

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.



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NH 206, Sagar Road  
SHIVAMOGGA-577 204

For **BHAGATH MOTORS**  
  
Authorized Signatory

## 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.

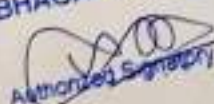
### UNIT-3: SPREAD SHEET Working with EXCEL (12 Hours)

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 ಇನ್‌ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಅಡ್ವಾನ್ಸ್‌ಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್**

(ಅಧಿಕೃತ ವಿಸ್ತೃತವ್ಯಾಪಕವಾದ ಸ್ನಾನಾಸನ/ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಅಂಗೀಕೃತ ಸಂಸ್ಥೆ)  
ಎನ್‌ಎಚ್ 206, ಸಾಗರ ರಸ್ತೆ, ಶಿವಮೊಗ್ಗ - 577 204 (ಕರ್ನಾಟಕ)

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### Course Timetable - 2017-18

Date	TIME	CONTENT OF THE COURSE
06-08-2017	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
13-07-2017	10.00AM - 1.00PM	Conditional formatting Importing data and text to columns
	2.00PM - 5.00PM	Functions, Mathematical, String, IF, AND, OR
20-08-2017	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
27-08-2017	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
03-09-2017	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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**ವಿಜಯಪುರ ಅಭಿವೃದ್ಧಿಶಿಲ್ಪದ ಅಧಿಕಾರಿಗಳ ಮೂಲಕ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್**

(ಇದನ್ನು ಕರ್ನಾಟಕ ಸರ್ಕಾರವು ಅನುಮೋದಿಸಿರುವ ಶಿವಮೊಗ್ಗದ ಶಿವಮೊಗ್ಗ ವಿಶ್ವವಿದ್ಯಾನಿಲಯಕ್ಕೆ ಸೇರಿದಂತೆ)

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Website : [pestrust.edu.in/pesiams](http://pestrust.edu.in/pesiams)

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**List of Students (I M.Com/I B.Com/BBA) Participated in Advanced Excel Certificate Program AY 2017-18**

Sl. No.	Name of the Student
1	ANUJNYA K
2	ANUPKUMAR K R
3	ISHWARYA J
4	KAVYA B P
5	LEKHA B
6	LOHITH KUMAR B R
7	MANOJ J C
8	MANU D R
9	MEGHANA M
10	PRASANNA KUMAR B C
11	PRIYA M K
12	PRUTHVIKA G H
13	RASHMI A S
14	SALMA A
15	SANTHOSH KUMAR N M
16	SHALINI S
17	SHARATH
18	SHILPASHREE N B
19	SHYNI ROBERT
20	SMITHA A
21	SUPRITHA J
22	SYED SHEERAZ
23	VARSHA S V
24	ADITHI K
25	AKANKSHA JAIN
26	ALIYA PATEL
27	AMRUTHA G.C
28	ANCHAL V KUMAR
29	ANUSHA C
30	ARPITHA Y.G

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31	BHARATH S.G
32	BHARATH S N
33	BI BI SHAZIYA
34	CHANDAN SINGH B
35	DARSHNA
36	DEEKSHITH S JAIN
37	DEEPESH M JAIN
38	DHANUSH S SAGAR
39	HARDIK P
40	HARSH M MULANI
41	HARSHINI K.M
42	HARSHITHA K
43	JAINI S
44	JITHIN VIJAY
45	KRIMPLE P BAFNA
46	KUMAR S
47	KUSHAL JAIN
48	LAVANYA B H
49	LUBNA
50	MANASA C.D
51	MILAN JAIN S
52	MITHAN M
53	MOHAMMED ANAS V K P
54	MONISHA PATEL
55	NAMEERA KHANAM
56	NIKITHA S.R
57	NISARGA R
58	PALLAVI KIRAN
59	PAVANA H K
60	PAVITHRA T
61	PRADEEP M

  
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62	PRAJWAL PRASAD C R
63	PRIYANKA G SONI
64	PUNEETH M CHANDANANI
65	RAHUL R
66	RAJATH KUMAR P
67	RAJOL KUMARI
68	RAKSHITH V
69	SAHANA G S
70	SAKSHI A JAIN
71	SAMHITHA R MANGALAGAR
72	SANJAYDATH M S
73	SATHWIK M.A
74	SHAHISTHA
75	SHARANYA B V
76	SHIVANANDA H C
77	SHIVANANDA N
78	SIDHI S
79	SUDIN R
80	SUSHMA M.G
81	SYED FARHAN
82	THEJAS K M
83	URMILA BHEEMARAM PATEL
84	VAISHALI G.B
85	VEENA R
86	VIMALA N PATEL
87	VINAYAKA H
88	ABDUL MANNAN
89	ABDULLAH AAMIR USMANI
90	AISHWARYA H B
91	AKHIL S
92	AKHILESH C P



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93	AKSHAY M V
94	ALOKA K R
95	ANEES AHMED
96	ANOOP B
97	APOORVA K
98	ARPITHA D.K
99	CHANDANA J.S
100	DHANANJAYA M.N
101	DRAVIL RAJ E
102	FARAZ ANWAR
103	GAGANKUMAR K
104	HARISH KUMAR M
105	HARSHA A V
106	IRFAN KHAN N
107	JUNAID AHMED
108	KAVYA R
109	KSHITIJ RISHAV
110	KUSHAL PATEL S.G
111	LEMUEL D SOUZA
112	MALATHESH K M
113	MALLESH M K
114	MANOJKUMAR
115	MOHAMMED ALTAF
116	MOHAMMED AQHEEL
117	MOHAMMED FARDEEN
118	MOHAMMED KAIF
119	MOHAMMED ZAID
120	MUDASSIR AHMED
121	NIRANJAN H.O
122	NIROOP RAJ M B
123	NISHANTH A.S

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124	PAVAN DHANANJAYAN
125	POOJA S
126	PRADEEP A B
127	PRAJWAL RAJ K R
128	PRANATHI
129	RAHUL S
130	RAJESHWARI H R
131	ROJA D.L
132	SAGAR EC
133	SAGAR M
134	SANDESH S H
135	SHREEJITH M
136	SINDHU S
137	SUHAS D.N
138	SUMANTH M S
139	SYEDA SUNAIN KOUSAR
140	VINAY KUMAR G.K

*Certified the list of students  
completed the certificate course in  
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## Bhagath Motors. Bangalore

# CERTIFICATE

This is to certify that Mr./Ms. PRAJWAL PRASAD C. R of I Sem B. Com has successfully completed the 30 Hours of Certification Course on ADVANCED EXCEL held during 06-08-2017 to 03-09-2017 conducted by PES Institute of Advanced Management Studies, Shivamogga in association with Bhagath Motors, Bangalore.

*S. Sathya*  
Principal

*[Signature]*  
Principal  
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*[Signature]*  
Manager

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**Bhagath Motors, Bangalore**

## CERTIFICATE

This is to certify that Mr./Ms. SHILPASHREE N. R. of I Sem M. Com has successfully completed the 30 Hours of Certification Course on ADVANCED EXCEL held during 06-08-2017 to 03-09-2017 conducted by PES Institute of Advanced Management Studies, Shivamogga in association with Bhagath Motors, Bangalore.

  
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Manager-Operations