



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

DEPARTMENT OF ECONOMICS

Complete Report

Academic Session	:	2019 -20
Programme	:	Skill Enhancement Certificate Course
Topic	:	Business Analysis using MS Excel
Convenor	:	Ms. Sarita Garg
Time Period	:	September – October 2019
Total Hours	:	30

Maharaja Agrasen Institute of Management Studies, Department of Economics organized 30 hours Skill Enhancement Certificate Course on “Business Analysis using MS Excel”. The course was started for the 3rd year undergraduate students of MAIMS.

Data analysis is an integral part for the students of Economics as economic and public policies are designed based on information analysis. This course was designed to introduce the basic commands, functions, and capabilities of Microsoft Excel used in business. This course helped students to understand and utilize the various functions of MS Excel and enable them to become more efficient in the workplace. It was very practical and interactive course. During the session, students had hands on experience on working with spreadsheets.

The certificate course was headed by Ms. Sarita Garg, Associate Professor & Head, Department of Economics. The resource persons of this course was Ms. Neetu Aggarwal, Assistant Professor, Department of Business Administration; Dr. Sushila Gupta, Assistant Professor, Department of Business Administration; Dr. Sangeeta Rawal, Assistant Professor, Department of Business Administration. In total 49 students registered for the course and all the students successfully completed the course. Criteria of certification was threefold i.e., Attendance, Feedback form and Completion of both assignments and quizzes consisting of objective and subjective questions during the course.

The course covered the topics Introduction to spread sheets, Basic text and self-formatting, Basic arithmetic calculations, Sort and filter, Charts, Conditional formatting, Functions (Mathematical, Logical, String, Date and time), V look-up and H look-up, Managing worksheets, Tables, Data tools, Referencing formulas, Conditional Logic and Pivot Tables. Topics were chosen keeping in mind the requirements of students in further studies and research.

Such courses provide expert guidance to students & helps them in building their resume. 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. . It gives the students an edge over others when it comes to working in the corporate world. The credit for this initiative goes to Ms. Sarita Garg, Associate Professor & Head, Department of Economics who worked under the able guidance of Prof. M. K. Bhat, Director, MAIMS. Their constant support and encouragement helped in successful accomplishment of this course.