



**J.C. Bose University of Science & Technology,
YMCA, Faridabad**
(A Haryana State Government University)
(Established by Haryana State Legislative Act No. 21 of 2009 & Recognized by UGC Act
1956 u/s 22 to confer Degree)
(Accredited 'A' Grade by NAAC)

DEPARTMENT OF ELECTRICAL ENGINEERING

Value Added Course

MS-Office for Report Writing and Presentation



Starting from
15th Sept 2022

Coordinators

Mr. Nitin Goel

Assistant Professor
Electrical Engineering

Dr. Shakuntla

Assistant Professor
Electrical Engineering

Chairperson (EL)

Prof. (Dr.) Anju Gupta

Department of Electrical Engineering

Registration Link: <https://forms.gle/346Sgx7YXydGVZjM9>

Learning Objectives

1. Prepare scientific and technical documents (Project reports, Training Reports etc.) incorporating equations, images, tables etc.
2. Build spreadsheets to conduct analysis, calculations and display data.
3. Create technical and scientific presentations using charts and visual aids to share data.

Instructions

1. 75% attendance is compulsory for getting the Passing Certificate.
2. **Average assignment score** = average of the total assignments given in the course. (25 Marks)
3. **Exam score** = Certification exam score (75 Marks)
4. **Final score** = Average assignment score + Exam score (25+75 =100)
5. You will be eligible for a certificate only if average assignment score $\geq 10/25$ and exam score $\geq 30/75$. (40/100)
6. Passing Certificate will be issued by the coordinating teachers along with concerned Chairperson of a particular Value Added Course on the basis of assignments or class tests.
7. After passing the Value Added Course, students will submit a copy of the same to his/her department and one copy to the office of COE within a period of seven days.