Maharaja Agrasen Institute of Management Studies

(A unit of Maharaja Agrasen Technical Education Society)
Affiliated to GGSIP University; Recognized u/s 2(f) of UGC
Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution
Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi - 110086, INDIA
Tel. Office: 8448186947, 8448186950   www.maims.ac.in
Courses offered: BBA, B.Com(H), BA(H) Economics, BA(JMC), BALLB, BBALLB

Department of Commerce

Under the Aegis of IQAC and In Association with
PCJ School of Management,

Maharaja Agrasen University, Baddi, HP

Student Training Programme on

"Data Analysis using Excel and Python"

March-May 2022

Starting on March 16, 2022

Key Highlights:

- Application based training
- Able to work with large volumes of data of different areas
- Data Analysis using excel and python on Finance, Marketing, Sales data
- Certification of Completion
- Certificate of Excellence for top three Students

REGISTER NOW!!

Last date for registration: March 12th, 2022
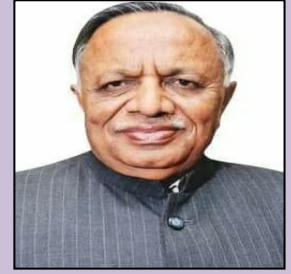
Maharaja Agrasen Technical Education Society (MATES), New Delhi

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 center of excellence and has made its niche in the areas of teaching, research, consultancy and corporate development.

About the course

This course is aimed at exposing participants to various data analysis tools and their applications which are widely used by individuals and corporate to keep a track of their valuable information. The programme will focus on three major areas i.e., Google tools, Python and MS-Excel. Google plays an important role in education by enhancing efficiency, productivity of students. Its apps and services foster higher degree of collaboration, empower students and level the playing field for all.

MS Excel offers a great assistance to companies who desperately need to update their financial and employee's data to analyze their productivity and revenues. The ability to organize, calculate and evaluate quantitative data is an important skill needed today in many fields. Moreover, they are commonly used in business and managerial decision-making, which means it act as a critical tool.

In this course the students will also be exposed to analysis of financial statements which is very essential part of industry work. Focus will also be on the development of website and exploratory data analysis using Python. Students will also learn to analyse different datasets for research work.

Course Objectives

The main objective of the course is:

- To explore and work with various Google tools.
- To learn the basics and advanced level of MS Excel.
- To learn application of statistical techniques like T-Test, ANOVA for Hypothesis Testing, Correlation and Regression.
- To learn how to analyse Financial Statement.
- To learn Data Analysis Using Python

Course Outcomes

At the end of the course, participants should be able to:

- Using Google sites for creating their own blogs or website.
- Application of basic and advanced techniques in Excel.
- Will be able to analyse different data sets using statistical techniques.
- Will be able to analyse the financial statements using software.
- Will be able to analyse data on Python

Program Details

- Commencement date: 16th March 2022.
- There will be minimum 20 Sessions of 90 Minute each.
- There will be 3 Sessions per week on every Monday, Wednesday and Saturday.
- Class timings will be 3:00 pm – 4:30 pm.
- At the end of every week, a feedback will be collected.
- Minimum 75% attendance is required to obtain the certificate.
- Practical assignment will be given to students, which they will have to solve and submit/upload within 2 days.
- A final comprehensive MCQ assessment Skill Assessment Test of one-hour duration will be held at the end of the course.

Who can attend?

- The Student training programme would enable the students to become more efficient in using different IT Applications and MS Excel for their academic and research work. Any student of Commerce and Management from MAIMS/MAU/MAIT and from other intuitions will be eligible to attend the program.
- Limited seats are available on first cum first served basis.

Certification

- Certificate of Completion will be issued to successful students.
- Top 3 performers of the program will be awarded Certificate of Excellence.

Course Content

The course is organized in modules and each module covers a reasonable content to enable participants connect and progress successively in the next modules.

MODULE 1: Working with Google Forms
- Google Forms Creation
- Creating Sections
- Quiz Creation through forms
- Different types of questions in Google forms.
- Sharing Google forms
- Working with responses

MODULE 2: Google Docs
- Creating Google Docs
- Voice Typing
- Editing and Formatting in Google Docs
- Translation
- Sharing Google Docs

MODULE 3: Google Sites and Data Analysis using Python
- Creating your own site at Google
- Adding Content
- Modifying

MODULE 4: Managing Google Drive
- Creating and Managing Google Drive
- Exploring Different Functions
- Uploading and Sharing data through drive.

MODULE 5: Introduction, Advanced Paste Special techniques
- An overview of the screen, navigation and basic spreadsheet concepts
- Various selection techniques
- Shortcut Keys
- Customizing the Ribbon
- Using and Customizing AutoCorrect
- Changing Excel's Default Options
- Paste Formulas
- Paste Validations
- Transpose Tables

MODULE 6: Cell References, Sorting and Filtering Data
- Relative and absolute addressing
- Using multiple-level sorting
- Custom sorting
- Filtering data for selected view (AutoFilter)
- Using advanced filter options

MODULE 7: Working with templates and Managing Worksheets
- Naming and Moving Worksheets
- Copying Worksheets
- Saving worksheets in different formats
- Adding, Deleting and Hiding Worksheets
- Grouping Worksheets
- Moving, Copying, Deleting and Hiding Grouped Worksheets
- Designing the structure of a template
- Using templates for standardization of worksheets

MODULE 8: Conditional Formatting and Data Validations
- Highlight Cells Rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Custom Formatting Rule
- Specifying a valid range of values for a cell
- Specifying a list of valid values for a cell
- Specifying custom validations based on formula for a cell

MODULE 9: Conditional Logic
- If Statement, Nested If
- And, Or, Not
- Sumif, Sumifs
- Averageif, Averageifs
- Countif & Countifs

MODULE 10: Look Up and Reference Functions
- VLOOKUP
- HLOOKUP
- Match and Index

MODULE 11: Mathematical and Date functions
- Application of Mathematical Formula
- Application of Finance Formula
- Date Function

MODULE 12: Working with Reports
- Creating subtotals
- Multiple-level subtotals
- Creating Pivot tables
- Filtering Pivot Tables
- Pivot charts

MODULE 13: Financial Statement Analysis
- Analysis of Balance Sheet
- Analysis of P&L Account
- Analysis of Cash Flow Statement

MODULE 14: Descriptive Analysis
- Mean, Median, Mode
- Skewness and kurtosis
- Normality of Data

MODULE 15: Statistical Tools and Techniques
- T-Test
- ANOVA
- Correlation
- Regression

Organizing Team

Mentors

Prof. (Dr.) Ravi Kumar Gupta
Director,
Maharaja Agrasen Institute
of Management Studies

Prof. A. K. Vasishtha
Director,
PCJ School of Management,
Maharaja Agrasen University, Baddi

Chief Coordinator

Prof. (Dr.) Manju Gupta
(HOD, Deptt. Of Commerce)

Convener
Dr. Anil Kumar Goyal
Associate Professor
Department of Commerce

Resource Persons

1. Dr. Anil Kumar Goyal, Associate Professor, Convener, Department of Commerce
2. Dr. Rachna Jain, Associate Professor, Department of Commerce
3. Dr. Geetanjali Gupta, Assistant Professor, Department of Commerce
4. Mr. Praveen Kr. Singh, Assistant Professor, Department of Commerce
5. Dr. Kamal Gupta, Assistant Professor, Department of Commerce
6. Ms. Rachita Aggarwal, Assistant Professor, Department of Commerce
7. Ms. Taranpreet Kaur, Assistant Professor, Department of Commerce
8. Ms. Kajal Mittal, Assistant Professor, Department of Commerce
9. Ms. Divisha Gupta, Assistant Professor, Department of Commerce

Registration

Last Date of Registration: Mar 12th, 2022

Registration Fee: Rs. 200/-(For External Participants)

Rs. 100/- (For Internal Participants)

Registration Link: https://forms.gle/JqDrQNGxZ2J29nEX8

Payment Through: Paytm

Name: Taranpreet Kaur
Mobile No. 8860618315

For more details feel free to contact:
Dr. Anil Kumar Goyal
anilkumargoyal.faculty@maims.ac.in
+91-8800605830