



**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.

DEAN

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

PRINCIPAL

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Mijar, MOODBIDRI - 574 225, D.K