

# CENTRAL UNIVERSITY OF KERALA

Department of Commerce and International Business, School of Business Studies

Offers

VALUE ADDED COURSE ON

**MS OFFICE**

**Duration: 30-54 Hours**

**Minimum Attendance: 75%**

## Course Structure:

**Module 1:** Data sources - downloading data from different websites, converting the text into numbers and numbers into texts, data arrangement and segregating data into different columns using text data.

**Module 2:** Advanced Excel - Excel functions–Raw Data arrangement using macros –Return and summary measure computations using VBA - Correlation, Regression –test using Do While loop -Preparation of Master table- Event studies -Ratio analysis- Portfolio construction- Preparation of frequency tables using Excel VBA.

**Module 3:** Other Applications - MS POWERPOINT - MS ACCESS – MS WORD - INTRODUCTION TO SPSS - INTRODUCTION TO E- VIEWS.

**Experts Handling the Class: 1. Prof Dr T Mallikarjunappa, Head, Department of Commerce and International Business, Central University of Kerala.**

**2. Vimalsha Gatty, Industry Trainer, Bangalore**

**3. Saurav Basu, Industry Trainer, Bangalore**



DEPARTMENT OF COMMERCE AND INTERNATIONAL BUSINESS			
VALUE ADDED COURSE - MS OFFICE			
LIST OF STUDENTS ENROLLED			
SI No.	REG NO	NAME	CLASS
1	BMC051901	ABINESH P B	II MCOM
2	BMC051902	AISWARYA K	II MCOM
3	BMC051903	AJEESH P R	II MCOM
4	BMC051904	AJITH KUMAR M A	II MCOM
5	BMC051905	AKSHAYA SANKAR	II MCOM
6	BMC051906	AMBIKA K	II MCOM
7	BMC051907	AMRITHA K Y	II MCOM
8	BMC051908	ANAND KESAVAN A S	II MCOM
9	BMC051909	ANAS.K.MOIDEEN	II MCOM
10	BMC051910	ANASWARA P	II MCOM
11	BMC051911	ANEENA KORA	II MCOM
12	BMC051912	ANUSHA BHASKARAN P P	II MCOM
13	BMC051913	ARSHITHA ALPHONSA BENNY	II MCOM
14	BMC051914	ASWATHI K	II MCOM
15	BMC051915	ASWIN K P	II MCOM
16	BMC051916	ATHIRA P P	II MCOM
17	BMC051917	AYANA K K	II MCOM
18	BMC051918	BINSHIDA SHERIN M C	II MCOM
19	BMC051919	DHANASREE M K	II MCOM
20	BMC051920	FASALU RAHMAN C P	II MCOM
21	BMC051921	KRITHIKA P	II MCOM
22	BMC051922	MARIAM SHASHALA TASNIM	II MCOM
23	BMC051923	MUHAMMED THASLEEM K	II MCOM
24	BMC051924	NAS IRSHAD V N	II MCOM
25	BMC051925	NAYANA C K	II MCOM
26	BMC051926	NEETHU T P	II MCOM
27	BMC051927	PRAJUL K KANNAN	II MCOM
28	BMC051928	PRAVEEN KUMAR P	II MCOM
29	BMC051929	PRAVEENA A	II MCOM
30	BMC051930	RAHUL K V	II MCOM
31	BMC051931	RAHUL P	II MCOM
32	BMC051932	RAHULRAJ K	II MCOM

33	BMC051933	RAJILA M	II MCOM
34	BMC051934	RAMYASHREE S	II MCOM
35	BMC051935	RANGEELA KRISHNAN	II MCOM
36	BMC051936	RESNA T	II MCOM
37	BMC051937	ROSLIN P C	II MCOM
38	BMC051938	SAJINI K	II MCOM
39	BMC051939	SEMNIL TM	II MCOM
40	BMC051940	SHIBINA M	II MCOM
41	BMC051941	SILPASRI M	II MCOM
42	BMC051942	SNEHA RAJEEV C V	II MCOM
43	BMC051943	SOURAV.S	II MCOM
44	BMC051944	SREESHA P	II MCOM
45	BMC051945	SRUTHI M	II MCOM
46	BMC051946	SRUTHI P	II MCOM
47	BMC051947	STINIYA P REJIMON	II MCOM
48	BMC051948	SUJITH S	II MCOM
49	BMC051949	SUNILA K M	II MCOM

## Department of Commerce and International Business

### Value Added Course – MS Office

#### TIMETABLE

<b>Date</b>	<b>Time</b>	<b>Class Handled by</b>
23/01/2021	10 AM – 1 PM	Vimalesha Gatty, Saurav Basu & Prof Dr T Mallikarjunappa
30/01/2021	10 AM – 1 PM	Vimalesha Gatty & Prof Dr T Mallikarjunappa
31/01/2021	2PM – 4PM	Saurav Basu & Prof Dr T Mallikarjunappa
07/02/2021	10 AM – 1 PM	Vimalesha Gatty & Prof Dr T Mallikarjunappa
12/02/2021	10 AM – 1 PM	Vimalesha Gatty & Prof Dr T Mallikarjunappa
14/02/2021	10 AM – 1 PM	Vimalesha Gatty & Prof Dr T Mallikarjunappa
16/02/2021	3PM – 5PM	Saurav Basu & Prof Dr T Mallikarjunappa
18/02/2021	3PM – 5PM	Saurav Basu & Prof Dr T Mallikarjunappa
20/02/2021	10 AM – 1 PM	Vimalesha Gatty & Prof Dr T Mallikarjunappa
28/02/2021	10 AM – 1 PM	Vimalesha Gatty & Prof Dr T Mallikarjunappa
06/03/2021	10 AM – 1 PM	Vimalesha Gatty & Prof Dr T Mallikarjunappa
13/03/2021	10 AM – 1 PM	Vimalesha Gatty & Prof Dr T Mallikarjunappa
21/03/2021	10 AM – 1 PM	Vimalesha Gatty & Prof Dr T Mallikarjunappa

27/03/2021	10 AM – 1 PM	Vimalesha Gatty & Prof Dr T Mallikarjunappa
01/04/2021	10AM – 12PM	Vimalesha Gatty & Prof Dr T Mallikarjunappa
03/04/2021	10 AM – 1 PM & 2PM – 4PM	Vimalesha Gatty & Prof Dr T Mallikarjunappa
11/04/2021	2PM – 5PM	Vimalesha Gatty & Prof Dr T Mallikarjunappa
17/04/2021	10 AM – 1 PM	Vimalesha Gatty & Prof Dr T Mallikarjunappa
21/04/2021	7PM – 9PM	Vimalesha Gatty & Prof Dr T Mallikarjunappa

VALUE ADDED COURSE - MS OFFICE															
ATTENDANCE															
S.No.	Enrollment No.	Student Name	23-01-2021	30-01-2021	31-01-2021	07-02-2021	12-02-2021	14-02-2020	16-02-2021	18-02-2021	20-02-2021	28-02-2021	06-03-2021	13-03-2021	21-03-2021
			3 HOURS	3 HOURS	2 HOURS	3 HOURS	3 HOURS	3 HOURS	2 HOURS	2 HOURS	3 HOURS	3 HOURS	3 HOURS	3 HOURS	3 HOURS
1	BMC051901	ABINESH P B	3	3	A	A	3	3	2	2	3	3	3	A	3
2	BMC051902	AISWARYA K	3	3	2	3	3	3	2	2	3	3	3	3	3
3	BMC051903	AJEESH P R	3	3	2	3	A	3	2	2	A	A	3	3	3
4	BMC051904	AJITH KUMAR M A	3	3	2	3	A	3	2	2	3	A	3	3	3
5	BMC051905	AKSHAYA SANKAR	3	3	2	3	3	3	2	2	3	3	3	3	3
6	BMC051906	AMBIKA K	3	3	2	3	3	3	2	2	3	3	3	3	3
7	BMC051907	AMRITHA K Y	3	3	2	3	A	3	2	2	3	3	3	3	3
8	BMC051908	ANAND KESAVAN A S	3	A	A	3	3	3	2	2	3	A	3	3	3
9	BMC051909	ANAS.K.MOIDEEN	3	3	2	3	3	3	2	2	3	3	A	3	3
10	BMC051910	ANASWARA P	3	3	2	3	3	3	2	2	3	3	3	A	3
11	BMC051911	ANEENA KORA	3	3	2	3	3	3	A	2	3	3	3	3	3
12	BMC051912	ANUSHA BHASKARAN P P	3	3	2	A	3	3	A	2	3	3	3	3	3
13	BMC051913	ARSHITHA ALPHONSA BENNY	3	3	2	3	3	3	2	2	3	3	3	3	A
14	BMC051914	ASWATHI K	3	3	2	3	A	3	2	2	3	3	3	3	3
15	BMC051915	ASWIN K P	3	3	2	3	3	3	2	2	A	3	3	3	3
16	BMC051916	ATHIRA P P	3	3	2	3	3	3	2	2	3	3	3	3	3
17	BMC051917	AYANA K K	3	3	2	3	3	3	2	2	A	3	3	3	3
18	BMC051918	BINSHIDA SHERIN M C	3	3	2	3	3	3	2	2	3	3	3	3	3
19	BMC051919	DHANASREE M K	3	3	2	3	3	3	2	2	3	3	3	3	3
20	BMC051920	FASALU RAHMAN C P	3	3	A	3	A	3	A	2	3	3	3	3	3
21	BMC051921	KRITHIKA P	3	3	2	3	3	3	2	2	3	3	3	3	3
22	BMC051922	MARIAM SHASHALA TASNIM	3	3	2	3	3	3	2	2	3	3	3	3	A
23	BMC051923	MUHAMMED THASLEEM K	3	3	2	3	A	3	2	2	3	A	3	3	3
24	BMC051924	NAS IRSHAD V N	3	A	2	3	3	3	2	2	3	3	3	3	3
25	BMC051925	NAYANA C K	3	3	2	3	3	3	2	2	3	3	3	3	3
26	BMC051926	NEETHU T P	3	3	2	3	3	3	2	2	3	3	3	3	3
27	BMC051927	PRAJUL K KANNAN	3	3	2	A	3	3	2	2	3	A	3	3	3
28	BMC051928	PRAVEEN KUMAR P	3	3	2	A	3	3	2	2	A	3	3	3	3
29	BMC051929	PRAVEENA A	3	3	2	3	3	3	2	2	3	3	3	3	A
30	BMC051930	RAHUL K V	3	3	A	3	A	3	2	2	3	3	A	3	3
31	BMC051931	RAHUL P	3	3	2	3	3	3	A	2	3	3	A	3	3
32	BMC051932	RAHULRAJ K	3	3	2	A	3	3	2	2	A	3	3	3	3



27-03-2021	01-04-2021	03-04-2021	11-04-2021	17-04-2021	21-04-2021	Total hours	Percentage
3 HOURS	2 HOURS	10AM-1PM & 2PM -4PM (5	3 HOURS	3 HOURS	2 HOURS	54	100
3	2	5	A	3	2	43	80
3	A	5	3	3	2	52	96
3	2	5	3	3	2	45	83
3	2	5	3	3	2	48	89
3	2	5	3	3	2	54	100
A	2	5	A	3	2	48	89
3	2	A	3	3	2	46	85
3	2	5	3	3	2	46	85
3	2	5	3	3	2	51	94
3	2	5	A	3	2	48	89
3	2	5	3	3	2	52	96
3	2	5	3	A	2	46	85
3	2	5	3	3	2	51	94
3	2	A	3	3	2	46	85
3	2	5	3	3	2	51	94
3	A	5	3	3	2	52	96
3	2	5	3	3	2	51	94
3	2	5	3	3	2	54	100
3	2	5	3	3	2	54	100
A	2	5	3	3	2	44	81
3	2	5	3	3	2	54	100
3	2	5	3	3	2	51	94
3	2	5	A	3	2	45	83
3	2	5	3	3	2	51	94
3	A	5	3	3	2	52	96
3	2	5	3	3	2	54	100
3	2	5	3	3	2	48	89
3	2	5	3	A	2	45	83
3	2	5	3	3	2	51	94
3	2	5	3	3	2	46	85
3	2	A	3	3	2	44	81
3	2	A	3	3	2	43	80



3	2	5	A	3	2	48	89
3	2	5	3	3	2	51	94
3	2	5	3	3	2	54	100
3	2	5	3	3	2	51	94
3	2	5	3	3	2	51	94
3	A	5	3	3	2	49	91
3	2	5	3	3	2	54	100
3	2	5	A	3	2	51	94
3	2	5	3	3	2	54	100
3	2	5	3	3	2	48	89
3	2	5	3	3	2	49	91
3	2	5	3	3	2	51	94
3	2	5	3	3	2	54	100
3	2	5	3	3	2	51	94
3	2	5	3	A	2	48	89
3	2	A	3	3	2	47	87
A	2	5	3	3	2	51	94