

No.

Certificate Program offered by M/S Bhagath Motors

on

Advanced Excel to BBA/B.Com/M.Com Students – AY - 2017-18

This Certificate Course is offered to learn the most advanced formulas, functions and types of financial analysis to be an Excel power user. This advanced Excel training course builds on free Excel Crash Course and is designed specifically for spreadsheet users who are already proficient and looking to take their skills to an advanced level. This course will help students become a financial analyst in investment banking, private equity, corporate development, equity research and FP&A.

Objectives

1. To develop a theoretical and practical understanding among students about the importance of excel use in today's competitive global business.
2. Set up the chart function of Excel to represent numeric data in multiple formats.
3. Differentiate between formulas and functions in Excel.
4. Access and manipulate data using the database functions of Excel.

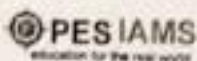


Principal

PES Institute of Advanced Management Studies
NH 206, Sagar Road
SHIVAMOGGA-577 204

for **BHAGATH MOTORS**

Authorized Signatory



Phone : 08182 - 640779

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ಪ್ರಗತಿಶೀಲ ವ್ಯವಸ್ಥಾಪನಾ ಅಭಿವೃದ್ಧಿ ಮತ್ತು ಅಭ್ಯಾಸಗಳ ಮೂಲಕ ಜನಜನಿತ ಸ್ವಯಂಸೇವಾ

(Kannada: ಪ್ರಗತಿಶೀಲ ವ್ಯವಸ್ಥಾಪನಾ ಅಭಿವೃದ್ಧಿ ಮತ್ತು ಅಭ್ಯಾಸಗಳ ಮೂಲಕ ಜನಜನಿತ ಸ್ವಯಂಸೇವಾ)

ಎನ್. ಹೆಚ್. 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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Syllabus

UNIT-1: Excel Basics (6 Hours)

Introduction to spreadsheets, Office and Excel overview, Basic text and cell formatting, Basic arithmetic calculation, Special paste, Freeze pane, Auto completion of series, Sort and filter, Charts, Data validation

UNIT-2: Advanced Excel Capabilities (12 Hours)

Conditional formatting Importing data and text to columns, Functions, Mathematical, String, IF, AND, OR, Match, Search, Vlookup, Data Validation, Creating drop down, Lists using different data sources, Adding Pictures and Shapes to a Worksheet.

UNIT-3: SPREAD SHEET Working with EXCEL (12 Hours)

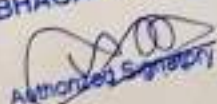
Workbook Protection, Keyboard Shortcuts, Creating and Updating Subtotals, Formatting functions, pivot table, formulas, text to columns, conditional format, chart features, working with graphics in EXCEL using worksheets as database in accounting, Recording and editing Macros.



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ಪಿಇಎಮ್‌ಸಿ ಅನ್ವಯಿತು ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಅಂಗವಾಗಿ ಕಾರ್ಯನಿರ್ವಹಿಸುತ್ತಿರುವ ಶಿವಮೊಗ್ಗದ ಪಿಇಎಮ್‌ಸಿ

(Kuvempu University Affiliated PES Institute of Advanced Management Studies, Shivamogga)

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Course Time Table – 2018-19

Date	TIME	CONTENT OF THE COURSE
07-10-2018	10.00AM - 1.00PM	Introduction to spreadsheets, Office and Excel overview, Basic text and cell formatting
	2.00PM - 5.00PM	Basic arithmetic calculation, Special paste, Freeze pane, Auto completion of series, Sort and filter, Charts, Data validation
14-10-2019	10.00AM - 1.00PM	Conditional formatting Importing data and text to columns
	2.00PM - 5.00PM	Functions, Mathematical, String, IF, AND, OR
21-10-2019	10.00AM - 1.00PM	Match, Search, Vlookup, Data Validation, Creating drop down
	2.00PM - 5.00PM	Lists using different data sources, Adding Pictures and Shapes to a Worksheet
28-10-2019	10.00AM - 1.00PM	Workbook Protection, Keyboard Shortcuts, Creating and Updating Subtotals
	2.00PM - 5.00PM	Formatting functions, pivot table, formulas, text to columns, conditional format, chart features
04-11-2019	10.00AM - 1.00PM	Utilities/Tools, Comparative study between manual process and automated Process
	2.00PM - 5.00PM	working with graphics in EXCEL using worksheets as database in accounting, Recording and editing Macros


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(Kannada Language)

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List of Students (III M.Com/V B.Com/BBA) Participated in Advanced Excel Certificate Program AY 2018-19

Sl. No.	Name
1	ABHINAV R
2	AMSHA S I
3	APCORVA PATIL
4	ARPIHA P
5	ASHITHA T S
6	BANU K T
7	BHANUSHREE G M
8	BHARANI R
9	DIVYA D M
10	GOURAV S D
11	KATHYAYANI S K
12	KAVYA G R
13	NARASAMMA V
14	NEEHA KOUSAR
15	POOJA N
16	PRASHKILA T S
17	PRIYANKA V
18	RAJINI O
19	RAMESH M R
20	RAMYA M
21	ROHINI S
22	ROSLIN MASCARENHAS
23	RUMANA
24	SANGHAVI D S
25	SANIHA E K
26	SHAGUFTHA
27	SHAHEEN TAJ
28	SHREYA B R
29	SINCHANA U K

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30	AMULYA V S
31	CHANDANA B.N
32	CHANDRASHEKAR S
33	DARSHAN N JAIN
34	DEEPAK L
35	DIVYA D
36	FAIZA TANHEEM
37	GANESH S BHAT
38	KANKANALA VENKATA SUMADEEPTHI
39	KHUSHBU B JAIN
40	MALLIKARJUN NAGARAJ YALIGAR
41	MANISHA R PATEL
42	MANOJ V
43	MEGHANA G K
44	MEGHASHREE R
45	MOHAMMED ALI F
46	MOHAMMED ASIF
47	ROHAN R JAIN
48	RUCHIKA U JAIN
49	SACHIN S.K
50	SAGAR D A
51	SAGAR DEEP K.J
52	SAHANA K M
53	SALONI V JAIN
54	SANJAY K.E
55	SHASHWATHI N S
56	SHRINIDHI H S
57	SHYNIKA C JAIN
58	SINCHANA N.S
59	SOUNDARYA P
60	SOURABH MEHTA


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61	SPANISHA GOWDA
62	SUBAKSHA M S
63	TOM SHAH MANIALLY
64	UJWAL SIRVI T
65	VEERESH PATHI G M
66	VENKATESH V.G
67	YASHWANTH S S
68	AISHWARYA K
69	ABDUL KHADER JELANI
70	HEMANTH B L
71	JOYAL JOY
72	KANCHANA N.S
73	KAVYA N
74	LAKSHMI D S
75	MIZBA H
76	MOHAMMED AFIF SHARIEFF
77	MOHAMMED FAIZAN RAZA
78	MOHAMMED IMRAN
79	MOHAMMED SEAHAN
80	MOHAMMED YUSHA

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&



Bhagath Motors. Bangalore

CERTIFICATE

This is to certify that Mr./Ms. Sahana K.M of V B.Com has successfully completed the 30 Hours of Certification Course on Advanced Excel held during 07-10-2018 to 04-11-2018 conducted by PES Institute of Advanced Management Studies, Shivamogga in association with Bhagath Motors, Bangalore.


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Manager-Operations

PES Institute of Advanced Management Studies, Shivamogga

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&

Bhagath Motors. Bangalore



CERTIFICATE

This is to certify that Mr./Ms. ✓ Deepak L of 3rd Sem M.Com has successfully completed the 30 Hours of Certification Course on Advanced Excel held during 07-10-2018 to 04-11-2018 conducted by PES Institute of Advanced Management Studies, Shivamogga in association with Bhagath Motors, Bangalore.

H. S. Sailatha
Principal

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Principal
PES Institute of Advanced Management Studies
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[Signature]
Manager-Operations