C-I

A Report on Certificate course on MS-Office specialist (Advanced MS-Excel 2013) with NICT for 2018-20 batch MBA students

Duration : 13th March 2019 – 1st July 2019	Venue: Computer Lab 1 and Lab 2
Time: 5.00 pm – 6.30 pm	Semester & Section/: 2nd Sem/A,B,C and D
No. of Participant: 163	Event Coordinator: Mr.Nagasubba Reddy

Objectives

- To use advanced functions of Excel to improve productivity, enhance spreadsheets with templates, charts, graphics, and formulas and streamline their operational work.
- To apply visual elements and advanced formulas to a worksheet to display data in various formats.
- To automate common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and leverage on Excel's advanced functionality to simplify and streamline their day-to-day work.

Syllabus

1. Calculating data with advanced formulas
2. Organizing Worksheet and Table data
3. Presenting Data using Charts
4. Analyzing Data using pivot tables and pivot charts
5. Inserting graphic Objects
6. Customizing and Enhancing workbooks and the Excel environment
7. Streamlining workflow
8. Collaborating with others
9. Auditing worksheets
10. Analyzing data
11. Working with multiple workbooks
12. Importing and Exporting data
13. Using Excel with the web
14. Structuring workbooks with XML
15. Automating business operations
16. Manipulating the Excel environment

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Brief Profile of the Resources Persons:

SAIKUMAR VELU CR

- Working as Faculty in NICT, Jayanagar, Bangalore from 2004 onwards.
- Also Visiting Faculty for the following colleges
  - o Mount Carmel College

- o Sheshadripuram College
- o NMKRV College
- o St. Joseph's College
- o RVIM College
- Worked as Machine Room Coordinator in NIIT, Mysore.
- Worked as Faculty in Aptech, Mysore.
- Worked as Faculty in Sunmars, Hyderabad.

COMPUTER KNOWLEDGE:

Windows, Internet,Unix, Linux ,Oracle, Solaris, Databases Oracle,SQL Server,FoxPro ,MySQL,

Ms office:MS Word,MS Excel,MS PowerPoint,MS-Access,HTML (Hyper Text Markup

Language),Visual Basic

GP.ASHWIN KUMAR – MBA (Finance)

WORK EXPERIENCE:

LUMITIX SOLUTIONS PVT LTD-BANGLORE - 2015-2019

- ➢ ORACLE EBS FUNCTIONAL CONSULTANT-FINANCIALS (4 YEARS)
- ➢ ACCOUNTS PAYABLE,P2P GL Process Implementation
- ➢ Oracle E-Business Suite 12 Financial Management Certified Implementation

  Specialist.

TECHNICAL SKILLS:

- Typing 35 WPM
- Tally ERP 9 With Gst,VAT(Value added tax)
- MS Office. & Advance Excel(Lookups: (Vlookup, H lookup, Pivot table ,Payroll)
- Quick Book

Expertise

- experience in implementation, customization, upgrade, maintenance and support of
- various Oracle E-Business Suite modules - Oracle Financials Modules-General Ledger, Accounts
- Payable, Payments, Accounts Receivable, Cost Management, Fixed Assets, E-Business Tax,
- Cash Management and Project Costing. Domain experience includes Food Processing, Banking,
- Financial Services, Manufacturing, Resort, Telecom and Leasing/Lending businesses.

- I have extensive experience in functional requirement analysis, solution design, Fit-Gap analysis,
- configuring applications, training business users, testing, and documentation using Oracle methodology.
- Project Management experience and lead team for implementation & Upgrade of Oracle

Financials modules.

- Expertise in configuring Sub-ledger Accounting, configured for specific accounting requirement in
- Release 12 for Cost Management, Payables and Fixed Assets.
- Good knowledge of E-business tax in Release12 and configured e-business tax from Tax
- Regime to Rate Flow for Oracle Financial Module. Experience in integrating with third party tax products like Sabrix and Vertex.
- Good knowledge of business operating cycle and managing accounting systems.
- I have prepared the functional specification documents (MD050), and test documents
- (TE020/TE030), configuration documents (BR100) using AIM Methodology. I had documented the
- work (MD, TE, BR etc.) using AIM templates.
- Good team leading skills and co-ordination skills to work with various vendors, IT consultants,

Ref: 409/RVIM/MBA/2018-19   Date: 20.08.2018

N.Nagasubba Reddy
Asst.Professor, Department of Systems Mgt.,
R.V.Institute of Management
Bangalore-41

To
The Director
R.V.Institute of Management
Bagnalore-41

Respected Sir,

Subject: Request for approval to allow NICT Computer Education to conduct SAP/Digital
Marketing/ Advanced MS-Excel Training Programme from Sept 2018 to May 2019
in our computer labs.

With reference to the above, we have received a request from NICT Computer Education for
conducting SAP/Digital Marketing/MS-Excel Training Programme in our Computer labs. The
Training Programme will be held from Sept 2018 to May 2019 and the number of systems
required is 65. All the relevant details are contained in the letter dated the 20th Aug 2018 from
NICT Computer Education which is enclosed.

All the expenses in connection with the Training Programme will be borne by NICT Computer
Education Pvt.Ltd,. Rs.1, 38,990/- + GST (1st SEM – 170 students approximately and 3rd Sem
169 students = 339 * Rs.410) will be paid to RVIM for the use of our labs.

We therefore recommend that NICT Computer Education be permitted to use our computer labs
on the months mentioned above.

Thanking you,

Yours faithfully,

Submitted to

The Hon.Secretary, RSST
For kind consideration and approval
With respeets,

20.08.2018
Dr.Purushottam Bung
Professor and Director

Brief detail about courses to be offered

II sem – Advanced Excel (certified by Microsoft)

III sem – Digital Mktg for Mktg. Specializati (certified by Google)

– SAP (FICO) for Finance specialiijati (certified by NICT)

– SAP (HR) for HR specializatio (certified by NICT)

Approved 21/8

Outcome Achieved/ Attained:

- Advanced Microsoft Excel Training Course will enable the students to be better equipped to provide relevant information to the top management.

- Upon completing this course, attendees will be able to:

  • use a range of lookup and reference functions • modify Excel options • customize the formatting of charts in Excel • create and use labels and names in a workbook • protect data in worksheets and workbooks • create summaries in your spreadsheets using subtotals • use data linking to create more efficient workbooks • use the Data Consolidation feature to combine data from several workbooks into one • understand and create simple PivotTable reports • construct and operate PivotTables using some of the more advanced techniques • create and edit a PivotChart • use goal seeking to determine the values required to reach a desired result • group cells and use outlines to manipulate the worksheet • use Solver to solve more complex and intricate problems • create recorded macros in Excel • use the macro recorder to create a variety of macros

List of Participants:

R V Institute of Management

CA-17, 36th Cross, 26th Main, 4th T Block, Jayanagar, Bangalore-560041

Certificate course on MS-Office specialist (Advanced MS-Excel 2013) with NICT for 2018-20 batch MBA students - List of Participants - A Section

SI no	Student Name	Signautre	SI.No	Student name	Signature
1	ABHIJEET KRITANIYA		36	Manikandan K	
2	ABHISEK SAHA		37	Manumohan BN	
3	Adarsh.S. Hegde		38	Mohammed Moin Khan	
4	Adhish Kadirur		39	Mohammed Touseeq	
5	Akshatha L V		40	NEERAJ PRABHU	
6	AMAR. O		41	Nikhil D Walvekar	
7	ANIL ASHOK UNDI		42	Nikhita K	
8	Anup B Patil		43	Niranjini N	
9	Arpita S Gour		44	Nishant sharma	
10	Arpitha Meti		45	Nitesh Suresh Hegde	
11	Asha Verma		46	Pooja	
12	Ashwini Rajashekar shettar		47	RamKrishna Wathare	
13	AVINASH M AGARWAL		48	Sanjay N	
14	B Saishree		49	Shreyanka K V	
15	BAKKESH.V. ALUR		50	Smitha Sudheer Swadi	
16	Bhanu Satyanarayan Hegde		51	Sowmya A Angadi	
17	Bhargav Hegde A		52	Sudhir Balappa Honole	
18	BHARGAV HEGDE G		53	Sukrutha S	
19	Bhumika S Kulkarni		54	Sumanth Bhovi	
20	Biswajit Das		55	Sushma Heroorkar	
21	Chaitra S		56	Vaibhav Nagaral	
22	Channamallayya R		57	Vijayalakshmi G	
23	CHIMMILI LOKESH KUMAR		58	Vijayamahantesh K Sajjanar	
24	Danish Sharfuddin Khazi				
25	Dharshini V T				
26	Ganesh A				
27	Gowtham Reddy M				
28	Guruprasad n				
29	H G Sandesh				
30	HIBA Rafi Ahmed MEHKRI				
31	Jagadeesh Udupa				
32	Jegan r nair				
33	KALLESH D.K				
34	Karthikaya Adiga				
35	Madhu E				

N.Nagasubba Reddy
Co-ordinator

Dr.Purushottam Bung
Professor and Director

R V Institute of Management

Certificate course on MS-Office specialist (Advanced MS-Excel 2013) with NICT for 2018-20 batch MBA students - List of Participants - B Section

Sl no	Student Name	Signautre	Sl.No	Student name	Signature
1	Abhilasha N A		36	RAVEESHA. T.R	
2	Akshay M		37	Ravitej Bhaskar Hegde	
3	Amal Tom		38	Reddamma D S	
4	Ankitha M		39	Rohan K Kulkarni	
5	Arpitha S		40	Roja V	
6	Ashish D C		41	S Srikanth	
7	Chandana		42	Sachin H	
8	Divya S		43	SAGARIKA BANERJEE	
9	G. MOHANA		44	Saket B Inani	
10	Jevita Zilpha Machado		45	Sharanapp a	
11	Kajal Darbar		46	Sharath Kumar D	
12	Karthik M		47	Shashidhar Patil	
13	Kaushik Vinayak Bhat		48	Shreya L Bhat	
14	Kiran Kumar K V		49	Shriman	
15	KRUTHIKA .S. BHOOMARADDI		50	Shubham Hangaragi	
16	Lahari L N		51	Sunil Kumar R	
17	M S Shree Roopa Bhat		52	Swaroop B J	
18	Mamatha S		53	Vaibhav D Mehta	
19	Manjunath P Raibagi				
20	Mattamalam Anitha				
21	Mudiam Krishna Sai				
22	Nagaraja B A				
23	Nolamba Rani				
24	Pallavi Satish Desai				
25	Pannaga H N				
26	Pavan G V				
27	PHALGUNI PRABHU				
28	Pooja Ramannavar				
29	POORVIK GOWDA N.N				
30	Pradeep laxminarayan Hegde				
31	Prashanth S				
32	Puneeth P Gopulapura				
33	Raghunandan Acharya K				
34	RAKHENDU KANAKVIDU				
35	RAKSHA K				

N.Nagasubba Reddy
Co-ordinator

Dr.Purushottam Bung
Professor and Director

R V Institute of Management

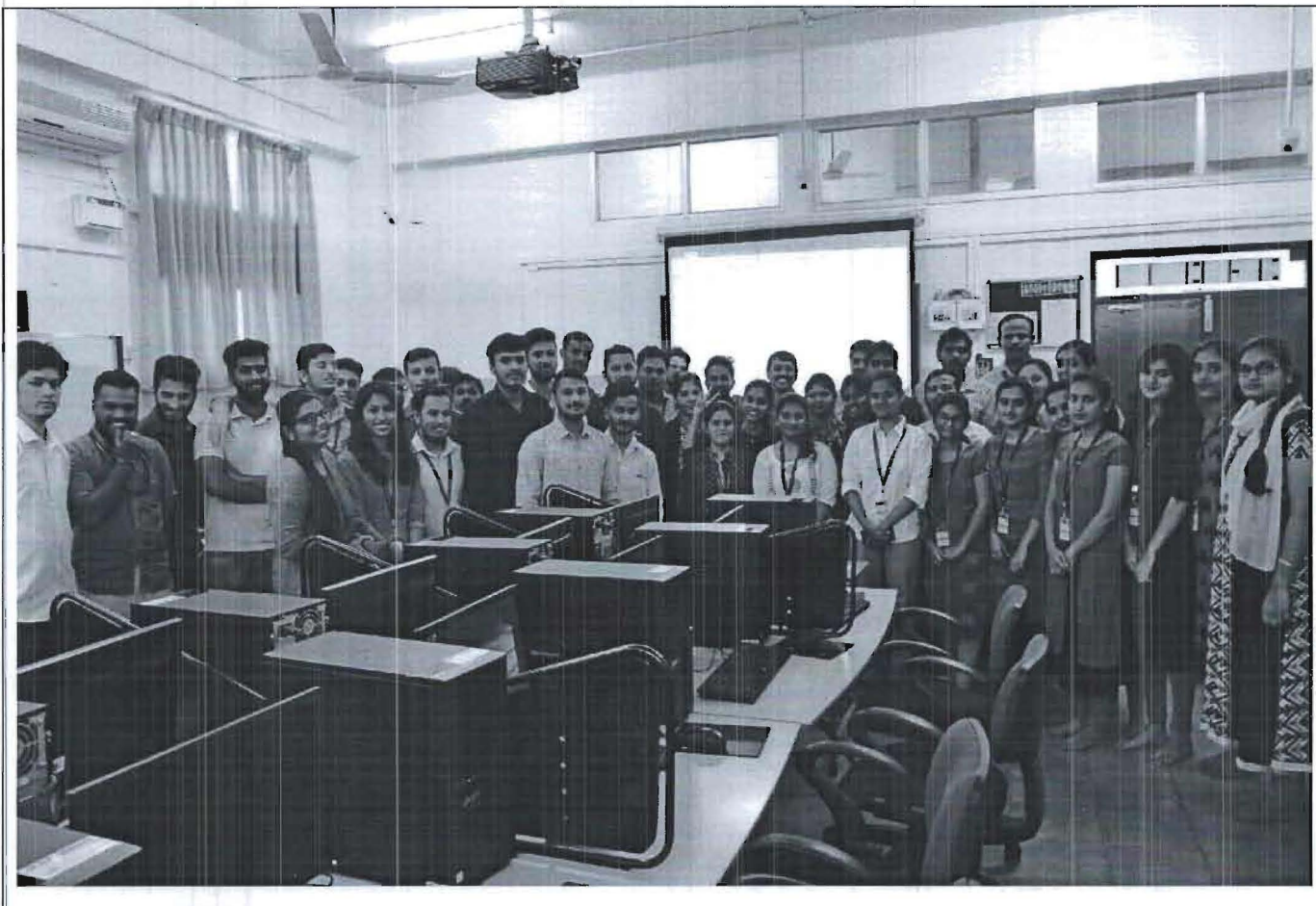CA-17, 36th Cross, 26th Main, 4th T Block, Jayanagar, Bangalore-560041

Certificate course on MS-Office specialist (Advanced MS-Excel 2013) with NICT for 2018-20 batch MBA students - List of Participants - C Section

Sl no	Student Name	Signautre	Sl.No	Student name	Signature
1	Akash B Kokkanavar		36	Surabhi R	
2	Arun Kumar S Nellur		37	Suraj R Kulkarni	
3	Balaji B V		38	Sushant Annasb Shetti	
4	Bhuvaneswari A		39	Swapnil Surendra Chougale	
5	Chaitra V		40	Timma Reddy	
6	Fredisha Kenneth Maben		41	Unnathi K A	
7	Iranna Hadapad		42	Utpal Satish Naik	
8	Kamakshi Viajakumar Bhat		43	Varija Madhuranath	
9	Kaushik D		44	Varun	
10	M Sadiq Ali Khan		45	Varun B M	
11	Manu V		46	Vignesh Bhat H S	
12	Pavithra S		47	Vinayak Shankar Kalloli	
13	Poornima L		48	Vinutha vithal Savant	
14	Priya Darshini T		49	Vishnu S	
15	Ramakanth T		50	Vishram Walvekar	
16	S Akash		51	Vishvas T V	
17	Sachin H B		52	VISHWANATH GANGAPPANAVAR	
18	Sadhana A S				
19	Sagar Muttanna Sajjanar				
20	Saijaswanth K				
21	Samprita Rajpurohit				
22	Sangitha Ganesh			N.Nagasubba Reddy	
23	SANTOSH SHETTY			Co-ordinator	
24	Sarvesh Shamsundar Tosniwal				
25	Shakthi Kumar				
26	Siddanth M Jain				
27	Sindhu H D				
28	Sindhura K k				
29	Smriti Rao				
30	Sneha S V				
31	Somesh A Shet				
32	Soujanya Hegde				
33	Sowjanya Bhat B				
34	SRIDHAR METTAN			Dr.Purushottam Bung	
35	Srinidhi B Patawari			Professor and Director	

Feedback of students on the course
Student's feedback on the course, faculty was very good. All students got practical experience in the Advanced MS-Excel 2013

Event Coordinator

Director