



Maharaja Agrasen Institute of Management Studies
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**Report
of
Certificate Course on Business Applications of MS-Excel**

This Course was the very successful initiative taken under the aegis of IQAC for second year students of BBA and B. Com (H). It was designed in a manner that students can easily learn and practice Excel functions - from basic to advance ones. We started with a limited team for a small group of students. However, in just few classes student participation increased tremendously and so we divided the group in to two groups to accommodate every student. The basic objective of the course was to introduce Students to the basic commands, useful functions, and capabilities of Microsoft Excel used in business. Course was divided into 3 sessions and each session was taken by different faculty members. In each session there were 10 classes 3 feedback forms filled by students. At the end of each session there was a quiz to assess the understanding of the students. And, after completion of all the sessions a combined final quiz was conducted from all the sessions. It was a great learning experience for the students as well as for the faculty. In Group One, Session 1 was taken by Ms. Kamna Vaid, Session 2 by Ms. Neetu Agarwal and Session 3 by Dr. Sushila Gupta. Similarly, in Group Two, Session 1 was taken by Dr. Sangeeta Rawal, Session 2 by Ms. Shruti Sharma and Session 3 by Dr. Geetanjali Gupta.

Certificates were given only to those students who successfully qualified all the four parameters, namely, attendance, feedback forms, assignments and Quiz. It is worth mentioning that most of the students qualified all the above stated parameters. Such programs always give an edge to the students when it comes to working in the corporate world. Knowledge of excel has become the essential part of every business and job. So, a comprehensive and an in-depth knowledge of excel is essential to compete effectively in the jobs.

The credit for this ambitious initiative goes to Prof. Vijay Kumar Khurana (HOD, Business Administration) and Dr Manju Gupta (HOD, Commerce) who worked under the able guidance of the Prof. Ravi Kumar Gupta. Director MAIMS. Their constant support and encouragement helped in successful accomplishment of this program.



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