

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

2018-19



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

Departmental Academic Calendar 2018-19

Sn	Tentative Date	Activity
	07-06-2018	Subject Allocation Meeting
	14-06-2018	Department Meeting on different activities
3.	09-07-2018	Department Meeting
1.	01-08-2018	Commencement of Odd Semester Classes
5.	27-08-2018	Guest Talk
6.	06-09-2018 08-09-2018	IA-I
7.	13-09-2018	Result Analysis Meeting
8.	15-09-2018	Meeting to discuss on Coaching Classes
9.	18-09-2018	Guest Talk
10.	15-10-2018 17-10-2018	IA-II
11.	22-10-2018	Result Analysis Meeting
12.	26-11-2018 28-11-2018	IA III
13.	04-12-2018	Result Analysis Meeting
14.	05-12-2018 29-12-2018	Final Theory Exams
15.	03-01-2019 16-02-2019	Project Work
16.	07-01-2019	Subject Allocation meeting
17.	and the second second second	Commandement of Even Semester Classes for 4th Sem
18.		Commencement of Even Semester Classes for 2nd Sem
19.	12-03-2019	Guest Talk
20.	01-03-2019	IA-I for 4 th Sem and 2 nd Sem
21.		Result Analysis
22.	02-05-2019	IA-II for 4th Sem
23.		Result Analysis
24	09-05-2019	IA- II for 2 nd Sem
25		Guest talk
26	29-05-2019	IA -III for 4th Sem
27		Last working day for 4th Sem
28	03-06-2019	Final theory Exams for 4th Sem
29	The second second	Result Analysis
30	13-06-2019	IA- III for 2nd Sem
31		Last working day for 2nd Sem





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32.	19-06-2019	Result Analysis
33.	20-06-2019	Final theory Exams for 2 nd Sem
22.	04-07-2019	

Head of the Department

DEAN
Dept of Business Administration
Alva's Institute of Engg. & Technology
billAR = 574 225



DEPARTMENT OF BUSINESS ADMINISTRATION

Minutes of the Meeting

Certification Programmes

Date: - 20th June 2018

- 1. Department Faculty, HOD discussed the various certification programmes
- i) Microsoft Office
- ii) Business English Certification
- iii) SAP
- iv) GST
- Analysed the Industry Academic Gap
- Based on the analysis in the meeting it was decided to conduct following certification programmes
- i) Microsoft Office
- 4. Minutes copy has sent to Principal and Management for the final approval

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Dept. of Business Administration
Dept. institute of Engg. & Technology
MIJAR - 574 225

PRINCIPAL

Clien's institute of Engg. & Technology,
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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 "25th Oct 2018 to May 2019"

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

Thanking you

Dept. of Business Administration Alva's Institute of Engg. 8 Technology MIJAR - 574 225

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ABOUT YTU, BELAGAVI

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

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

Word 2013,

VLSI Design Embedded System and Master of Business Graduate programs- Master of Technology in Thermal Science, and Mechanical Engineering: Three Post Civil, Electronics & Communications, graduate programs in Engineering- Computer Science Power Engineering, Computer Science & Engineering The institute offers top quality education in five under The college is certified to the ISO 9001: 2008 standards ducation Foundation, established in the year 2008 Moodbidri is a Premier Engineering Institute of Alva's Alva's Institute of Engineering and Technology Information PowerPoint 2013

n their academics, a new horizon of knowledg ished in the year 200

For the overall development of the students, there are classes in Soft-skills, Aptitude Training English Enhancement, Newspaper Analysis. The department offers three specializations Human Resources, Marketing and Finance main aim of these courses is to transform theory Computers and grooming- etiquette sessions. Th ertification courses of the three specialization

ABOUT Microsoft Office 2013 COURSE

To create and Manage Professional Documents Using After the completion of course students will be able

Create and Manage Presentations Using office Present and Manage Data Effectively Using Excel 2013

Appointments using outlook 2013 Communicate and manage tasks, contacts

DEPARTMENT OF MBA

2013

Working with Microsoft Word Modules:

Working with Microsoft Excel Working with Microsoft Power Point

Working with Microsoft Outlook

Jyothi, Trainer, Rural Computer Training Academy, Moodbidri

Swathi, Trainer, Rural Computer Training Academy

N

COURSE CONTENT

- Creating professional documents using Word 2013
- Management and archival of documents
- Working with an Excel 2013 worksheet
- 4. Modifying and formatting a worksheet
- Performing calculations using Excel 2013

Developing a workbook and printing workbook contents

- 8. Creating and managing presentation using Power Point Presenting data using charts
- 9. Communicate and manage tasks, contacts and appointments using Outlook 2013

RESOURSE PERSON



Letter of Acceptance

I am pleased to accept your request for a certification course on Microsoft Office 2013 from 25th October 2018 to 31st May 2019 to the MBA students.

Regards,

Ms. Jvothi

Trainer, Rural Computer Training Academy, Moodbidri



Letter of Acceptance

I am pleased to accept your request for a certification course on Microsoft Office 2013 from 25th October 2018 to 31st May 2019 to the MBA students.

Regards, Ms. Swathi

Trainer, Rural Computer Training Academy, Moodbidri



Circular

The Department of Business Administration is happy to announce that the department is organizing a Certification Program on "Microsoft Office" from "25th Oct 2018 to May 2019" in association with Unique Training Centre, Moodbidri. In this regard, it is hereby informed to all the registered candidates to attend the sessions as per the mentioned schedule.

Dean MBA

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



Student Registration - Microsoft Office 2013 Certification course



by Unique Training Centre

Alva's Institute of Engineering & Technology

Shobhavana Campus, Mijar, Moodbidri, D.K - 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF BUSINESS ADMINISTRATION (MBA)

Name List - Section A

st. No.	USN	Student Name
- 1	4AL18MBA02	ABHISHEK H D
2	4AL18MBA00	AFNAN SALEEM BAJI
3	4AL18MBA09	ANUSHA
- 4	4AL18MBA11	ASHWATH H D
- 5	4AL18MBA12	ASHWINI ASHOK NAIK
- 6	4AL18MBA13	ASHWITHA
7	4AL18MBA16	CHANDRAKANTHA
- 8	4AL18MBA17	DEEKSHA'S HEGDE
9	4AL18MBA19	DEEKSHITHA G S
1.0	4AL18MBA20	DEEPIKA M
11	4AL18MBA25	GEETHA M
12	4AL1BMBA27	HARI KRISHNAN
13	4AL18MBA28	HARSHITA GOUDAR
14	4AL18MBA30	HEMAPRASADA T
15	4AL18MBA31	JAGADISH H N
16	4AL1BMBA36	LOHITH KUMAR H K
17.	4AL18MBA38	MADHURA MANJUNATHA SHETTY
18	4AL18MBA40	MANISHA K SHETTY
19	4AL1BMBA42	MEGHANA N R
20	4AL18MBA43	NAGARAJ PRABHAKAR SHETTI
-21	4AL18MBA45	NANDISH N
22	4AL18MBA46	NATHASHA HEGDE
23	4AL18MBA49	PRAKHYATH B
24	4AL18MBA53	RACKSON RICKY RODRIGUES
25	4AL18MBA55	RAJESHWARI VS
26	4AL18MBA56	RAKSHA KAVA
27	4AL18MBA58	RATHAN B N
-28	4AL18MBA59	ROLWIN WILSTON CARLO
29	4AL18MBA60	RUCHITH A
30	4AL18MBA61	S S SHWETHA
31	4AL18MBA63	SAMPATH
32	4AL18MBA64	SANTHOSH KUMAR K.C.
33	4AL18MBA67	SHARATH NAYAK
34	4AL18MBA68	SHIVANI HEGDE
35	4AL18MBA69	SHRADDHA C SHETTY
36	4AL18MBA72	SHUBHAVI .
37	4AL18MBA73	SONIC RAI
38	4AL18MBA75	SRILAXMI BHAT
39	4AL18MBA76	SUBHIKSHA JAIN
40.	4AL18MBA77	SUBRAHMANYA MADEV HEGDE
41	4AL18MBA80	SUNIL KUMAR B V
42	4AL18MBA81	SUPRIYA ANNAYYA NAIK
1100	4AL18MBA82	SUSHMITHA D
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Dept. of Systems Administration
Alva's Institute of Engn Cechnology





Alva's Institute of Engineering & Technology

Shobhavana Campus, Mijar, Moodbidri, D.K - 574225 Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF BUSINESS ADMINISTRATION (MBA)

ame I	USN	Student Name
	4AL16MBA01	A R PAVITHRA
2	4AL18MBA03	ACHARYA ROOPESH RAMACHANDRA
3	4AL18MBA04	ADARSH D
- 4	4AL18MBA05	AFNAN AHMED SHEIKH
5	4AL18MBA07	ANITHA A
6	4AL15MBA08	ANJALY ANIRUDHAN
7	4AL18MBA10	ARCHANA
- 8	4AL18MBA14	BASAVADARSHAN G N
- 9	4AL18MBA15	BHARATH M
10	4AL18MBA18	DEEKSHITH KUMAR
11	4AL18MBA21	DEVAGIM
12	4AL18MBA22	DHANUSH
13	4AL18MBA23	DHEERAJ
14	4AL18MBA25	GEETHA M
15	4AL18MBA26	GOWTHAM K N
16	4AL18MBA29	HEMANTHA MANJUNATHA NAIK
17	4AL18MBA32	JOVITA NORONHA
18	4AL18MBA33	JYOTHI
19	4AL18MBA34	K NIKHIL
20	4AL18MBA35	KIRAN B GOUDAR
21	4AL18MBA37	M SATVIK HEBBAR
22	4AL18M8A39	MAHENDRA G M
23	4AL18MBA41	MANJUNATHA
24	4AL18MBA44	NAGASHREE G H
25	4AL18MBA47	PALLAVI S K
26	4AL18MBA48	POOJA DEVADIGA
27	4AL18MBA50	PRAKYATH SHETTY N
28	4AL18MBA51	PRAMOD BHAT
29	4AL18MBA52	PRAVEEN B JALI
30	4AL18MBA54	RAJESHA T
31	4AL18MBA57	RAMYA K
32	4AL18MBA62	SAMAD
33	4AL18MBA65	SATHYA A
34	4AL18MBA66	SEEMA H K
35	4AL18MBA70	SHREYA JAIN
36	4AL18MBA71	SHREYAS R
37	4AL18MBA74	SPOORTHI R
38	4AL18MBA78	SUDHAKAR N
39	4AL18MBA79	SUKSHITHA
40	4AL18MBA83	SUSHMITHA L
41	4AL18MBA84	SUSHMITHA M
42	4AL18MBA85	SWAROOP RENJALA
43	4AL 18MBA87	VIDYASHREE
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44	4AL18MBA88	VIJAY KUMAR

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

AND TECHNOLOGY ALVA'S INSTITUTE OF ENGINEERING MOODBIDRI - 574 225 ATTENDANCE CUM INTERNAL eld Date / Month 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 10 11 12 13 14 15 6 7 Name 2 10 11 11 12 13 14 15 11 12 13 17 20 21 22 23 25 25 788 11 12 13 4 2 5 16 17 18 17 20 11 22 23 24 Adnan Ahmed Sh 2234556678891011 Pavillina 2 2 3 4 5 5 6 6 7 3 8 9 9 9 9 10 11 13 14 15 16 17 19 20 21 2222 9 10 11 2 12 514 15 16 17 13 19 20 21 22 a 7 3 345066 8 " 10 11 12 13 14 15 11 17 18 17 20 21 2 2 23 73 4999 55 6 7778888090112345161713190 3 45 5 66 677788881112314516178172-21 2123 22345a 4 2 a A Pr a a 3 a a a a a 4 5 6 a a a a 00 a 00 Rusayad han 223455667889011 0 0123145161717 20 21 22 23 24 Bharatte M 2 2 3 4 5 5 6 6 7 3 8 9 9 9 10 11 12 13 14 15 16 14 19 17 26 21 22 23 223455687777888891911121314516171919202122 Devage M 223455667777910111234514151179172021222224 10 3 a a 4 a 5 66 7 7 8 2 9 a a a b 11 12 13 14 15 16 17 19 a a 6 7 8 9 9 10 11 12 13/3 14 15 16 17 19 1920 21a 22345016 a 6 7 8 8 9 10 1. 11 12 a a a 13 13 14 14 5 16 12 19 19 a 556 4556679896112345555417884 2 23 2 3 4 5 5 6 6 7 8 8 9 10 11 12 0 14 15 11 17 18 19 202 1 22 23 24 25 7 8 9 9 10 11 11 12 13 14 15 2 17 19 17 20 21 24 556a 12234 7 8 9 10 11 12 1243 Hy 15 a 14 1718 19 2221 a 22 23 24 6 6 2234 99 1011 128/45 11 17 19 19 19 20 73.899 55 34455 a 2 Mahendra

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AND TECHNOLOGY ALVA'S INSTITUTE OF ENGINEERING MOODBIDRI - 574 225 ATTENDANCE CUM INTERNAL 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 35 1 2 3 4 5 6 7 122344567799 1011 1212 13 145 2 14 17 17 20 21 22 1 2 2 3 4 4 5 2 6 7 8 9 9 1-11 11 12 13 4 15 16 14 19 19 2- 21 22 1 2 2 3 4 45 5 6 6 7 7 8 9 10 10 11 12 13 14 15 16 17 18 19 2021 2222 4 1 2 2 2 3 3 4 2 5 6 7 2 8 9 10 2 11 12 13 145 16 17 19 19 25 21 22 25 2 1 2 23 4453 6 728 9 9 9 2 6 4 12 3 14 5 16 17 17 11 24 25 overn B Sall 122232445672391-611000014545466 122030034561772899011231451617916 2234455 673 999 10 41213 141415 14 17 19 Maria 1 2 2 3 4 4a 4 5 6 7 3 9 9 10 0 10 PLI3 17 15 18 16 17 18 17 20 21 220 1223425067289104123141514117131920212222 7 2 2 2 3 3 4 4 5 6 7 7 3 7 10 24 12 13 14 15 16 17 13 19 20 21 1 2 2 3 4 4 5 5 6 7 8 8 9 10 11 11 13 14 15 15 15 15 16 17 18 19 20 27 Shruga Jai 1223442557. 37/11 212 3333 1745 14 17 12 1 Shruns 1223442456718 9 8 9 10 11 12 13 14 15 16 17 17 15 A 4567739 1-11/213 14 15/16 17 18 19 20 21 211324 à 122344556736996611120314 6161713 19 20 21 22 6 7 2 8 9 10 11 K 12 13 MUS 11 17 12 19 20 12 11 23 12234555672391011113 1511713 11 10 21 22 23 24 25 673 89 997 1011 1213 45 16 17 12 15 10 21 120 12234455 234 51 17 0 17 2 4 22 23 27 523 678971-11



MIJAR MOODBIDRI - 574 225

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Subject: Microsoft Word

Marks: 50 Hour: 2

I. Type the below paragraph

16x1=16

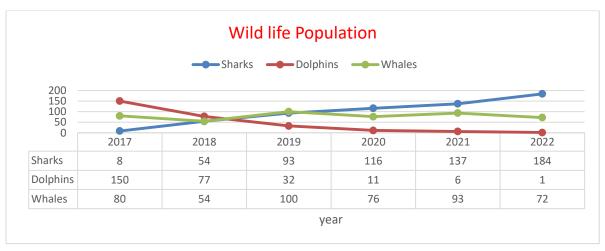
Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

- 1. 2.0 line spacing for 1stParagraph
- 2. Insert watermark "UNIQUE"
- 3. The left and right margins are to be brought in by 1.2cm and 2.4cm respectively
- 4. Apply double line border at the top of the paragraph
- 5. Insert "MS word Exam" as Header and page number in Footer
- 6. Highlight Second line of the first paragraph
- 7. Protect your document (Password: UNIQUE)

II. Create the Line chart

10x1=10





III. Create the below Table

24x1=24

Vinsys IT Services (I) Pvt.Ltd.

Add:28/11+12,'Shivaji Niketan',Tejas Housing Soc.,Near Mantri Park, Behind Dhondiba Sutar Bus Stand,Kothrud,Pune-411,029 Maharastra,India

VENDOR DETAIL FORM

Name of the Vendor	Vasanth Poojary		
Contact Person	Vasanth Poojary	Date	10/3/2017
Telephone No(with STD Code)	123456789	Credit Period	
Mobile No.	123456789		
	Vasanth Poojary		
Vendor address	Marnad		
	Land Mark		
Vendor Type(Pvt.Ltd./Proprietor/ partnership/HUF/LLP)			
Email Id		Vpmmoodbidri@gmail.com	
Bank	details(attach copy of	cancelled cheque)	
Account in the name of	Vasanth Poojary	Bank Account No	123456789
Banker's name	HDFC	IFSC/NET Code	HDFC12345
Banker's name	Swift code		
Branch Name	Electronic City	Account Type(SB/Current/CC/OD)	SB
Bank Address	HDFC Bank Moodbi		1
	Proof to be Att	ached	
PAN No	BUOPP3067	Service Tax Reg .no	
TIN No.		VAT/CST No	
GST TIN	29abcde4970c1z4		
Are Mandatory Field			
For Vinsys IT Services(i)Pvt.Ltd		Signature of the Vendor	
Authorized Signatory		Authorized Signatory	



Subject: Microsoft Excel

Marks : 100 Hour: 2

I. Create the following table

15x1=15

Items	MRP.Rs	Tax(Y/N)	Tax Rate	Total Amount
Samsung	10000	Υ		
Onida	7800	N		
Sansui	6000	Υ		
Lg	15000	Υ		
Sony	20000	N		
Samsung	15000	N		
Lg	8500	Υ		
Samsung	12000	N		

- 1. If Tax is yes then calculate 12.5% tax on MRP. Rs Otherwise nil
- 2. Calculate the total amount of items
- 3. Count only tax items
- 4. Count only non tax items
- 5. Find the total of only "SAMSUNG" Items
- 6. Set the total amount of column to the decimal place of 2
- 7. Insert today's date using formula at the first row
- 8. Find the length of the text "SANSUI"
- 9. Convert the text "Samsung" to Capital Letters

II. Create the chart using the below table

5x1=5

Items	Salesman	Unitsold
Close up	Rohan	50
Lux	Vishal	85
Santhoor	Shriraj	74
Rexona	Akshay	74
Dove	Arjun	85
Nirma	Manav	90
Vivel	HEmanth	63

- 1. Insert the heading of the chart "PRODUCT SALES"
- 2. Insert the x axis title" SALES MAN" and Y axiz title "UNIT SOLD"
- 3. Show data table below the chart
- 4. Place the legend in bottom



III. Crete the following and find the total & grand total marks Using Menu

5x1=5

Name	Subject	Marks
Arun	M.S Word	54
Arun	M.S Excel	53
Arun	M.S Ppt	89
Arun	M.S Access	96
Dinesh	M.S Word	65
Dinesh	M.S Excel	68
Dinesh	M.S Ppt	89
Dinesh	M.S Access	64
Nandu	M.S Word	62
Nandu	M.S Excel	58
Nandu	M.S Ppt	94
Nandu	M.S Access	56

IV. Apply conditional Formatting for the following

5x1=5

Items	MRP.Rs	Tax(Y/N)	Tax Rate	Total Amount
Samsung	10000	Υ		
Onida	7800	N		
Sansui	6000	Υ		
Lg	15000	Υ		
Sony	20000	N		
Samsung	15000	N		
Lg	8500	Υ		
Samsung	12000	N		

Two Marks Questions

V.

2x7=14

- a) Insert the link between two files
- b) Apply Auto format to the above table of question III
- c) Change the name of your sheet
- d) Gove borders to the above table of question I
- e) Rotate the column heading of the question II to 45^o
- f) Protect your worksheet (note: Password must be UNIQUE)
- g) Copy the table of question IV and display only Samsung Items
- h) Insert the background image to you worksheet
- i) Sort the table of question I content to ascending order



VI. Crete a below database and prepare Pivot table and chart for it (10 Marks for pivot chart and 10 marks for pivot chart)

20x1=20

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

VII. Crete 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....?



VIII. Crete a following worksheet

20x1=20

KASTHURBA MEDICAL HOSPITAL								
PATIENT	DEPT	WARD	ADMISSION	DISCHARGE	NO.OF DAYS	ROOM RENT	FEES	AMOUNT
Sneha	SKIN	Special	1-Jan-99	10-Jan-99	10	1250	1200	2450
Shiv	EYE	Special	2-Feb-99	2-Feb-99	1	125	900	1025
Raju	EAR	Special	2-Jan-99	2-Mar-99	60	7500	800	8300
Keerthi	NOSE	General	1-Jan-99	5-Jan-99	5	250	2100	2350
Harish	EAR	General	4-Feb-99	5-Feb-99	2	100	1350	1450
Barthesh	SKIN	General	22-Feb-99	28-Feb-99	7	350	2500	2850
Jayalakshmi	EYE	General	3-Mar-99	31-Mar-99	29	1450	2000	3450
Shirin	EAR	Special	10-Mar-99	5-May-99	57	7125	4150	11275
Sanjay	SKIN	Special	18-Mar-99	1-Apr-99	15	1875	3100	4975

Create a list box For Dept and the Option Buttons for WARD to get the total room rent, and fees collected from each ward in the department

- IX. Copy the table VIII and then separate the Patients details having different department 5x1=5
- X. Create a folder in d: and save your file inside the folder naming as Exam

2x1=2





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

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

N	Topics	1	2	3	4	5
	Content		L	L	L	V
	I am able to create and Manage Professional Documents Using Word 2013		L		L	0
	Understood Basic concepts of MS office 2013	L	L	1	1	1
3	Present and Manage Data Effectively Using Excel 2013	L		L	1	1
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					
В	Presentation	F	+	+	+	+
6	Trainer has good knowledge	+	+	+	+	1
7	Trainer has good presentation style	+	+	+	+	1
8	Trainer covered syllabus clearly	+	+	+	+	7
9	Trainer responded well to questions	+	+	+	+	+
10	Trainer facilitated interactions among participants well	1	1	_	+	-
C.	How could this course be improved?					
1						



the Certification Programme on " Working with Microsoftbearing the from from attended ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY Principal Office 2013" from 25th October 2018 to 31st May 2019. DEPARTMENT OF BUSINESS ADMINISTRATION Affiliated to VTU, Belagavi and Approved by A.I.C.T.E., New Delhi) Shobhavana Campus, Mijar, Moodbidri DK Karnataka-574225 A Unit of Alva's Education Foundation® This is to certify that Mr./Ms..... MOODBIDRI Dean MBA Coordinator N.SID.

Alva's Institute of Engg. & Technology Mijar, MOODBIDRI - 574 225

PRINCIPAL

Alva's Institute of Engg. & Technolog Dept. of Business Administration

MUAR - 574 228

AIET Moodbidri



Report of the Event

The department of Business Administration has organized a 40 hours Certification program on "Microsoft Office" from 25th October 2018 to May 2019 in association with Unique Training Centre, Moodbidri. Programme emphasized on students computer skill development.

Dean MBA

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





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

TO WHOMSOEVER IT MAY CONCERN

Our sincere appreciation and gratitude to Ms.Jyothi, Trainer, Rural Computer Training Academy, Moodbidri for conducting Microsoft Office 2013 certification course from 25th October 2018 to 31st May 2019.

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

DEAN

Dept, of Business Administration

Alva's Institute of Engg, & Fachnology

MIJAR – 574 228





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

CERTIFICATE

This is to certify that, Ms.Jyothi, Trainer, Rural Computer Training Academy, Moodbidri has conducted certification programme on Microsoft Office 2013 from 25th October 2018 to 31th May 2019 for MBA students.

Dean MBA

ppt of Superiors Administration are insultate of Engg, & Technology MIJAR - 574 225





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

TO WHOMSOEVER IT MAY CONCERN

Our sincere appreciation and gratitude to Ms. Swathi, Trainer, Rural Computer Training Academy, Moodbidri for conducting Microsoft Office 2013 certification course from 25th October 2018 to 31st May 2019.

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

Dept. of Business Admin at 25 or Alvo's Institute of Emg. 1 Ostavia at MUAR – 17A 225





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

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Dean MBA

DEAN
Dept. of Business Administration
Mac's Institute of Engg. & Technology
MLIAR —574 235



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 2018-19

ADVANCED DIPLOMA IN PAYROLL, TALLY, GST, ACCOUNTS"- 04.09.2018 TO 18.04.2019

- 1. Students were familiarised with the preparation of Financial Statements using TALLY software.
- 2. Students were introduced to the calculation of IGST, CGST and SGST and its payments.
- 3. Students learnt the concept of supply and its various types.

WORKING WITH MICROSOFT OFFICE COURSE" -25.10.2018 TO 23.5.2019

- 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.

DEAN

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

> 'va's Institute of Engg. & Technology, Mijur. MOODBIDRI - 574 225, D.K