

Certification Course conducted in
Department of MBA
On the subject Fundamentals of MS Office
from
28/10/2019 to 1/11/2019



Department Of MBA

KG Reddy College of Engineering & Technology
Chilkur(Village), Moinabad(Mandal), Hyderabad- RR Dist-501504


Co-Ordinator


Director

DIRECTOR
K.G. Reddy College of Engineering & Technology
Chilkur (Vill), Moinabad (Mdl.) R.R. Dist.



KG REDDY
College of Engineering
& Technology



Accredited By **NAAC**

Department of Business Administration

*Report on 5 DAY CERTIFICATE COURSE ON FUNDAMENTALS OF
MICROSOFT OFFICE*

Held during 28 OCT to 1 NOV 2019

COORDINATOR

HOD

DIRECTOR

HEAD
Dept. of Business Management
KG Reddy College of Engg & Tech.
Chilkur (V), Moinabad (M), R.R. Dist-501304.

DIRECTOR
K.G. Reddy College of Engineering & Technology
Chilkur (Vill), Moinabad (Mdt.) R.R. Dist.

TRAINING OBJECTIVE:

Aiming to provide an intense training Certificate course on Fundamentals of Micro soft Office for Post Graduate of MBA College Students, a 5 Day's Workshop was held during 28 Oct to 1 Nov 2019 At K.G. Reddy College Of Engineering and Technology, Moinabad Hyderabad, in the nomenclature of the Course Trainer identified by to impart the Training, the Resource Person at our College Mr. Shivarajnan Reddy, opened the inaugural session, spoke about the importance of the 5 Day's Training Program.

The primary objective of the training program was to make the students to get the awareness about the Micro soft Office. During the workshop 28 students were trained. The List of students is given in the Annexure 2.

The training consisted of the following Modules and Practical sessions:

TRAINING MODULES : Micro soft Office.

PRACTICAL SESSIONS : MS Word, Power Point Presentation, MS Excel and MS Access

The 5 Day Workshop Program started daily at 09:30 AM TO 04:10 PM



Dr.L.Srinivas Reddy, Mrs.Shivaranjan Reddy along with Participants of the certificate course