ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(Unit of Alva's Education Foundation (R), Moodbidri)

Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi.
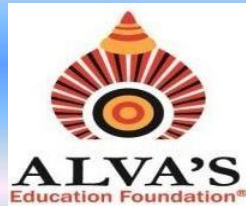
Recognized by Government of Karnataka.

A+, Accredited by NAAC

Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka

Ph: 08258-262725; Mob:722262724,7026262725,mail:principalaiet08@gmail.com

PG DEPARTMENT OF BUSINESS ADMINISTRATION

ORGANISES

CERTIFICATE PROGRAM IN INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
FOR I YEAR MBA STUDENTS
DATE:15-03-2024
DURATION: 72 HOURS

ICT COORDINATOR   HOD   PRINCIPAL

ABOUT VTU, BELAGAVI

Visvesvaraya Technological University is a collegiate public state university in Karnataka State, India. It was established by the Government of Karnataka. The university is named after **M. Visvesvaraya** from Karnataka, the only engineer to be awarded a **"Bharat Ratna"**, the highest civilian award in India. Jnana Sangama, Belagavi is the headquarters of VTU. Additionally, the university has three regional centers in Bangalore, Gulbarga and Mysore. VTU is one of the largest universities in India with 212 colleges affiliated to it with an intake capacity of over 467,100 undergraduate students and 12,666 postgraduate students. The university encompasses technical and management fields which offer 30 undergraduate and 71 postgraduate courses. It has around 1800 PhD candidates. VTU has 13 QIP centers and 17 extension centers in its affiliated colleges offering postgraduate courses. It has around 2,305 departments recognized as research centers which are spread across its affiliated institutions in cities of Karnataka.

AIET, MOODBIDRI

Alva's Education Foundation (AEF) established in 1995 with the vision of our Chairman **Dr. M. Mohan Alva** has succeeded in making Moodbidri, an Educational hub in the South Canara Region, with more than 25000 students pursuing various courses ranging from primary school to post-graduate courses in social sciences, pure sciences, engineering and management. There are 21 institutions functioning under the Alva's Education Foundation.

Alva's Institute of Engineering and Technology, Moodbidri is a Premier Engineering Institute of Alva's Education Foundation, established in the year 2008. The college is accredited with NAAC A+ in the month of January 2023. The college is certified to the ISO 9001: 2008 standards. The institute offers top quality education in five under graduate programs in Engineering- Computer Science, Civil, Electronics & Communications, Information Science, and Mechanical Engineering- Three Post Graduate programs- Master of Technology in Thermal Power Engineering, Computer Science & Engineering, VLSI Design Embedded System and Master of Business Administration.

DEPARTMENT OF MBA

Alva's Institute of Engineering and Technology (AIET) offers an MBA degree affiliated to Visvesvaraya Technological University (VTU), Belagavi. It enables students to build upon their undergraduate degree and specialize in emerging business fields. The much sought-after degree prepares graduates to take on leadership roles in organizations or to start their own enterprises or join family business. AIET continually reviews and expands its course offerings and electives to make the professional degree flexible; while adhering to the business curriculum and skills prescribed by VTU.

ABOUT Microsoft Office 2024 COURSE

After the completion of course students will be able to create and Manage Professional Documents Using Word.

Present and Manage Data Effectively Using excel create and Manage Presentations Using office PowerPoint.

Students will be able to manage accounting, Inventory, Banking, Taxation, and Payroll with the help of Tally Prime.

COURSE CONTENT

1. Working with an Excel with data tools and working with formulas.
2. Introduction to Tally Prime and Introduction to GST.
3. Introduction to Microsoft Advance excel and use of Conditional formatting.
4. Creating and managing presentation using Power Point
5. Report checking using Tally Prime.

Modules

Working with Microsoft Excel
Working with Microsoft Advance Excel
Working with Tally Prime

TRAINER

KEONICS Training Academy, Moodbidri