

**A Report on Certificate course on IT Skills for 2020-22 batch MBA students**

|   |  |
|---|--|
| <b>Duration : 25<sup>th</sup> January,2021 to 8<sup>th</sup> April 2021</b> | <b>Venue: Computer Lab 1, Lab 2 and Lab3<br/>And online classes on ZOOM Platform</b> |
| <b>Time: 4.00 pm – 5.30 pm, Number of hours : 40</b>                        | <b>Semester &amp; Section/: 1<sup>st</sup> Sem/A,B,C and D</b>                       |
| <b>No. of Participants: 170</b>   | <b>Event Coordinator: Mr.Nagasubba Reddy</b>   |

This course aims to increase student's computer knowledge and skills so as to develop attributes that enhance an individual's interactions and job performance.

The objective of the course is to inculcate potential skills in the students to prepare them to deal with the external world in a collaborative manner, take initiative, solve problems, and demonstrate a sound IT skill so as to hold a good impression and positive impact

**Objectives**

- Demonstrate an advanced knowledge of the Word Processing package, MS Office and a knowledge of how to design & create effective and structured documents like technical reports, letters, brochures, etc.,
- Demonstrate the skills in the appropriate use of various features of the spread sheet package MS Excel and also to create useful spreadsheet applications like tabulated statements, balance sheets, statistical charts, business statements, etc.
- Demonstrate the skills in making an effective presentation with audio and video effects using the MS Excel package
- Draw graphical pictures, flow charts, block diagrams etc., using the drawing tools available in MS Word or MS Power Point and incorporate them into documents and presentations.
- Demonstrate the basic skills in using Social media, Email and online tools

**MS-WORD 2016**

1. Introduction ,Working with Documents,Formatting Documents
2. Creating Tables,Drawing,Tools

**Module 2: MS Excel 2016**

1. Introduction,Working with Spreadsheets
2. Formatting Spreadsheets,Working with sheets,Creating Charts

**Module 3 MS Power Point**

1. Introduction,Creating a presentation
2. Formatting a presentation,Adding Graphics to the presentation
3. Adding effects to the presentation,Printing Handouts
4. Generating standalone presentation viewer

**Module 4: Building basic proficiency in using Social media, E-mail and other online tools**

1. Creating and updating profiles on various social media platforms Email etiquettes.
2. Online Tools: Google: Drive, Scholar, Classrooms, Current, Slides, Calendar, Groups, Forms, Keeps; Zoom; Microsoft teams etc.
3. Prezi: Interactive power point slide
4. Canva- Creating Brochure, Logos, Business Card, Business Presentation, Info graphs.

### **Brief Profile of the Resources Persons:**

#### **N.Nagasubba Reddy**

**B.Sc (Computer Science), M.S in Computer Science, MBA, (Ph.D.)**

- Area of Specialization is Information Technology, Business Analytics and Digital Marketing
- Certification from International School of Computer Technology, New Delhi.
- Participated and presented papers in National and International conferences.
- **Authored books titled “Computer Fundamentals and Internet Concepts for Beginners’ and ‘MS-Excel Simplified’.**
- As an initiative of Social Responsibility, has been conducting Computer Literacy Programme for Senior Citizens since 2006. Presently, as on date there are more than 1400 senior citizens who have been trained and the same has been entered in the Limca Book of Records.
- Actively involved in training CA aspirants in Information Technology and has trained more than 1000 students till date.
- Certified trainer from IBM for Business Analytics
- Involved in setting up the state-of-the-art technology in the computer labs.
- Other areas of interest are event management, reading books
- He is currently pursuing a Ph.D. in Management at GITAM University, Bengaluru
- **Member Coordinator, IQAC, Co-Ordinator for Department of IT and Centre for Media,** Committee member in Board of Studies and Academic Council in the college.

#### **Ms.Shreya Shankar**

M. Sc (Big Data Analytics), B. Sc (Mathematics, Statistics, and Economics)

Areas of interest: Business Analytics and Statistics.

- Ms. Shreya has a passion towards teaching and she has completed her master’s in Big data Analytics.
- She has worked across various domains including video analytics, AI and dashboard building.
- She was in the organizing team of Karnataka State Police Hackathon 2019.
- She has done various projects in the area of analytics and AI such as Churn prediction, customer segmentation, movie recommendation engine and sound recognition engine.
- She is proficient in R, Python and SQL.

#### **Ms. Vandana Gablani,**

**BCA, MCA**

Area: Computer Applications

- Ms. Vandana Gablani is an experienced Professional with a demonstrated history of working in the education industry. She has completed her Master’s in computer’s Applications from GGSIPU and she has completed her BCA from GJU. She has more than 8 years of experience in teaching industry. Her main areas of interest are Machine learning, AI, IoT. She has attended various workshops and conferences and has also presented papers in them. She is a good listener and she loves to travel.



Rashtriya Sikshana Samithi Trust

## R V Institute of Management

CA-17, 38th Cross, 26th Main, 4th T Block, Jayanagar, Bangalore-560041

### Certificate course on IT skills for 2020-22 batch MBA students - List of Participants -1st Sem A Section

| Sl no | Student Name             | Signautre | Sl.No |                      | Signature |
|-------|--------------------------|-----------|-------|----------------------|-----------|
| 1     | Prajna                   |           | 36    | Drinva K Chandran    |           |
| 2     | Ajev M                   |           | 37    | Adarsha K            |           |
| 3     | Indraneel Das            |           | 38    | Dhanashri Kabra      |           |
| 4     | Abhishek S Upadhye       |           | 39    | K. Kirthan           |           |
| 5     | Akshay H S               |           | 40    | Gautham M            |           |
| 6     | Karthik M S              |           | 41    | Amulya H.R           |           |
| 7     | Ashadeep M Hegde         |           | 42    | Priyanka.A           |           |
| 8     | Sujay Shah               |           | 43    | Gokul Nayak          |           |
| 9     | C. Prasanth Kumar        |           | 44    | Apoorva S Patil      |           |
| 10    | Prajna Shetty            |           | 45    | Abhilash K           |           |
| 11    | Jagrity                  |           | 46    | Sneha Gowda R        |           |
| 12    | Roshani                  |           | 47    | H R Rithesha         |           |
| 13    | Nishant Kumar Sharma     |           | 48    | Supreeth. S          |           |
| 14    | Rakshith                 |           | 49    | Carol Swetha Noronha |           |
| 15    | Eshanya M                |           | 50    | Sachith Kumar        |           |
| 16    | Prinson Dlima            |           | 51    | Janak Karkera        |           |
| 17    | Varsha K                 |           | 52    | Nikhil Navandhar     |           |
| 18    | Kavya Ganapati Hegde     |           | 53    | Sparsha S            |           |
| 19    | Soubhagya Bhat           |           | 54    | Chandan S            |           |
| 20    | Karnika Mridul           |           | 55    | Kaushik C B          |           |
| 21    | Delson Glan D Silva      |           | 56    | Chandan Nh           |           |
| 22    | Darshini.G               |           |       |                      |           |
| 23    | Akshay G.S               |           | 57    | Deeksha Bopaiah      |           |
| 24    | Manu Kiran H K           |           |       |                      |           |
| 25    | Afeefah Bakhtar Majumdar |           |       |                      |           |
| 26    | Ananya. C. S             |           |       |                      |           |
| 27    | S.Chethan                |           |       |                      |           |
| 28    | Prateeksha R Chungani    |           |       |                      |           |
| 29    | Bhavani Vishwakarma      |           |       |                      |           |
| 30    | Eshwar Darshan K.M       |           |       |                      |           |
| 31    | Likhith H K              |           |       |                      |           |
| 32    | M Janani Priya           |           |       |                      |           |
| 33    | Mahesh S                 |           |       |                      |           |
| 34    | Karuna V Divate          |           |       |                      |           |
| 35    | Shresta B Bhat           |           |       |                      |           |

N.Nagasubba Reddy  
Co-ordinator

Dr.Purushottam Bung  
Professor and Director

B



Rashtriya Sikshana Samithi Trust

## R V Institute of Management

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

Certificate course on IT skills for 2020-22 batch MBA students - List of Participants - 1st Sem B Section

| Sl no | Student Name              | Signautre          | Sl.No | Student name               | Signature          |
|-------|---------------------------|--------------------|-------|----------------------------|--------------------|
| 1     | Abhishek Kumar            | <i>[Signature]</i> | 36    | Rubina Afreen              | <i>[Signature]</i> |
| 2     | Aishwarva .K.M            | <i>[Signature]</i> | 37    | Sahana .M.S                | <i>[Signature]</i> |
| 3     | Aishwarya S.K             | <i>[Signature]</i> | 38    | Samiksha .S.Shetty         | <i>[Signature]</i> |
| 4     | Anusha Ragahavendra Hegde | <i>[Signature]</i> | 39    | Santhosh Kiran.S           | <i>[Signature]</i> |
| 5     | Apoorva Raghu Rao         | <i>[Signature]</i> | 40    | Satishkumar K Pille        | <i>[Signature]</i> |
| 6     | Aravind Raj .V            | <i>[Signature]</i> | 41    | Shetty Lavanya Shekhar     | <i>[Signature]</i> |
| 7     | Bharath.C                 | <i>[Signature]</i> | 42    | Shivakumar C H             | <i>[Signature]</i> |
| 8     | Divesh                    | <i>[Signature]</i> | 43    | Srilaxmi                   | <i>[Signature]</i> |
| 9     | Koundinya.R               | <i>[Signature]</i> | 44    | Srushti B R                | <i>[Signature]</i> |
| 10    | Kritika Shantharam Shenoy | <i>[Signature]</i> | 45    | Subhashini K N             | <i>[Signature]</i> |
| 11    | Mahima Harish Bhat        | <i>[Signature]</i> | 46    | Suhas H                    | <i>[Signature]</i> |
| 12    | Malender S Deyannavar     | <i>[Signature]</i> | 47    | Suhas.N.K                  | <i>[Signature]</i> |
| 13    | Manoj.M                   | <i>[Signature]</i> | 48    | Sukannya Dalal             | <i>[Signature]</i> |
| 14    | Mayur.K.S                 | <i>[Signature]</i> | 49    | Sumit Naganath             | <i>[Signature]</i> |
| 15    | Meghana Vinayak Hegde     | <i>[Signature]</i> | 50    | Suraj.G.S                  | <i>[Signature]</i> |
| 16    | Mishana Motesch Dsouza    | <i>[Signature]</i> | 51    | Talwar Praveen<br>Guddappa | <i>[Signature]</i> |
| 17    | Mohamadasadiq Kayum Mulla | <i>[Signature]</i> | 52    | Tejas Rohidas Bhandari     | <i>[Signature]</i> |
| 18    | Neha Chidambar Kulkarni   | <i>[Signature]</i> | 53    | Tejasvi Gangadhar          | <i>[Signature]</i> |
| 19    | Nikhil .S.Kotian          | <i>[Signature]</i> | 54    | Vinayak Golihalli          | <i>[Signature]</i> |
| 20    | Nikita                    | <i>[Signature]</i> | 55    | Yashaswini V               | <i>[Signature]</i> |
| 21    | Niranjana M               | <i>[Signature]</i> |       |                            |                    |
| 22    | Nisha T                   | <i>[Signature]</i> |       |                            |                    |
| 23    | Phalguni.P                | <i>[Signature]</i> |       |                            |                    |
| 24    | Prarthana Upadhyaya       | <i>[Signature]</i> |       |                            |                    |
| 25    | Pratik                    | <i>[Signature]</i> |       |                            |                    |
| 26    | Punitha K                 | <i>[Signature]</i> |       |                            |                    |
| 27    | Rachana H. Gowda          | <i>[Signature]</i> |       |                            |                    |
| 28    | Rachana Kumari            | <i>[Signature]</i> |       |                            |                    |
| 29    | Rachana.D                 | <i>[Signature]</i> |       |                            |                    |
| 30    | Raghavendra J P           | <i>[Signature]</i> |       |                            |                    |
| 31    | Rahul Mondal              | <i>[Signature]</i> |       |                            |                    |
| 32    | Rahul Yalavatti           | <i>[Signature]</i> |       |                            |                    |
| 33    | Rakesh                    | <i>[Signature]</i> |       |                            |                    |
| 34    | Rakshith.S                | <i>[Signature]</i> |       |                            |                    |
| 35    | Rakshith.T.G              | <i>[Signature]</i> |       |                            |                    |

*[Signature]*  
N.Nagasubba Reddy  
Co-ordinator

*[Signature]*  
Dr.Purushottam Bung  
Professor and Director



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### R V Institute of Management

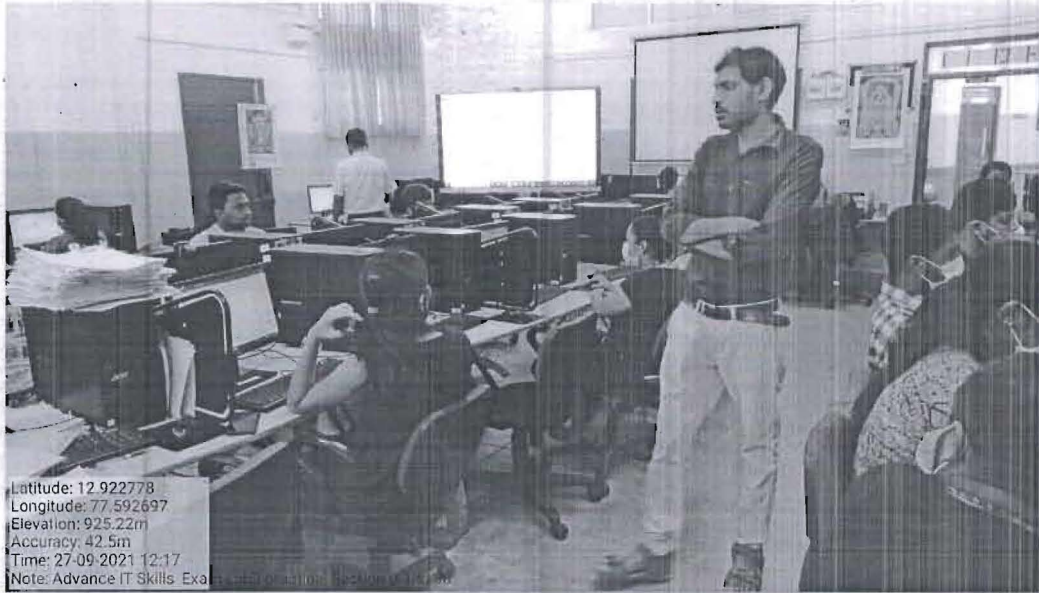
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| Sl no | Student Name              | Signature | Sl.No | Student name               | Signature |
|-------|---------------------------|-----------|-------|----------------------------|-----------|
| 1     | A B Ganapathy             |           | 36    | Shivasubramanyam S Patangi |           |
| 2     | Aditya.S.Shettar          |           | 37    | Shree Vaishnavi Sutrave    |           |
| 3     | Aijaz Mujawar             |           | 38    | Shruthi G                  |           |
| 4     | Akhilshyam.K.B            |           | 39    | Shruthi.R                  |           |
| 5     | Amogha Hegde              |           | 40    | Siddhanth Bahrat           |           |
| 6     | Anagha Hegde              |           | 41    | Sindhu L Dabeer            |           |
| 7     | Anoop Bhargav .M          |           | 42    | Sirisha.K.J                |           |
| 8     | Apoorva M                 |           | 43    | Suraj S P                  |           |
| 9     | C.Pranathi                |           | 44    | Sripoorna Indurkar         |           |
| 10    | Chaitanya.B.K             |           | 45    | Suhas.M                    |           |
| 11    | Chakravarthy B.M          |           | 46    | Suraj.H.S                  |           |
| 12    | Chandana T                |           | 47    | Swati Vinayak Hegde        |           |
| 13    | Chetana S                 |           | 48    | Tejashree.R                |           |
| 14    | Chethan S                 |           | 49    | Tejashwini Lokapuramath    |           |
| 15    | Chinmay Hegde             |           | 50    | Tejaswini Prasanna Hegde   |           |
| 16    | Dhananjay Durve           |           | 51    | Tripuresh Tiwari           |           |
| 17    | Disha Santosh Naik        |           | 52    | Trivadan M Hegde           |           |
| 18    | Guru Raghavendra S        |           | 53    | Ullas Shripad Shet         |           |
| 19    | Manoj.K.B                 |           | 54    | Vaibhav Malaviya           |           |
| 20    | Mohamed Saifuddin F       |           | 55    | Varsha Biradar             |           |
| 21    | Mohammed Mohasin Yarnal   |           | 56    | Velugu Sujani Krishna      |           |
| 22    | Monisha.M                 |           | 57    | Vinay Kumar G S            |           |
| 23    | Mrutyunjaya Sangresakoppa |           | 58    | Vinayak Subray Bhar        |           |
| 24    | N Prathibha               |           |       |                            |           |
| 25    | P.Rahul Singh             |           |       |                            |           |
| 26    | Prarthana Singri          |           |       |                            |           |
| 27    | Prashanth Y G             |           |       |                            |           |
| 28    | Prateek Prabhu Ramannavar |           |       |                            |           |
| 29    | Rakshith Hegde            |           |       |                            |           |
| 30    | Roshani Muthraj           |           |       |                            |           |
| 31    | Sakschi Singh             |           |       |                            |           |
| 32    | Sandeep H S               |           |       |                            |           |
| 33    | Sharan Bandrad            |           |       |                            |           |
| 34    | Shashank Y                |           |       |                            |           |
| 35    | Shishir .S.Acharya        |           |       |                            |           |

Photos





Latitude: 12.922778  
Longitude: 77.592697  
Elevation: 925.22m  
Accuracy: 42.5m  
Time: 27-09-2021 12:17  
Note: Advance IT Skills Exa



Latitude: 12.922784  
Longitude: 77.592691  
Elevation: 925.22m  
Accuracy: 22.6m  
Time: 27-09-2021 15:14  
Note: Advance IT Skills Exam Lab2 practical Section 9.1 to 9.4

**Outcome Achieved/ Attained:**

After successful completion the course the students will be able to:

CO1: Understand and apply various tools and techniques embedded in MS-Word

CO2: Understand and apply various tools and techniques embedded in MS-excel

CO3: Understand and apply various tools and techniques embedded in PowerPoint

CO4: Understand and apply various online tools for information exchange, collaborative working environment and other presentation tools.

**Feedback of students on the course**

Student's feedback on the course, faculty was very good. All students got practical experience in the IT Skills – (MS-Word, Basic Excel, MS-Power Point – Prezi-Canva)

*N. N. Somy*  
**Event Coordinator**

*[Signature]*  
**Director**

