



MANGALORE UNIVERSITY

Accredited by NAAC

Skill Development Workshop / FDP for Business
Decision Making

Organised by

**DEPARTMENT OF BUSINESS ADMINISTRATION
IN ASSOCIATION WITH IQAC**

Mangalore University
Mangalagangothri - 574199
Mangaluru, D.K., Karnataka

Date:

Workshop: Aug 4th, 2025 to Aug 9th, 2025

Mangalore University was established on September 10, 1980 to cater to the higher educational needs of Dakshina Kannada, Udupi and Kodagu districts. The university campus is situated in a picturesque location that sprawls over 333 acres and is a major centre for advanced academic studies and research.

We are delighted to invite you to our enriching six-day program designed to empower the participants with essential technical and personal development skills. The journey begins with Excel Basics, where participants will gain hands-on experience with templates, formulas, and time-saving shortcuts. This foundation is followed by a session on SPSS, tailored for all the participants to enhance their data analysis capabilities. Our Personality Development workshop aims to build confidence, communication, and professional presence. As we advance, Mastering Excel for HR Analytics will bridge the gap between theory and practical applications in data analysis. The final two days will introduce VBA and Automation, culminating in Advanced Data Handling and VBA Integration, equipping the participants with skills to automate workflows and make data-driven decisions efficiently. This comprehensive program is an excellent opportunity for holistic learning and career readiness.

Note: Limited seats are available

SCHEDULE:

Day 1: Excel Basics – Templates, Functions & Formulas, and Shortcuts.

Day 2: SPSS for Students.

Day 3: Personality development.

Day 4: Mastering Excel – From Basics to HR Analytics

Day 5: Introduction to VBA and Automation

Day 6: Advanced Data Handling and VBA Integration

Note: Limited seats are available

Prof. P.L. Dharma
Chief Patron
Honourable Vice Chancellor
Mangalore University

Shri. K Raju Mogaveera K.A.S
Patron
Registrar, Mangalore University

Prof. Puttanna K
Patron
Dean, Faculty of commerce
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Dr. Sheker Naik
Chairman
Department of Business Administration
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WORKSHOP CONVENER

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Organising Committee
Dr. Sheker Naik
Prof. Puttanna K
Dr. Joseph P D
Dr. Chandrashekhar R
Guest Faculty, Research Scholars & Students

RESOURCE PERSONS

In House:

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Prof. Puttanna K
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Experts:

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