

Name of Course: OFFICE AUTOMATION
Course Code: VAC-101



Course Offered by:
Department of Computer Application

The objective of the program:
Office automation makes it possible for businesses to improve their productivity and optimize existing office procedures which saves time, money and human efforts. Office automation includes sophisticated and complex tasks such as integrating front office and back-end systems to make our business run more smoothly.

About the Course:
This Course "OFFICE AUTOMATION" is used to digitally create, store, manipulate, and relay office information and data, needed for accomplishing basic tasks and goals. Office automation system help in optimizing the existing office procedures by saving time, money and human efforts. The term 'office automation' refers to a combination of computer hardware, software and network connections, made available to simplify and automate a variety of office operations, such as inventory management, facility management, accounting, email, and word processing. It is used to digitally create, store, manipulate, and relay office information and data, needed for accomplishing basic tasks and goals.

REGISTRATION FORM

Name:.....

Enrolment No.....

Program:.....

Sem. & Year.....

Contact No./Mobile:.....

E-mail:.....

Course Opted:.....

Course Code:.....

Signature with date:.....

Contact Person (Course Coordinator)

Mr. NAVEEN CHANDRA
HOD-Computer Application
Keral Verma Faculty of Science
Swami VivekanandSubharti
University (SVSU), Meerut (UP)
Mob. No. 9639010762
E-mail id: naveen.svsu@gmail.com

Course Schedule

01-DEC-2016 to 16-DEC-2016

2.00 pm 4.00 pm



Department of Computer Application
Keral Verma Faculty of Science
SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)
Ph. 0121-2439578, 2439052, 3058031, 3056032; Telefax: 0121

Ref. No. KVFO/2016/28

Date: 20-12-2016

Report on Value Added Course

A value added course on “**OFFICE AUTOMATION TOOL**” was conducted in **Department of Computer Application** for “**First**” year students, **07** hour per week. The course starts on 01-12-2016. The complete session was handled by **Ms. Samridhi Sharma, Assistant Professor-Deptt of CA**

Students felt that this value added session on “**Office Automation Tool**” was very much useful for them and they got the basic idea for developing documents, report, presentations etc. It is planned to extend this value added course in the next semester with advance features in detail.



Samridhi Sharma

Samridhi Sharma
Registrar
Swami Vivekanand
Subharti University
MEERUT

List of Students completed VAC

Name of Value Added Course: **Office Automation Tools**

Course Code: **VAC 101**

S. No.	Enrollment No	Name of Students
1	1606010002184	AKSHAY DABAS
2	1606010002185	AKSHIT TYAGI
3	1606010002186	ALAUDDIN
4	1606010002187	AMAN AGARWAL
5	1606010002191	ANURADHA
6	1606010002192	ANURAG SINGH
7	1606010002193	ARJU KUMARI
8	1606010002195	ARTI SHARMA
9	1606010002197	ASHIF ALI
10	1606010002199	AVANEESH MISHRA
11	1606010002200	BRIJESH
12	1606010002202	GAURAV SHARMA
13	160601865300232	AJAY PRATAP SINGH SOM
14	160601865300233	AKSHAY POONIA
15	160601865300234	ANUBHAV KAUSHIK
16	160601865300235	ANUJ SHARMA
17	160601865300236	ANUJ SHARMA
18	160601865300237	CHHAYA
19	160601865300238	GINNI TEOTIA
20	160601865300239	HRITIK TYAGI
21	160601865300240	JYOTI CHAUHAN
22	160601865300241	KAJAL CHAUHAN
23	160601865300242	KAMRAN UL HAQ
24	160601865300243	KARAN VERMA
25	160601865300245	KRISHAN KUMAR
26	160601865300246	MOHAMMAD AMIL
27	160601865300248	NAMAN GUPTA
28	160601865300250	PANKAJ JYANI
29	160601865300252	PREETI THAKUR
30	160601865300255	RIYA GARG
31	160601865300256	ROHAN BALIYAN
32	160601865300257	SARJEET CHAUDHARY
33	160601865300258	SHAHFAISAL

34	160601865300259	SHIVAM TALIYAN
35	160601865300261	TARUN KUMAR
36	160601865300262	UJJWAL SINGH
37	160601865300265	VIDHI TYAGI
38	1606010002241	SAGAR BALIYAN
39	1606010002246	SAWAN KUMAR
40	1606010002251	SHIKHA CHOUDHARY


E. 2/10/16
26/2/16
HOD-Computer Application


Registrar
Swami Vivekanand
Subharti University
MEERUT

Sample Certificate

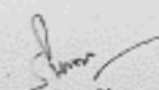
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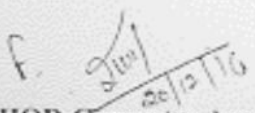
Keral Verma Faculty of Science
(A Constituent college of Swami Vivekanand Subharti University Meerut)


SWAMI VIVEKANAND
SUBHARTI UNIVERSITY

Certificate of Completion

This is to certified that Mr. /Ms.AKSHAY.....DABAS..... s/o, /o AIJA DABAS
..... of B.A.-5th SEM..... has been successfully completed the
30 hours Value Added Course , named as...OFFICE...AUTOMATION...TODL.....
duration from 01-12-2016... to 16-12-2016..


Class Coordinator


HOD-Computer Application


Registrar
Swami Vivekanand
Subharti University
MEERUT