



MAHARAJAAGRASEN 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

Under the Aegis of IQAC Skill Enhancement Certificate Course

Ms Excel- 1.0

February-May 2021

Report

Topic: Ms. Excel 1.0 (Skill Enhancement Certificate Course)

Date: 14th September 2020-8^h December 2020

Time: 3:00 PM to 4:30 PM

Venue: GMeet

Beneficiaries with number: 198

Number of Batches: 2 (98+100)

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 Business Applications of MS Excel 1.0-Basics for our students benefit. The Course was conducted on G-meet Platform.

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.

Two batches of students were formed to provide them more attention for each session. The course was divided into 3 sessions and each session was taken by different faculty members. Each session comprised of 10 classes and 3 feedback forms were filled by students. At the end of each session there was a quiz to assess the understanding level of the students. And, after completion of all sessions a combined final quiz was conducted from all 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 such students who successfully qualified all the four parameters, namely, attendance, feedback

forms, assignments and Quizzes. Total 151 students across the country have registered for this course and it is worth mentioning that 61 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.) Ravi Gupta, Director, MAIMS and Dr. Vijay Khurana (HOD, Business Administration) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

Faculty Conveners:

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

Three toppers of the Course:

1. **Deepti Kapoor** **03014701720**
2. **Kritika Gupta** **06614701720**
3. **Nikhil Mishra** **09061101720**

Glimpses



