



Department of Business  
Administration

Under the Aegis of IQAC

In Association with  
PCJ School of Management  
Maharaja Agrasen University,  
Baddi, HP

Skill Enhancement  
Certificate Course on  
Business Applications of  
MS Excel – 3.0

JULY – SEPTEMBER, 2021  
3:00PM - 4:30PM  
(Monday, Wednesday and Friday)



# MS OFFICE EXCEL

Cash Prizes for Top Performers

[Click to Register](#)

For any queries:  
☎8368247175, 9811418667

## Maharaja Agrasen Institute of Management Studies

(A Unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University, Delhi

Recognized U/s 2(f) of UGC & Bar Council of India

ISO 9001:2015 Certified Institution

Campus: Maharaja Agrasen Chowk, Sector-22,

Rohini, Delhi-110086 India (Est. 2003)

Office Phone: 8448186947

[www.maims.ac.in](http://www.maims.ac.in)

Courses offered: BBA, B Com(H), BA(H) Economics, BAJMC,  
BALLB, BBALLB

## Highlights

- 30 hours training on various intermediate & advanced Excel Functions
- Applying pivot table to analyze large volumes of data.
- Producing high quality dynamic charts for data presentations.
- Various Statistical Analysis functions.



MAIMS Delhi IN



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## Maharaja Agrasen Technical Education Society (MATES), New Delhi



**Dr. Nand Kishore Garg**  
**Founder & Chief Advisor, MATES**  
**Chancellor, Maharaja Agrasen University, Baddi, HP**

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## About Maharaja Agrasen Technical Education Society

Maharaja Agrasen Technical Education Society (MATES) is a charitable trust comprising of a group of well – known Educationists, Industrialists, Businessmen, Professionals and Philanthropists with an aim to promote quality education in the field of Technology, Management, Law, Pharmacy and Health Services to shape the human society for a better future. Dr. Nand Kishore Garg (Founder & Chief Advisor – MATES, Chancellor – MAU, three times MLA – Delhi Vidhan Sabha) has been a significant source of inspiration and motivation for achieving the aims and goals of the society.

## About Maharaja Agrasen Institute of Management Studies

MAIMS was established in 2003 by Maharaja Agrasen Technical Education Society. The institute has attained a distinct position in running BBA, B. Com (H), BA (H) Eco., BA (JMC), BALLB (integrated) and BBALLB (integrated) programmes affiliated with Guru Gobind Singh Indraprastha University, Delhi. The institute was granted ISO certification 9001:2015 after meeting the updated requirements of ISO certification. MAIMS has over the years grown into a premiere centre of excellence and has made its niche in the areas of teaching, research, consultancy and corporate development.

## Course Description

- **Course Name: “Business Applications of MS-Excel”**
- **Course Objectives:** This MS Excel certificate course has been designed to introduce Students to the basic commands, functions, and capabilities of Microsoft Excel used in business. This course will help Students to understand and utilise the various functions of MS Excel and enable the students to become more efficient in the workplace. This excel course is very practical and interactive. During the session, each Student will work through exercises and practice using the various Excel features covered during the course.
- **Commencement Date:** Monday, 12th July 2021

## Contents of the Course

<u>Lect. No.</u>	<u>Topics</u>
1	Ranges and Dates
2	Page Formatting, Basic Excel Formulas and functions
3	Auto fill and custom lists
4	Introduction to Tables
5	Conditional Logic
6	Conditional aggregation: Count, count if, count ifs, sum if, sum ifs, count blank, sum product, average if
7	Conditional Formatting
8	Group, Sort, Filter and AutoFilter Worksheet Data
9	Formatting Charts
10	Text Functions; Statistical Functions
11	Mathematical Functions and Date Functions
12	Financial functions and their applications related to Excel (Present and future values)
13	Data Consolidation and Data Validation
14	VLOOKUP, Match, Index and Indirect
15	Creating data entry forms in Excel
16	Linking data between worksheets, views
17	Pivot Tables
18	What if analysis and summarizing scenarios
19	Macros
20	Class Solvers

## Who Can attend?

- This Skill Enhancement Certificate Course would be beneficial for students for enhancing their data analysis skills.

## Registration & Certifications

- **Number of Seats:** Limited seats are available on first cum first served basis.
- **Registration Fees (per person):**

Dates	For External Participants	For Internal Participants
Upto 8 <sup>th</sup> July 2021	₹200/-	₹100/-
After 8 <sup>th</sup> July 2021	₹300/-	₹200/-

- **Cash Prizes of ₹500/-** each shall be given to top 3 performers.
- **Certificate of Merit** will be issued to top 5 Performers.
- **Certificate of Completion** will be issued to the participants who successfully complete the course.

## Bank Account / Paytm Details for Payment

Through IMPS / NEFT		Through Paytm / UPI	
<b>Account Holder's Name</b>	Maharaja Agrasen Institute of Management Studies	<b>Account Holder's Name</b>	Maharaja Agrasen Institute of Management Studies/ Anil Kumar
<b>Bank Name</b>	Union Bank of India	<b>Mob. No.</b>	8448186940
<b>Bank Account</b>	394502010059876		
<b>Account Type</b>	Savings Account		
<b>IFSC / NEFT</b>	UBIN0560421		
<b>* UTR/Ref. No &amp; Screenshot of payment to be uploaded for completing the registration form</b>			

## Registration Form Link

- After making payment. please fill the registration form using below link

<https://forms.gle/ZejZeBLakoDnVSQNA>

## Requirements for Issue of Certificate

- 80% or more attendance.
- Submission of solutions/ answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

## Patrons

Prof. (Dr.) S. K. Garg  
Director General, MAIMS

Prof. R. K. Gupta  
Vice-Chancellor, MAU

Prof. (Dr.) G. P. Govil  
Advisor, MATES

Prof. (Dr.) Vishal Kumar  
Dean Research & Director,  
PCJ School of Management,

## Advisor

Prof. (Dr.) Ravi Kumar Gupta  
Director, MAIMS

## Chief Coordinator

Prof. (Dr.) Vijay Kr. Khurana  
(HOD, Business Administration)

## Resource Persons

- Ms. Neetu Agarwal, Convener (Assistant Professor, Business Administration) (8368247175)
- Ms. Sarita Bansal Garg, Convener (Associate Professor, Business Administration) (9811418667)
- Dr. Deepak Dagar (Assistant Professor, Business Administration)
- Dr. Sushila Gupta (Assistant Professor, Business Administration)
- Ms. Rashmi Aggarwal (Assistant Professor, Business Administration)
- Ms. Shruti Sharma (Assistant Professor, Business Administration)
- Ms. Meenakshi Gupta (Assistant Professor, Business Administration)

**“Excellence is not an exception; it is a prevailing attitude.” — Colin Powell**

### ➤ Top Performers of 2<sup>nd</sup> Series: Business Applications of MS Excel

**(Participants Qualifying with Aggregate Score of 85% or more)**

**Feb - May 2021**

S. No.	Name(s)	Program (2019-22)
1	Yatin Grover	BBA
2	Somya Jain	B.A. (H) Economics
3	Sarthak Sodhi	BBA
4	Shobhit Bansal	B.A. (H) Economics
5	Dishika Aggarwal	BBA
6	Esha Gulati	BBA
7	Anu	B.A. (H) Economics
8	Vaishali Garg	BBA
9	Ishan Jain	BBA
10	Hardik Madaan	BBA
11	Mayank Mehta	BBA

### ➤ Top Performers of 1<sup>st</sup> Series: Business Applications of MS Excel

**(Participants Qualifying with Aggregate Score of 85% or more)**

**Sep - Nov 2020**

S. No.	Name (s)	Program (2019-22)
1	Nikita Gupta	BBA
2	Shiva Sachdeva	BBA
3	Geetanshu Rana	BBA
4	Aayush Kathuria	BBA
5	Jose Siby Joseph	B.Com.(H)
6	Tripti Garg	B.Com.(H)
7	Gurveen Kaur	BBA
8	Muskan Singhal	B.Com.(H)
9	Amit Kumar Gupta	BBA