



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

Tel. Office: 8448186947, 8448186950 www.maims.ac.in

Skill Enhancement Certificate Course “Business Applications of MS Excel-4.0”

REPORT

Excel is the most effective tool for managing and analyzing data of all kinds. Its increasing use in several management functional areas is generally recognized. This dynamic tool provides several options for not only making the task easier, but also for improving the sophistication of data reporting and analysis. Its numerous advantages motivate IT faculty at MAIMS to create a certificate course on MS Excel for our students benefit.

This Certificate Course was the initiative taken under the aegis of IQAC for undergraduate students. The prime objective of the course was to introduce students to basic commands, useful functions, and capabilities of Microsoft Excel used in business. The course focused on in-depth Excel courses, including how to use various Excel formulas, tables, and charts to manage small to large-scale corporate processes. Each Microsoft Excel training session emphasized time-saving tactics, as well as discovering previously "programmer-only" capabilities. Along with this practical and usable training, students also learnt how to integrate their work within the Office “family” for achieving greater results.

A batch of students were formed to provide them more attention for each session. The course was divided into 7 sessions and each session was taken by different faculty members. Each session comprised of 3 classes and 7 feedback forms were filled by students. At the end of each session there was an assignment to assess the understanding level of the students. And there were two quizzes conducted one in the middle of the course and secondly, after completion of all sessions a final quiz was conducted.

It was a great learning experience for the students as well as for the faculty. Session 1 was taken by Ms. Meenakshi Gupta, Session 2 by Ms. Neetu Agarwal and Session 3 by Ms. Rashi Aggarwal, Session 4 was taken by Dr. Sushila Gupta, Session 5 again by Ms. Meenakshi Gupta, Session 6 by Ms. Sarita Garg and session 7 by Dr. Deepak Dagar. Certificates were given only to such students who successfully qualified all the four parameters namely, Attendance, feedback forms, Assignments and Quizzes. Total 49 students across the country have registered for this course and it is worth mentioning that 29 students have 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. The credit for this ambitious initiative goes to Prof. (Dr.) Rajni Malhotra Dhingra, Director, MAIMS and Dr. Manoj Verma (HOD, Business Administration) and his team. Their constant support and encouragement helped in successful accomplishment of this program.



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

Tel. Office: 8448186947, 8448186950 www.maims.ac.in

Faculty Conveners:

- Ms. Neetu Agarwal, Assistant Professor - Business Administration
- Ms. Sarita Garg Associate Professor - Business Administration

List of Top Performers of the Certificate Course

Name	Institute
Manish Malik	AIRSR
Riya Shrivastava	MAIMS
Chaitanya Patney	MAIMS
Ishank Sharma	MAIMS
Akarsh Dubey	MAIMS

Glimpses

