



MAIMS

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 1.0-Basics

September-December 2020
3:00PM - 4:30PM

Commencement Date: Monday, 14th Sep 2020



MS OFFICE EXCEL

[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

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

Highlights

- 30 hours training on various Basic level Excel Functions
- Applying pivot table to analyze large volumes of data.
- Producing high quality dynamic charts for data presentations.
- Various Statistical Analysis functions.
- Online Classes Via Gmeet



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) programs 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 1.0-Basics”
- **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 utilize 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, 14th September 2020

Contents of the Course

<u>Lect. No.</u>	<u>Topics</u>
1	Examine spreadsheet concepts
2	Create, open and view a workbook.
3	Enter and edit data.
4	Modify a worksheet and workbook.
5	Work with cell references.
6	Ranges and Dates
7	Page Formatting, Basic Excel Formulas and functions
8	Auto fill and custom lists
9	Introduction to Tables
10	Conditional Logic
11	Conditional aggregation
12	Conditional Formatting
13	Group, Sort, Filter and AutoFilter Worksheet Data
14	Formatting Charts
15	Text Functions; Statistical Functions
16	Mathematical Functions and Date Functions
17	Financial functions
18	Data Consolidation and Data Validation
19	VLOOKUP and HLOOKUP Basics
20	Creating data entry forms in Excel

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 14 th Sep 2020	₹2000/-	₹100/-
After 14 th Sep 2020	₹2500/-	₹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	
Account Holder's Name	Maharaja Agrasen Institute of Management Studies	Account Holder's Name	Maharaja Agrasen Institute of Management Studies/ Anil Kumar
Bank Name	Union Bank of India	Mob. No.	8448186940
Bank Account	394502010059876		
Account Type	Savings Account		
IFSC / NEFT	UBIN0560421		
* UTR/Ref. No & Screenshot of payment to be uploaded for completing the registration form			

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

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

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

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

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)
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- Dr. Sangeeta Rawal (Assistant Professor, Business Administration)
- Dr. Geetanjali Gupta (Assistant Professor, Department of Commerce)
- Ms. Kamna Vaid (Assistant Professor, Department of Economics)

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