



Alva's Institute of Engineering and Technology
Shobhavana Campus, Mijar, Moodbidri
Phone: 08258-262725, Fax: 08258-262726
Department of Business Administration (MBA)

ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY

Shobhavana Campus, Mijar – 574225, Moodbidri.

Dakshina Kannada Karnataka, India.



A REPORT

ON

“WORKING WITH MICROSOFT OFFICE COURSE”

FOR THE ACADEMIC YEAR

2016-17



Alva's Institute of Engineering and Technology
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Departmental Academic Calendar 2016-17.

Sn	Tentative Date	Activity
1.	10-06-2016	Subject Allocation Meeting
2.	23-06-2016	Department Meeting on different activities
3.	06-07-2016	Department Meeting
4.	01-08-2016	Commencement of Odd Semester Classes
5.	27-08-2016	Guest Talk
6.	22-09-2016 24-09-2016	IA-I
7.	28-09-2016	Result Analysis Meeting
8.	30-09-2016	Meeting to discuss on Coaching Classes
9.	07-10-2016	Guest Talk
10.	20-10-2016 22-10-2016	IA-II
11.	26-10-2016	Result Analysis Meeting
12.	14-11-2016 16-11-2016	IA III
13.	19-11-2016	Result Analysis Meeting
14.	01-01-2017 to 7 th March 2017	Project Work
15.	05-01-2017	Subject Allocation meeting
16.	08-03-2017	Commencement of Even Semester Classes for 4 th semester
17.	12-03-2017	Guest Talk
18.	23-04-2017 25-04-2017	IA-I
19.	30-03-2017	Result Analysis
20.	27-05-2017 29-05-2017	IA-II
21.	04-05-2017	Result Analysis
22.	13-05-2017	Guest talk
23.	18-06-2017 20-06-2017	IA III
24.	27-06-2017	Result Analysis
25.	01-08-2017	Commencement of Odd Semester

Head of the Department

DEAN

Dept. of Business Administration
Alva's Institute of Engg. & Technology
MIJAR - 574 225



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DEPARTMENT OF BUSINESS ADMINISTRATION

Minutes of the Meeting

Certification Programmes

Date: - 1st July 2016

1. Department Faculty, HOD discussed the various certification programmes
 - i) Microsoft Office 2013
 - ii) Business English Certification
 - iii) SAP
2. Analysed the weaknesses of students in different areas
3. Based on the analysis in the meeting it was decided to conduct following certification programmes
 - i) Microsoft Office 2013
 - ii) Business English Certification
4. Minutes copy has sent to Principal and Management for the final approval


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Principal
Alva's Institute of Engg. & Technology
MIJAR, MOODBIDRI - 574 225, D.K.



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APPROVAL LETTER

To,
The Principal,
AIET, Moodbidri

Respected Sir,

Sub: - Approval for Organising Certification course Working with Microsoft Office 2013.


With reference to the subject cited above, I would like to bring to your kind notice that, the Department is planning to host a Certification Program on **Working with Microsoft Office 2013 from "13th Oct 2016 to 23 Feb 2017"**

Kindly consider the above request and approve the same for further proceedings.

Thanking you


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Principal

Alva's Institute of Engg. & Technology,
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DEPARTMENT OF MBA	COURSE CONTENT
<p>ABOUT VTU, BELAGAVI</p> <p>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. Inana 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.</p> <p>AIET, MOODBIDRI</p> <p>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.</p> <p>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 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.</p>	<ol style="list-style-type: none"> 1. Creating professional documents using Word 2013 2. Management and archival of documents 3. Working with an Excel 2013 worksheet 4. Modifying and formatting a worksheet 5. Performing calculations using Excel 2013 6. Developing a workbook and printing workbook contents 7. Presenting data using charts 8. Creating and managing presentation using Power Point 2013 9. Communicate and manage tasks, contacts and appointments using Outlook 2013 <p>Modules:- Working with Microsoft Word Working with Microsoft Excel Working with Microsoft Power Point Working with Microsoft Outlook</p>
<p>ABOUT Microsoft Office 2013 COURSE</p> <p>After the completion of course students will be able To create and Manage Professional Documents Using Word 2013.</p> <p>Present and Manage Data Effectively Using Excel 2013</p> <p>Create and Manage Presentations Using office PowerPoint 2013</p> <p>Communicate and manage tasks, contacts and Appointments using outlook 2013</p>	<p>RESOURCE PERSON</p> <ol style="list-style-type: none"> 1. Sneha S Acharya Trainer NIIT 2. Chaitra Acharya Trainer NIIT



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Letter of Acceptance

I am pleased to accept your request for a certification course on Working with Microsoft Office 2013 from 13th October 2016 to 23rd Feb 2017 to the MBA students.

Regards,

Ms. Sneha S. Acharya

Trainer, NIIT, Mangalore



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Letter of Acceptance

I am pleased to accept your request for a certification course on Working with Microsoft Office 2013 from 13th October 2016 to 23rd Feb 2017 to the MBA students.

Regards

Ms. Chaitra Acharya

Trainer, NIIT, Mangalore



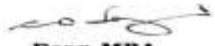
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Circular

The Department of Business Administration is happy to announce that the department is organizing a Certification Program on "Working with Microsoft Office 2013" from "13th Oct 2016 to 23 Feb 2017" in association with NIIT Mangalore. In this regard, it is hereby informed to all the registered candidates to attend the sessions as per the mentioned schedule.


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Registered Students list for Certification Programme		
SL. No.	USN	Name of the student
1	4AL16MBA01	AKHILA M N
2	4AL16MBA02	AKSHATA GOUDA
3	4AL16MBA03	ALVEERA LEBRETTA DSOUZA
4	4AL16MBA04	AMBIKA
5	4AL16MBA05	ANKITHA K
6	4AL16MBA06	ANUSHA JOTHSNA TAURO
7	4AL16MBA07	ANWIN REBELLO
8	4AL16MBA08	ASHWEJ KUMAR SHETTY
9	4AL16MBA09	ASHWITH
10	4AL16MBA10	AZIZ HASAN SAHAB
11	4AL16MBA11	CHIRAG S
12	4AL16MBA12	DEEVITH DEVADIGA
13	4AL16MBA13	DHEEKSHITHA H R
14	4AL16MBA14	DUSHYANTHA KUMAR YADAV R
15	4AL16MBA15	GUJARAN VISHWANATH BHAVIRAJ
16	4AL16MBA16	JENITA ROSE LASRADO
17	4AL16MBA17	JYOTHI S
18	4AL16MBA18	KAMATH DIVYA DAYANANDA
19	4AL16MBA19	KAVYASHREE K
20	4AL16MBA20	KIRAN G S
21	4AL16MBA21	KOMAL A M
22	4AL16MBA22	LEKHA B B
23	4AL16MBA23	MADHWEESESH SHETTY M
24	4AL16MBA24	MANASA GANGA K V
25	4AL16MBA25	MANJUNATHA H N
26	4AL16MBA26	MANOJ KUMAR
27	4AL16MBA27	MUKUNDA M
28	4AL16MBA28	NAGAVENI U NAYAR
29	4AL16MBA29	NANDAN P R
30	4AL16MBA30	NAVEEN NAIK S
31	4AL16MBA31	NIRAN B D
32	4AL16MBA32	NITHIN C I
33	4AL16MBA33	POOJA R
34	4AL16MBA34	POOJARY SUPRITH SADHASHIVA
35	4AL16MBA35	PRAJWALI H G
36	4AL16MBA36	PRASHANTHA DEVADIGA
37	4AL16MBA37	PRATHVIRAJ PRABHAKAR SHETTY
38	4AL16MBA38	PREMANANDA
39	4AL16MBA39	PRUTHIVIRAJ E
40	4AL16MBA40	RAKSHA H SHETTY
41	4AL16MBA41	RAKSHIT GANAPATI NAIK
42	4AL16MBA42	RANJITHA N
43	4AL16MBA43	RASHMI S SHETTY
44	4AL16MBA44	REEMA MARIA DIAS
45	4AL16MBA46	SAIKIRAN SHETTY
46	4AL16MBA47	SANDEEP K
47	4AL16MBA48	SANJANA
48	4AL16MBA49	SHAILAJA KRISHNANDA GOUDA



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49	4AL16MBA50	SHARAN K SHETTY
50	4AL16MBA51	SHEIKH SHAHID
51	4AL16MBA52	SHREEDEVI EMMI
52	4AL16MBA53	SHREYAS JAIN
53	4AL16MBA54	SUDARSHANA S
54	4AL16MBA55	SUSHAN SHETTY
55	4AL16MBA56	SUSHMITHA JAIN
56	4AL16MBA57	SWATI UDAY NAYAK
57	4AL16MBA58	VIGHNESA KUMAR K V
58	4AL16MBA59	VINAY M R
59	4AL16MBA60	VISHALAKSHI
60	4LV15MBA47	REHNA C J
61	4LV16MBA01	AJITH KUMAR K
62	4LV16MBA02	ALISHA A F
63	4LV16MBA03	ANUP AVVANAVAR
64	4LV16MBA04	ANVITHA AISHWARYA SEQUEIRA
65	4LV16MBA05	ARPITHA K
66	4LV16MBA06	ASHWINI NAIK S
67	4LV16MBA07	AVANISH ADHIKARI
68	4LV16MBA08	BALEGAR MOHAMMAD YASIN
69	4LV16MBA09	BASAVARAJ S JAWOORMATH
70	4LV16MBA10	CHETHAN
71	4LV16MBA11	DEEKSHA KOCHREKAR
72	4LV16MBA12	DEVRAJ K V
73	4LV16MBA13	DILIP THOLAR
74	4LV16MBA14	GANESHA
75	4LV16MBA15	HARSHAVARDHAN M R
76	4LV16MBA16	JAYANTH J
77	4LV16MBA17	KALAVATHI H R
78	4LV16MBA18	KAVANA A
79	4LV16MBA19	KEERTHI S
80	4LV16MBA20	KISHORE
81	4LV16MBA21	KUSHA
82	4LV16MBA22	LOYD AVINASH PINTO
83	4LV16MBA23	MANJUNATHA C
84	4LV16MBA24	MANJUNATHA J N
85	4LV16MBA25	MATTAPARTHI RAMYA
86	4LV16MBA26	MEGHA Y
87	4LV16MBA27	N SHREYAS KUMAR RAO
88	4LV16MBA28	NAGESHA S
89	4LV16MBA29	NAGHMA PARVEEN
90	4LV16MBA30	NAVEEN KUMAR S
91	4LV16MBA31	NAVEEN S HALAKATTI
92	4LV16MBA32	NEERAJ R BALKUR
93	4LV16MBA33	NISHA
94	4LV16MBA34	POOJA MG
95	4LV16MBA35	PRADEEP KUMAR
96	4LV16MBA36	PRAMODH G
97	4LV16MBA37	PRATHAP CHANDRA SHETTY S
98	4LV16MBA39	PRIYA KUMARI
99	4LV16MBA40	RAGHAVENDRA SHETTY
100	4LV16MBA41	RAKSHITHA R
101	4LV16MBA42	RAVI SA SA NARENDRA
102	4LV16MBA43	RINU THOMAS
103	4LV16MBA44	SADHANA HP
104	4LV16MBA45	SANJAYA KUMARA S BANNIKATTI



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105	4LV16MBA46	SHAKEELA I
106	4LV16MBA47	SHANKAR
107	4LV16MBA48	SHATHABHI M
108	4LV16MBA49	SHETTY SHRUTI S
109	4LV16MBA50	SHREENIVAS
110	4LV16MBA51	SHRUTI C
111	4LV16MBA52	SOWBHAGYA M
112	4LV16MBA53	SUPREETHA
113	4LV16MBA54	SUSHMITA J S
114	4LV16MBA55	SUSHRUT RAMACHANDRA HARIKANTRA
115	4LV16MBA56	VANISHREE
116	4LV16MBA57	VIKAS SHETTY
117	4LV16MBA59	YASHASWINI B
118	4LV16MBA60	YASHWANTH TIMMAPPA GOND

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		Attendance - Working with Microsoft office																											
SL. No.	USN	Name of the student	13/10/20	14/10/20	15/10/20	16/10/20	17/10/20	18/10/20	19/10/20	20/10/20	21/10/20	22/10/20	23/10/20	24/10/20	25/10/20	26/10/20	27/10/20	28/10/20	29/10/20	30/10/20	31/10/20	01/11/20	02/11/20	03/11/20	04/11/20	05/11/20	06/11/20	07/11/20	08/11/20
1	4AL16MBA01	AKHILA M N	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
2	4AL16MBA02	AKSHATA GOUDA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
3	4AL16MBA03	ALVEERA LEBRETTA DSOUZA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
4	4AL16MBA04	AMBIKA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
5	4AL16MBA05	ANKITHA K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
6	4AL16MBA06	ANUSHA JOTHISNA TAURO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
7	4AL16MBA07	ANWIN REBELLO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
8	4AL16MBA08	ASHWEJ KUMAR SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
9	4AL16MBA09	ASHWITH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
10	4AL16MBA10	AZIZ HASAN SAHAB	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
11	4AL16MBA11	CHIRAG S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
12	4AL16MBA12	DEEVITH DEVADIGA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
13	4AL16MBA13	DHEEKSHITHA H R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
14	4AL16MBA14	DUSHYANTHA KUMAR YADAV R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
15	4AL16MBA15	BHAVIRAJ	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
16	4AL16MBA16	JENITA ROSE LASRADO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
17	4AL16MBA17	JYOTHI S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
18	4AL16MBA18	KAMATH DIVYA DAYANANDA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
19	4AL16MBA19	KAVYASHREE K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
20	4AL16MBA20	KIRAN G S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
21	4AL16MBA21	KOMAL A M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
22	4AL16MBA22	LEKHA B B	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
23	4AL16MBA23	MADHWEESH SHETTY M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27



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24	4AL16MBA24	MANASA GANGA K V	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
25	4AL16MBA25	MANJUNATHA H N	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
26	4AL16MBA26	MANOJ KUMAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
27	4AL16MBA27	MUKUNDA M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
28	4AL16MBA28	NAGAVENI U NAYAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
29	4AL16MBA29	NANDAN P R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
30	4AL16MBA30	NAVEEN NAIK S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
31	4AL16MBA31	NIRAN B D	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
32	4AL16MBA32	NITHIN C I	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
33	4AL16MBA33	POOJA R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
34	4AL16MBA34	SADHASHIVA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
35	4AL16MBA35	PRAJWALI H G	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
36	4AL16MBA36	PRASHANTHA DEVADIGA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
37	4AL16MBA37	SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
38	4AL16MBA38	PREMANANDA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
39	4AL16MBA39	PRUTHVIRAJ E	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
40	4AL16MBA40	RAKSHA H SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
41	4AL16MBA41	RAKSHIT GANAPATI NAIK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
42	4AL16MBA42	RANJITHA N	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
43	4AL16MBA43	RASHMI S SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
44	4AL16MBA44	REEMA MARIA DIAS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
45	4AL16MBA45	SAKIRAN SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
46	4AL16MBA46	SANDEEP K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
47	4AL16MBA47	SANJANA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
48	4AL16MBA48	SHAILAJA KRISHNANDA GOUDA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
49	4AL16MBA49	SHARAN K SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21



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50	4AL16MBA51	SHEKH SHAHD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
51	4AL16MBA52	SHRKEDEVI EMMI	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
52	4AL16MBA53	SHREYAS JAIN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
53	4AL16MBA54	SUDARSHANA S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
54	4AL16MBA55	SUSHAN SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
55	4AL16MBA56	SUSHMITHA JAIN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
56	4AL16MBA57	SWATI UDAY NAYAK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
57	4AL16MBA58	VIGNESHA KUMAR K V	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
58	4AL16MBA59	VINAY M R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
59	4AL16MBA60	VISHALAKSHI	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
60	4LV16MBA47	REHNA C J	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
61	4LV16MBA01	AJITH KUMAR K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
62	4LV16MBA02	ALISHA A F	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
63	4LV16MBA03	ANUP AVVANAVAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
64	4LV16MBA04	BEQUEIRA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
65	4LV16MBA05	ARITHA K	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
66	4LV16MBA06	ASHWINI NAIK S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
67	4LV16MBA07	AVANISH ADHIKARI	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
68	4LV16MBA08	BALEGAR MOHAMMAD YASIN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
69	4LV16MBA09	BASAVARAJ S JAWOORMATHI	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
70	4LV16MBA10	CHETHAN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
71	4LV16MBA11	DEEKSHA KOCHREKAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
72	4LV16MBA12	DEVRAJ K V	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
73	4LV16MBA13	DILIP THOLAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
74	4LV16MBA14	GANESHA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
75	4LV16MBA15	HARSHAVARDHAN M R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22



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76	4LV16MBA16	JAYANTH J	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
77	4LV16MBA17	KALAVATHI H R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
78	4LV16MBA18	KAVANA A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
79	4LV16MBA19	KEERTHI S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
80	4LV16MBA20	KISHORE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
81	4LV16MBA21	KUSHA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
82	4LV16MBA22	LOYD AVINASH PINTO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
83	4LV16MBA23	MANJUNATHA C	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
84	4LV16MBA24	MANJUNATHA J N	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
85	4LV16MBA25	MATTAPARTHI RAMYA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
86	4LV16MBA26	MEGHA Y	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
87	4LV16MBA27	N SHREYAS KUMAR RAO	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
88	4LV16MBA28	NAGESHA S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
89	4LV16MBA29	NAGHMA PARVEEN	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
90	4LV16MBA30	NAVEEN KUMAR S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
91	4LV16MBA31	NAVEEN S HALAKATTI	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
92	4LV16MBA32	NEERAJ R BALKUR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
93	4LV16MBA33	NISHA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
94	4LV16MBA34	POOJA MG	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
95	4LV16MBA35	PRADEEP KUMAR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
96	4LV16MBA36	PRAMODH G	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
97	4LV16MBA37	PRATHAP CHANDRA SHETTY S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
98	4LV16MBA39	PRIYA KUMARI	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
99	4LV16MBA40	RAGHAVENDRA SHETTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
100	4LV16MBA41	RAKSHITHA R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
101	4LV16MBA42	RAVI SA SA NARENDRA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20



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102	4LV16MBA43	RINU THOMAS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
103	4LV16MBA44	SADHANA HP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
104	4LV16MBA45	HANDEATTI	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
105	4LV16MBA46	SHARDESA I	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
106	4LV16MBA47	SHASTIKAH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
107	4LV16MBA48	SHATHANAH M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
108	4LV16MBA49	SHIKTY SHRUTI D	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
109	4LV16MBA50	SHIKHEEMAS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
110	4LV16MBA51	SHRUTI C	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
111	4LV16MBA52	SHWATHAGYA M	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
112	4LV16MBA53	SUPREKSHA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
113	4LV16MBA54	SUCHMITA J B	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
114	4LV16MBA55	HANDEASTRA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
115	4LV16MBA56	VAIDHILEK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
116	4LV16MBA57	VIKAS SHIKTY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
117	4LV16MBA58	VASHISHTH B	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
118	4LV16MBA59	VASHISHTH THIMMAPPA GOWD	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

Dean MBA

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 Alva's Institute of Engg. & Technology
 MIJAR - 574 225



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Question Paper

Subject: Microsoft Word

Marks: 50

Hour: 2

I. Type the below paragraph and change the formats given it.

7x1=7

THE COMPUTER IS one to the **Major components**of Information Technology.

Information technology and the computer influence, every aspect of **human life** today, whether in business or in satellite l a u n c h i n g . I n t h i s u n i t , we will introduce you to the computer, its parts and how it works.

II. Two Marks Questions.

2x5=10

1. Insert Border to page
2. Insert Header and footer and in Header apply Date and Time
3. Insert Link Between Two files
4. Protect your Document after completing exam (Password : UNIQUE)
5. Apply Background Color to your file

III. Create below letter and create mail merge document of min 3 Members

13x1=13

From,

To

Dear _____,



Alva's Institute of Engineering and Technology
Shobhavana Campus, Mijar, Moodbidri
Phone: 08258-262725, Fax: 08258-262726
Department of Business Administration (MBA)

It will be a great pleasure if you attend the birthday party of our 1st Child Shivanya on 14th May 2016. We want to make the day very special for her.

I hope for your presence on birthday, to make her feel happy.

Thanking You

Yours truly,

IV. Create Below Invoice

20x1=20

UNIQUE TRAINING CENTRE
Vishwas Pineapple City Building
Opp.G.V Pai Hospital, Moodbidri
2017
8495889331

Date: May 19th

Invoice: #INV408

Bill To: C1003

Ship To:

Test Customer Two
88, William Square
Rajaji Nagar, Bangalore

P.O. #	Sales Rep. Name	Ship Date	Ship Via	Terms	Due Date
	Sales 1	19-05-2017	UPS	Net 60	

Description	Quantity	Unit Price	Line Amount
Very Long Product Description that occupies more than 1 line – infact , it copies 2 lines	1	199.99	199.99
One line Product Description	2	420.00	840.00
SUBTOTAL			1,039.99
PST 6.50%			67.60
GST 3.20%			33.28



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SHIPPING & HANDLING	-
TOTAL	1,140.87
PAID	-
TOTAL DUE	1,140.87

Microsoft Excel

1. Create the following table

25 Marks

Item Code	Units	Price
SAM001	10	15000.00
ONI002	12	18000.00
SAN003	13	13000.00
SAM001	8	12000.00
BPL004	20	10000.00
SAN003	15	8000.00
ONI002	10	14000.00
SAM001	19	15000.00

1. Calculate Total Sales
2. Calculate Highest, Lowest and Average Sales
3. Calculate the commission given to salesman for each item, depending on the sales value of each item

Sales	Commission
Less than 100000	0
100000-150000	2% of Sales
Above 150000	5% of Sales

4. Remarks is decided based on Sales

Sales	Remarks
Less than 100000	POOR
100000-150000	GOOD
Above 150000	EXCELLENT

5. Insert a row at the top of The worksheet and enter the heading Sales Report, Center the heading
6. Count the number of items having the price below 150000



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7. Find out total commission having remark ="Excellent"
8. Include the current date and time
9. Apply Conditional formatting for Table 1) Above 13000 color="red" between 13000-20000 color="Blue"

II. Create a below database and prepare Pivot table and chart for it

20x1=20

(10 Marks for pivot table and 10 marks for pivot chart)

NAME	SUBJECT	MARKS
KRISHNA	WORD	74
KRISHNA	EXCEL	89
KRISHNA	POWERPOINT	52
KRISHNA	ACCESS	65
DINESH	WORD	74
DINESH	EXCEL	89
DINESH	POWERPOINT	52
DINESH	ACCESS	65
RENUKA	WORD	74
RENUKA	EXCEL	89

111. Create a below database

5x1=5

Agent	Sales	Commission Rate	Commission
HARISH	5000	5.0%	
RAVI	2500	3.0%	
MADAV	4300	4.0%	
GIRISH	2300	2.5%	

In the above worksheet, the sales made by different agents, the commission rate is given. Now calculate the commission received by each agent. And Ravi demands to get the commission amount of Rs.100. To give him the commission 100, by taking into account the same sales made by him, what will be the commission rate be....?



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FEEDBACK FORM

WORKING WITH MICROSOFT OFFICE 2013

For the following areas, please indicate your rating from 1 to 5:

1=strongly Disagree 2=Disagree 3=neither agree nor disagree 4=Agree 5=strongly Agree

SN	Topics	1	2	3	4	5
A.	Content					
1	I am able to create and Manage Professional Documents Using Word 2013					
2	Understood Basic concepts of MS office 2013					
3	Present and Manage Data Effectively Using Excel 2013					
4	I am able to Create and Manage Presentations Using office PowerPoint 2013					
5	I can effectively Communicate and manage tasks, contacts and Appointments using outlook 2013					
B	Presentation					
6	Trainer has good knowledge					
7	Trainer has good presentation style					
8	Trainer covered syllabus clearly					
9	Trainer responded well to questions					
10	Trainer facilitated interactions among participants well					
C. How could this course be improved?						
D. Any other suggestions?						






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Certificate Copy

The Academic Council of NIIT certifies that

Sachin


has successfully completed a 2 credit course titled

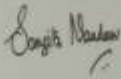
Working with Microsoft Office 2013

and has found his performance to be

Fair.


Given under our hand and seal on April 14, 2017 at New Delhi, India.



Registrar
NIIT Academic Council


Member
NIIT Academic Council

Performance is in the range of:

Percentage	Letter Grade	Legend
87 - 100	A	Outstanding
75 - 84.99	B	Excellent
60 - 74.99	B	Good
45 - 59.99	B	Fair
40 - 44.99	C	Average

 Student Registration No: R17155100244

 Certificate No: 17AAZZZZZK454

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DEPARTMENT OF BUSINESS ADMINISTRATION (MBA)

Report of the Event

The department of Business Administration has organized a 40 hours Certification program on "Working with Microsoft Office" from 13th Oct 2016 to 23rd Feb 2017 in association with NIIT, Mangalore. Programme emphasized on students computer skill development.





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TO WHOMSOEVER IT MAY CONCERN

Our sincere appreciation and gratitude to Ms. Chaitra Acharya, trainer, NIIT, Mangalore for conducting Working with Microsoft Office 2013 certification course from 13th October 2016 to 23rd Feb 2017.

Working with Microsoft Office 2013 certification course really helped our students to enhance their computer skills.

We wish her success in her future endeavours.

Best regards,

Dean MBA

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CERTIFICATE

This is to certify that Ms. Chaitra Acharya, trainer, NIIT, Mangalore has conducted certification programme on Working with Microsoft Office 2013 from 13th October 2016 to 23rd Feb 2017 for MBA students.


Dean MBA
DEAN

Dept. of Business Administration
Alva's Institute of Engg. & Technology
MIJAR - 574 225



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TO WHOMSOEVER IT MAY CONCERN

Our sincere appreciation and gratitude to Ms. Sneha S Acharya, trainer, NIIT, Mangalore for conducting Working with Microsoft Office 2013 certification course from 13th October 2016 to 23rd Feb 2017.

Working with Microsoft Office 2013 certification course really helped our students to enhance their computer skills.

We wish her success in her future endeavours.

Best regards,


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Dean MBA

Office of Business Administration
Alva's Institute of Engg. & Technology
MIJAR - 574 225



**Alva's Institute of Engineering and Technology,
Mijar, Moodbidri, Mangalore**

POST GRADUATE DEPARTMENT OF BUSINESS ADMINISTRATION

**REPORT ON OUTCOME OF CERTIFICATE COURSES CONDUCTED IN THE
YEAR 2016-17**

BUSINESS ENGLISH CERTIFICATION COURSE – 13.10.2016 TO 23.02.2017

1. Students were trained in English speaking, grammar.
2. Students were able to prepare short notices and texts for circulation among limited groups.
3. Students wrote business letters and prepared official communications.

WORKING WITH MICROSOFT OFFICE COURSE – 13.10.2016 TO 23.02.2017

1. Students were able to prepare professional documents using Microsoft word.
2. Students were able to develop workbook and print workbook contents.
3. Students prepared PowerPoint presentation using variety of designs and patterns.

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PRINCIPAL

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Mijar, MOODBIDRI - 574 225, D.K