18UCCA034	MUTHURAMALINGAM S	/	/	AB	/	AB	/	/	/	AB	/
3	18UCCA038	NETHAJI D	/	/	/	/	/	/	/	/	/	/
4	18UCCA047	RAMESH KUMAR, G	/	AB	/	/	/	/	AB	/	/	/
5	18UCCA055	SIVAPRAKASH S	/	/	/	/	/	/	/	/	/	/
6	18UCCA059	SUBESH.P.S	/	/	/	/	/	/	/	/	/	/
7	18UCCA071	ARUNKUMAR S	AB	AB	AB	AB	/	AB	/	AB	AB	/
8	18UCCA108	RAGUL.S	/	/	AB	AB	AB	AB	AB	AB	AB	AB
9	18UCCA109	RAJA KHAVIN KUMAR R.G.	AB	AB	AB	AB	/	/	/	/	/	/
10	18UCCA130	THIYAGARAJAN .M	AB	AB	/	/	/	/	AB	AB	AB	AB
11	18UCOM048	SUREKA D	/	/	AB	AB	/	/	AB	/	/	/
12	18UCOM062	ANUKEERTHANA.M	AB	/	/	/	/	/	/	/	/	/
13	18UCOM065	BHAVYA.S	/	/	/	/	/	/	/	/	/	/
14	18UCOM074	HARINIM	/	/	/	/	/	/	/	/	/	/
15	18UCOM078	JANANIPRIYA.K	/	/	/	/	/	/	/	/	/	/
16	18UCOM098	RAJAVAIISHNAVI.M.S	/	/	/	AB	/	/	/	/	/	/
17	18UCOM099	RAKSHA SHARMA.V	/	/	/	/	/	/	/	/	/	/
18	18UCOM102	SANDHIYA-S	/	/	AB	AB	AB	AB	AB	AB	AB	AB
19	18UCOM109	SONIA. R	/	/	/	/	/	/	/	/	/	/
20	18UCOM115	VAISHALI R	AB	/	/	/	/	/	/	/	/	/
21	18UCOM121	YAZHINI R	/	/	/	/	/	/	/	/	/	/
22	19UBAC014	GAYATHRI.S	/	/	/	/	/	/	/	/	/	/
23	19UBAC029	NITHYA SRI. S	/	/	/	/	/	/	/	/	/	/
24	19UBAC032	POOJASHREE . V	/	/	/	/	/	/	/	/	/	/
25	19UBAC032	RITHIKA V	AB	/	/	/	/	/	/	/	/	/



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S. No	REG. NO.	NAME	17.06.2020	18.06.2020	19.06.2020	20.06.2020	22.06.2020	23.06.2020	24.06.2020	25.06.2020	26.06.2020	27.06.2020
			10.00-11.00	10.00-11.00	10.00-11.00	10.00-11.00	10.00-11.00	10.00-11.00	10.00-11.00	10.00-11.00	10.00-11.00	10.00-11.00
26	19UBAC040	SARANYA.S	/	/	/	/	/	/	/	/	/	/
27	19UBAC053	THARANIS	/	/	/	/	/	/	/	/	/	AB
28	19UCCA006	DHINAKAR.D	/	/	AB	/	/	/	/	/	/	/
29	19UCCA103	RUBIGA P	/	AB	/	AB	/	/	/	/	/	/
30	19UCCA112	SINDHU VARSINI.S	/	/	/	/	AB	/	/	/	/	/
31	19UCOM100	SAKTHI.R	/	/	/	/	/	/	/	/	AB	AB
32	19UCOM108	SONIYA.S	/	/	AB	AB	AB	AB	AB	AB	AB	/
33	19UCOM110	SREE PRAKALIA.M.S	/	/	/	/	/	/	/	/	/	/
34	19UCPA040	M.SELVAKUMAR	/	/	/	/	/	/	/	/	/	/
35	19UCSC024	MAHALINGAM.K	/	/	/	/	/	/	/	/	/	/
36	19UCSC032	NAVIN PRABAKAR.K.K	/	/	/	/	/	/	/	/	/	/
Faculty Handling the Class			KP	KP	KP	KP	KP	KP	PK	PK	PK	PK

KP - Mrs.K.Punithavathi
PK - Mrs.P.K.Mangaiyarkarasi

N. Punithavathi

Course Coordinator

H.V.K.
Head of the Department
HEAD OF THE DEPARTMENT
DEPARTMENT OF COMMERCE (CA)
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[Signature]
Principal
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NANJANAPURAM, ERODE - 638 107.



[Signature]
Dr. N. RAMAN
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DEPARTMENT OF COMMERCE CA

20VCCEE - EXCEL SKILLS FOR EMPLOYMENT - ATTENDANCE

S. No	REG. NO.	NAME	29.06.2020	30.06.2020	05.08.2020	06.08.2020	07.08.2020	08.08.2020	10.08.2020	11.08.2020	12.08.2020	13.08.2020
			10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00
1	18UBIT051	TULASI SHARMA	/	/	/	/	/	/	/	/	/	/
2	18UCCA034	MUTHURAMALINGAM S	/	/	/	/	/	/	/	/	/	/
3	18UCCA038	NETHAJI D	/	/	/	/	/	/	/	/	/	/
4	18UCCA047	RAMESH KUMAR. G	AB	/	/	/	/	/	/	/	/	AB
5	18UCCA055	SIVAPRAKASH S	/	/	M	/	/	/	/	AB	AB	/
6	18UCCA059	SUBESH.P.S	/	/	/	/	/	/	/	/	/	/
7	18UCCA071	ARUNKUMAR S	AB	AB	/	/	/	/	/	/	AB	/
8	18UCCA108	RAGUL.S	AB	AB	/	/	/	/	/	/	/	/
9	18UCCA109	RAJA KHAVIN KUMAR R.G.	/	/	/	/	/	/	/	/	/	/
10	18UCCA130	THIYAGARAJAN .M	/	AB	/	/	/	/	/	/	/	AB
11	18UCOM048	SUREKA D	/	/	/	/	/	/	/	/	/	/
12	18UCOM062	ANUKEERTHANA.M	/	/	/	/	/	/	/	/	/	/
13	18UCOM065	BHAVYA.S	/	/	/	/	/	/	/	/	/	/
14	18UCOM074	HARINI.M	/	/	/	/	/	/	/	/	/	/
15	18UCOM078	JANANIPRIYA.K	/	/	/	/	/	/	/	/	/	/
16	18UCOM098	RAJAVAIISHNAVI.M.S	/	/	/	/	/	/	/	/	/	/
17	18UCOM099	RAKSHA SHARMA.V	/	/	/	/	/	/	/	AB	AB	/
18	18UCOM102	SANDHIYA-S	AB	AB	AB	AB	AB	AB	AB	AB	AB	/
19	18UCOM109	SONIA. R	/	/	/	/	/	/	/	/	/	/
20	18UCOM115	VAISHALI R	/	/	/	/	/	/	/	/	/	/
21	18UCOM121	YAZHINI R	/	/	/	/	/	/	/	/	/	/
22	19UBAC014	GAYATHIRI.S	/	/	/	/	/	/	/	/	/	/
23	19UBAC029	NITHYA SRI . S	/	/	/	/	/	/	/	/	/	/
24	19UBAC035	POOLASHREE . V	/	/	/	/	/	/	/	/	/	/
25	19UBAC036	THIKA V	/	/	/	/	/	/	/	/	AB	/



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DEPARTMENT OF COMMERCE CA

20VCCEE - EXCEL SKILLS FOR EMPLOYMENT - ATTENDANCE

S. No	REG. NO.	NAME	29.06.2020	30.06.2020	05.08.2020	06.08.2020	07.08.2020	08.08.2020	10.08.2020	11.08.2020	12.08.2020	13.08.2020
			10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00
26	19UBAC04	SARANYA.S	/	/	/	/	/	/	/	/	/	/
27	19UBAC05	THARANIS	/	/	/	/	/	/	/	/	AB	AB
28	19UCCA00	DHINAKAR.D	/	/	/	/	/	/	/	/	/	/
29	19UCCA10	RUBIGA P	/	/	/	/	/	/	/	/	/	/
30	19UCCA11	SINDHU VARSINI.S	/	/	/	/	/	/	/	/	/	/
31	19UCOM10	SAKTHI.R	/	/	/	/	/	/	/	/	/	/
32	19UCOM10	SONIYA.S	/	/	/	/	/	/	/	/	AB	/
33	19UCOM11	SREE PRAKALIA.M.S	/	/	/	/	/	/	/	/	/	AB
34	19UCPA040	M.SELVAKUMAR	AB	/	/	/	/	/	/	/	/	/
35	19UCSC024	MAHALINGAM.K	/	/	/	/	/	/	/	/	/	/
36	19UCSC032	NAVIN PRABAKAR.K.K	/	/	/	/	/	/	/	/	AB	/
Faculty Handling the Class			AB	AB	NS	NS	NS	NS	NS	NS	PR	PR
KP - Mrs. K.Punithavathi			NS - Mr. N.Selvakumar									
PR- Mr.K.Prabhu												

N. Punithavathi
Course Coordinator

H.M.S.
Head of the Department
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20VCCCE - EXCEL SKILLS FOR EMPLOYMENT - ATTENDANCE

S. No	REG. NO.	NAME	14.08.2020	11.09.2020	14.09.2020	22.09.2020	21.09.2020	23.09.2020	24.09.2020	25.9.2020	26.9.2020	28.09.2020
			10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00
1	18UBIT051	TULASI SHARMA	/	/	/	AB	AB	/	AB	AB	AB	/
2	18UCCA034	MUTHURAMALINGAM S	/	AB	/	/	/	/	/	AB	/	/
3	18UCCA038	NETHAJI D	/	AB	/	AB	/	/	/	/	/	/
4	18UCCA047	RAMESH KUMAR. G	/	AB	AB	/	AB	/	/	/	/	/
5	18UCCA055	SIVAPRAKASH S	/	/	AB	/	/	AB	/	/	AB	/
6	18UCCA059	SUBESH.P.S	/	/	AB	/	AB	/	/	/	/	/
7	18UCCA071	ARUNKUMAR S	AB	AB	/	/	/	/	/	/	/	/
8	18UCCA108	RAGUL.S	AB	/	/	/	/	/	/	/	/	/
9	18UCCA109	RAJA KHAVIN KUMAR R.G.	/	/	/	/	/	/	/	/	/	/
10	18UCCA130	THIYAGARAJAN .M	AB	AB	AB	AB	/	/	/	/	/	/
11	18UCOM048	SUREKA D	/	/	/	/	/	/	/	/	/	/
12	18UCOM062	ANUKEERTHANA.M	/	/	/	/	/	/	/	/	/	/
13	18UCOM065	BHAVYA.S	/	/	/	/	/	/	/	/	/	/
14	18UCOM074	HARINLM	AB	/	/	/	/	/	/	/	/	/
15	18UCOM078	JANANIPRIYA.K	/	/	AB	/	/	/	/	/	/	/
16	18UCOM098	RAJAVAIISHNAVI.M.S	/	/	/	/	/	/	/	/	/	/
17	18UCOM099	RAKSHA SHARMA.V	/	/	/	/	AB	/	/	/	/	/
18	18UCOM102	SANDHIYA-S	AB	AB	/	AB	AB	AB	AB	AB	AB	AB
19	18UCOM109	SONIA. R	/	/	/	/	/	/	AB	/	AB	/
20	18UCOM115	VAISHALI R	/	/	/	/	/	/	/	/	/	/
21	18UCOM121	YAZHINI R	/	/	/	/	/	/	/	/	/	/
22	19UBAC014	GAYATHRI.S	/	/	/	/	/	/	/	/	/	/
23	19UBAC029	NITHYA SRI . S	/	/	/	/	/	/	/	/	/	/
24	19UBAC032	POOJASHREE . V	/	AB	/	/	AB	/	/	/	/	/
25	19UBAC036	RITHIKA V	/	/	/	/	AB	/	/	/	/	/



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S. No.	REG. NO.	NAME	14.08.2020	11.09.2020	14.09.2020	22.09.2020	21.09.2020	23.09.2020	24.09.2020	25.9.2020	26.9.2020	28.09.2020
			10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00	10.00 - 11.00
26	19UBAC040	SARANYA.S	/	/	/	/	/	/	/	AB	AB	/
27	19UBAC053	THARANIS	AB	/	/	/	AB	/	/	/	/	/
28	19UCCA006	DHINAKAR.D	/	AB	AB	/	/	/	/	/	/	/
29	19UCCA103	RUBIGA P	/	AB	/	/	/	/	/	/	/	/
30	19UCCA112	SINDHU VARSINIS	/	/	/	/	/	/	/	/	/	/
31	19UCOM100	SAKTHI.R	/	/	/	/	/	/	/	/	/	/
32	19UCOM108	SONIYA.S	/	AB	AB	/	/	/	/	AB	AB	/
33	19UCOM110	SREE PRAKALIA.M.S	/	/	/	/	/	/	/	/	/	/
34	19UCPA040	M.SELVAKUMAR	/	AB	AB	AB	/	/	/	/	AB	/
35	19UCSC024	MAHALINGAM.K	/	/	/	/	/	/	/	/	/	/
36	19UCSC032	NAVIN PRABAKAR.K.K	/	/	/	/	/	/	/	/	/	/
Faculty Handling the Class			PR Pb	PR Pb	PR Pb	PR Pb	NP NP	NP NP	NP NP	NP NP	NP NP	NP NP
PR - Mr. K.Prabhu												
NP - Mrs. N.Priyanandhini												

N. Prabu
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20VCCEE - EXCEL SKILLS FOR EMPLOYMENT - ATTENDANCE

S. No.	REG. NO.	NAME	05.01.2021	05.01.2021	05.01.2021	05.01.2021	06.01.2021	06.01.2021	06.01.2021	09.01.2021	09.01.2021	09.01.2021
			9.30 - 10.30	10.30 - 11.30	11.30 - 12.30	12.30 - 01.30	9.30 - 10.30	10.30 - 11.30	11.30 - 12.30	9.30 - 10.30	10.30 - 11.30	11.30 - 12.30
1	18UBIT051	TULASI SHARMA	/	/	AB	AB	AB	AB	AB	/	/	/
2	18UCCA034	MUTHURAMALINGAM S	/	/	/	/	AB	AB	/	AB	AB	AB
3	18UCCA038	NETHAJI D	/	/	/	/	/	/	/	/	/	/
4	18UCCA047	RAMESH KUMAR. G	/	/	/	/	/	/	/	/	/	/
5	18UCCA055	SIVAPRAKASH S	/	/	/	/	/	/	/	AB	AB	AB
6	18UCCA059	SUBESH.P.S	/	/	/	/	/	/	/	/	/	/
7	18UCCA071	ARUNKUMAR S	AB	AB	AB	AB	AB	AB	AB	/	/	/
8	18UCCA108	RAGUL.S	AB	AB	AB	AB	AB	AB	AB	/	/	/
9	18UCCA109	RAJA KHAVIN KUMAR R.G.	/	/	AB	AB	AB	AB	/	/	/	/
10	18UCCA130	THIYAGARAJAN .M	AB	AB	AB	AB	AB	AB	AB	/	/	/
11	18UCOM04	SUREKA D	/	/	/	/	/	/	/	AB	AB	AB
12	18UCOM06	ANUKEERTHANA.M	/	/	/	/	/	/	/	/	/	/
13	18UCOM06	BHAVYA.S	/	/	/	/	/	/	/	/	/	/
14	18UCOM07	HARINI.M	/	/	/	/	/	/	/	/	/	/
15	18UCOM07	JANANIPRIYA.K	/	/	/	/	/	/	AB	/	/	/
16	18UCOM09	RAJAVAISHNAVI.M.S	/	/	/	/	/	/	AB	AB	AB	AB
17	18UCOM09	RAKSHA SHARMA.V	/	/	/	/	AB	AB	AB	/	/	/
18	18UCOM10	SANDHIYA-S	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
19	18UCOM10	SONIA. R	/	/	/	/	/	/	/	AB	AB	AB
20	18UCOM11	VAISHALI R	/	/	/	/	/	/	/	/	/	/
21	18UCOM12	YAZHINI R	/	/	/	/	/	/	/	/	/	/
22	19UBAC014	GAYATHIRI.S	/	/	/	/	/	/	/	/	/	/
23	19UBAC029	NITHYA SRI . S	/	/	/	/	/	/	/	/	/	/
24	19UBAC032	POOJASHREE . V	/	/	/	/	/	/	/	/	/	/
25	19UBAC036	RITHIKA V	/	/	/	/	AB	AB	/	/	/	/



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S. No.	REG. NO.	NAME	05.01.2021	05.01.2021	05.01.2021	05.01.2021	06.01.2021	06.01.2021	06.01.2021	09.01.2021	09.01.2021	09.01.2021	
			9.30 - 10.30	10.30 - 11.30	11.30 - 12.30	12.30 - 01.30	9.30 - 10.30	10.30 - 11.30	11.30 - 12.30	9.30 - 10.30	10.30 - 11.30	11.30 - 12.30	
26	19UBAC040	SARANYA.S	/	/	/	/	/	/	/	/	/	/	
27	19UBAC053	THARANI.S	/	/	/	/	/	/	AB	/	/	/	
28	19UCCA006	DHINAKAR.D	/	/	AB	AB	AB	AB	AB	/	/	/	
29	19UCCA103	RUBIGA P	/	/	AB	AB	AB	AB	AB	/	/	/	
30	19UCCA112	SINDHU VARSINI.S	/	/	/	/	/	/	/	/	/	/	
31	19UCOM100	SAKTHI.R	/	/	/	/	/	/	/	/	/	/	
32	19UCOM108	SONIYA.S	/	/	/	/	AB	AB	/	/	/	/	
33	19UCOM110	SREE PRAKALIA.M.S	/	/	/	/	/	/	AB	/	/	/	
34	19UCPA040	M.SELVAKUMAR	/	/	/	/	/	/	/	AB	AB	AB	
35	19UCSC024	MAHALINGAM.K	/	/	AB	AB	AB	AB	/	/	/	/	
36	19UCSC032	NAVIN PRABAKAR.K.K	/	/	AB	AB	AB	AB	/	AB	AB	AB	
Faculty Handling the Class			KP	KP	PK	PK	NS	NS	PR	PR	NP	NP	
KP - Mrs. K.Punithavathi			PK – Mrs. P.K. Mangaiyarkarasi				NS- Mr.N.Selvakumar						
PR – Mr. K.Prabhu			NP - Mrs. N.Priyanandhini										

N. Punithavathi
Course Coordinator

N. Selvakumar
Head of the Department

N. Ramana
Principal



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N. Ramana
Dr. N. RAMAN
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DEPARTMENT OF COMMERCE CA

20VCCEE - EXCEL SKILLS FOR EMPLOYMENT - QUESTION PAPER

Max. Marks : 100

1. Open an Excel workbook.
 - a) Create a timetable of your class.
 - b) Modify the width of a column.
 - c) Insert a column between column A and column B, then insert a row between row 3 and row 4.
 - d) Delete a column or a row.
 - e) Move a column or row.
 - f) Try using the Text Wrap command on a cell range.
 - g) Try merging some cells together.
2. Open an Excel workbook.
 - a) Analyse the business performance using Purchase, Sales and Profit.
 - b) Use worksheet data to create a chart.
 - c) Change the chart layout.
 - d) Apply a chart style.
 - e) Move the chart.
3. The following data represents the temperature measurements recorded every 4 hours for a patient, for five days period of time. Frame the table and perform the following operations.


Time	Monday	Tuesday	Wednesday	Thursday	Friday
4:00	38	38.2	38.6	39.1	37.8
8:00	37.3	38.3	38.7	38.8	37.6
12:00	37	38	38.8	38.6	37.4
16:00	37.4	38.1	39	38.4	37.4
20:00	37.6	38.3	39.1	38.2	37.2
0:00	38	38.5	39.4	38	36.8

- a) Compute the total value for the temperatures recorded on Monday.
 - b) Compute the mean value for the temperatures recorded on Tuesday.
 - c) Find out the Maximum temperature recorded on Wednesday.
 - d) Find out the Minimum temperature recorded on Thursday.
 - e) Find out the most repeated temperature recorded on Friday.
4. Type the following text and perform the following operations.

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 - a) Find the length of the string.
 - b) Find the position of letter 'a' in the string.
 - c) Print the text in Upper Case.
 - d) Extract the first 5 letters and display it.
 - e) Replace 'e' with 'f' and display the string.
 5. Create a table "Student Mark Statement" in Ms-Excel with the fields - Reg.No. Name, Tamil, English, Maths, Science, Social science, Total, Average, Result. Highlight the fail marks using the conditional formatting method.
 6. Create a payroll table in Ms-Excel with the fields - Employee No., Name of the employee, Designation, DOJ, Salary. Sort the table using employee number in descending order and filter the employee whose salary is greater than Rs.10000.
 7. Create pivot table and update records.
 8. Create pivot chart using pivot table.
 9. Record and run the macro with formatting functions.
 10. Assign the macro to a button for clear particular cells.




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20VCCEE - EXCEL SKILLS FOR EMPLOYMENT - MARK STATEMENT

S. NO.	REG.NO.	Practical - I	RESULT	GRADE
1	18UBIT051	100	PASS	A++
2	18UCCA034	90	PASS	A++
3	18UCCA038	AB	FAIL	***
4	18UCCA047	99	PASS	A++
5	18UCCA055	88	PASS	A+
6	18UCCA059	100	PASS	A++
7	18UCCA071	AB	FAIL	***
8	18UCCA108	AB	FAIL	***
9	18UCCA109	92	PASS	A++
10	18UCCA130	AB	FAIL	***
11	18UCOM048	AB	FAIL	***
12	18UCOM062	97	PASS	A++
13	18UCOM065	63	PASS	B+
14	18UCOM074	63	PASS	B+
15	18UCOM078	97	PASS	A++
16	18UCOM098	96	PASS	A++
17	18UCOM099	81	PASS	A+
18	18UCOM102	AB	FAIL	***
19	18UCOM109	AB	FAIL	***
20	18UCOM115	95	PASS	A++
21	18UCOM121	97	PASS	A++
22	19UBAC014	100	PASS	A++
23	19UBAC029	72	PASS	A
24	19UBAC032	72	PASS	A
25	19UBAC036	85	PASS	A+
26	19UBAC040	87	PASS	A+
27	19UBAC053	89	PASS	A+
28	19UCCA006	AB	FAIL	***
29	19UCCA103	83	PASS	A+
30	19UCCA112	76	PASS	A



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20VCCEE – EXCEL SKILLS FOR EMPLOYMENT – MARK STATEMENT

S.NO.	REG.NO.	PRACTICAL - I	RESULT	GRADE
31	19UCOM100	85	PASS	A+
32	19UCOM108	AB	FAIL	***
33	19UCOM110	AB	FAIL	***
34	19UCPA040	AB	FAIL	***
35	19UCSC024	76	PASS	A
36	19UCSC032	71	PASS	A
90-100	A++ - Outstanding		60-69	B+ - Good
80-89	A+ - Excellent		50-59	B - Average
70-79	A - Very Good		40-49	C - Satisfactory

N. Rajan

Course Coordinator

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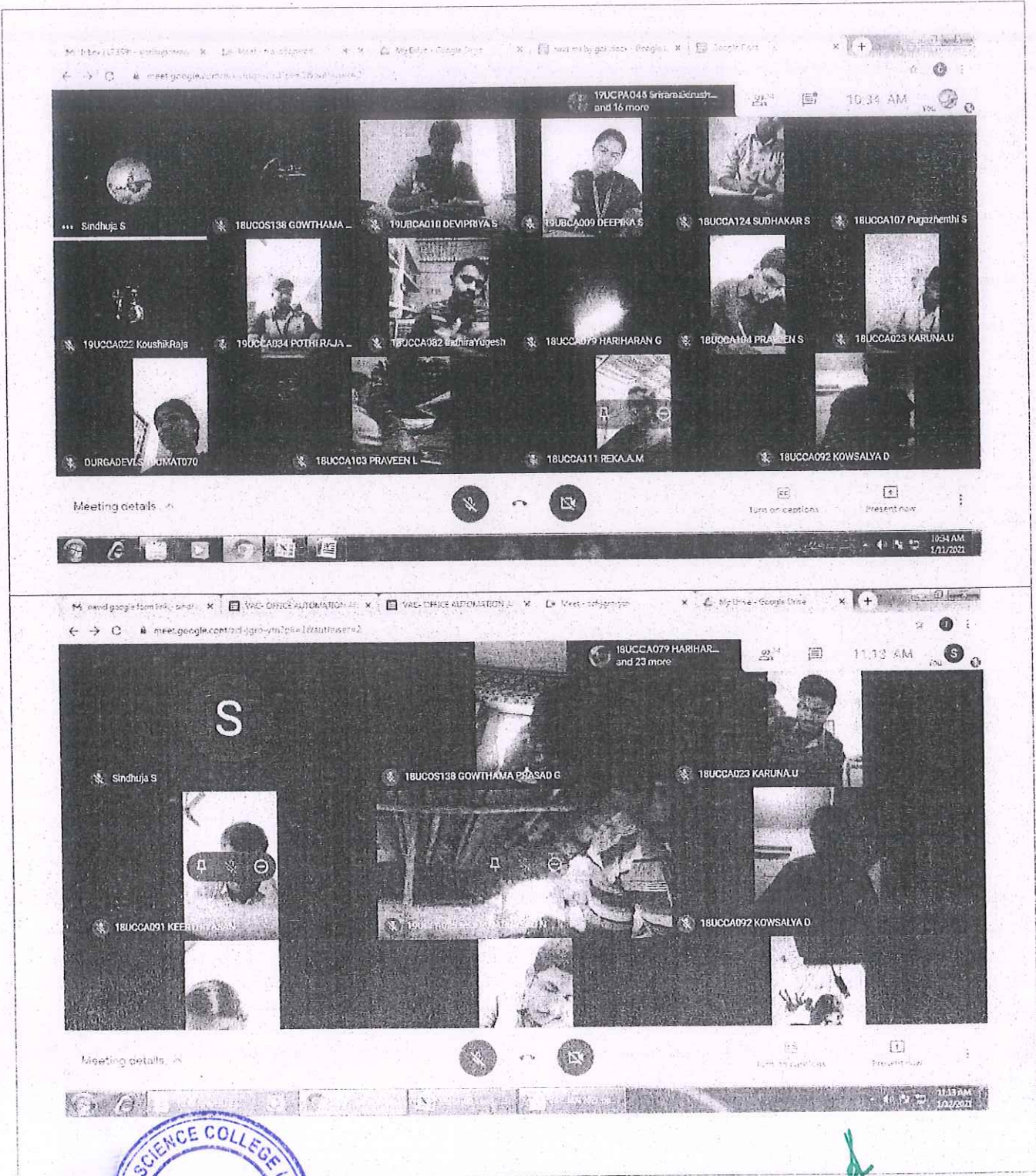
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20VCCEE - EXCEL SKILLS FOR EMPLOYMENT - PHOTOGRAPH



Dr. N. RAMAN
PRINCIPAL
KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
NANJANAPURAM, ERODE - 638 107.

KASC ACADEMY OF EXCELLENCE- ONLINE VALUE ADDED COURSE FEEDBACK FORM (2020-2021)

Dear Student, Kindly take a moment to fill the short questionnaire and complete this evaluation. We appreciate your time.

konguvac@gmail.com Switch account



* Required

Email *

Your email

REG No (CAPITAL LETTER) *

Your answer

NAME (In CAPITAL LETTER- Initial at the end) *

Your answer

GENDER *

Female

Male



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KONGU ARTS AND SCIENCE COLLEGE
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DEPARTMENT *

Choose

SECTION *

 A B C Nil

WHATSAPP No *

Your answer

YEAR
YEAR ; 18UCBI001 - 3rd YEAR)


For eg: (19UCBI001 - 2nd *

 2nd Year (2019 - 2022 Batch) 3rd Year (2018 - 2021 Batch)

VALUE ADDED COURSE - (Conducted by the Department) *

Choose




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1. The Course content was in line with my expectations *

Yes

No

2. General content of the Course *

Excellent

Good

Average

3. The Course provided additional knowledge and skill *

Yes

No

4. Well-designed Practical sessions *

Yes

No

5. Schedule of the classes and other relevant details have been informed promptly *

Yes

No



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6. Course materials provided were useful *

Yes

No

7. Provides scope for self-employment and fulfills the Industrial needs *

Yes

No

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

ERODE – 638 107

DEPARTMENT OF COMMERCE (CA)

20VCCEE – EXCEL SKILLS FOR EMPLOYMENT – STUDENTS FEEDBACK (2020-2021)

NAME	DEPARTMENT	YEAR	ADDED COURSE - (Conducted by the Department)	1. The course contents of the Value Added Course met with your expectations	2. The course exposed you to new knowledge and practices	3. The online class materials were useful and informative	4. The teaching aids were effectively used in the online class	5. The technology used was appropriate for this online class	6. I was technically prepared for this class	7. I was academically prepared for this class	8. The instructors encouraged interaction and were helpful	9. The class increased my knowledge and interest in the subject matter	10. Rate the usefulness of the online mode of Value Added Classes during this lockdown	Please give suggestions if any for the improvement of the course.
5. GAYATHRI S	B.B.A COMPUTER APPLICATION	2nd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	High	excellent
6. NETHAJI D	Commerce [CA]	3rd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Moderate	Good
7. YAZHINI R	B.Com	3rd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	High	very good
8. SUBESH P S	Commerce [CA]	3rd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	High	Good
9. SIVAPRAKASH S	Commerce [CA]	3rd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	High	++ knowledge
10. RAJA KHAVIN KUMAR R	Commerce [CA]	3rd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	High	suggestions Because it
11. VAISHALI R	B.Com	3rd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	Strongly Agree	High	Nil
12. SAKTHI R	B.Com	2nd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Strongly Agree	Agree	Moderate	Nil
13. NITHYA SRI S	B.B.A COMPUTER APPLICATION	2nd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	High	Good
14. MAHALINGAM K	B.Com CORPORATE SECRETARY'S	2nd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Moderate	Good
15. RUBIGA P	Commerce [CA]	2nd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Moderate	Moderate
16. RAMESH KUMAR G	Commerce [CA]	2nd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Moderate	Moderate
17. THIYAGARAJAN M	Commerce [CA]	3rd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Disagree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Moderate	Nothing
18. TULASI SHARMA	B.Sc BIOTECHNOLOGY	3rd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Strongly Agree	Strongly Agree	Agree	Strongly Agree	Strongly Agree	Agree	Agree	Strongly Agree	Strongly Agree	Moderate	Nothing
19. SONAR	B.Com	3rd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Agree	Strongly Agree	Strongly Agree	Strongly Agree	Agree	Agree	Agree	Strongly Agree	Strongly Agree	High	No
20. SINDHU VARSHINI S	Commerce [CA]	2nd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Agree	Strongly Agree	Strongly Agree	Strongly Agree	Agree	Agree	Agree	Strongly Agree	Agree	High	Increasing our skill
21. HARINI M	B.Com	3rd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	High	High
22. SONIYA S	B.Com	3rd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Agree	Strongly Agree	Agree	Strongly Agree	Strongly Agree	Agree	Agree	Strongly Agree	Agree	High	No suggestions
23. DHANWAR S	Commerce [CA]	2nd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Agree	Strongly Agree	Agree	Strongly Agree	Strongly Agree	Agree	Agree	Agree	Agree	Moderate	Thank you
24. ANUKEERTHANA M	B.Com	3rd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Strongly Agree	Strongly Agree	Agree	Agree	Strongly Agree	Agree	Strongly Agree	Agree	Agree	High	High
25. NAVIN PRABAKAR K K	B.Com CORPORATE SECRETARY'S	2nd Year (2019-2020)	Excel Skills for Employment - (Commerce [CA])	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	Agree	High	No comments
													High	Nil
													High	thought it




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KASC ACADEMY OF EXCELLENCE

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This Certificate is awarded to



SINDHU VARSINI.S
II B.Com (CA)

for the successful completion of the Certificate Course in
EXCEL SKILLS FOR EMPLOYMENT
with A Grade conducted by the
Department of Commerce with Computer Applications
during the Academic Year 2020 - 2021



N. Ramani
Course Coordinator

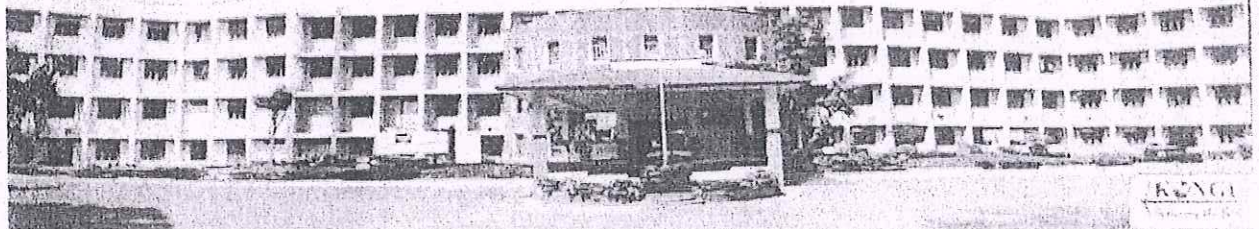
Aditya
Convener
Academy of Excellence

[Signature]
Principal Correspondent

90 - 100 A++ - Outstanding
80 - 89 A+ - Excellent

70 - 79 A - Very Good
60 - 69 B+ - Good

50 - 59 B - Average
40 - 49 C - Satisfactory



[Signature]
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