



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES
(A unit of Maharaja Agrasen Technical Education Society) Affiliated to GGSIP
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Skill Enhancement Certificate Course
“Business Applications of MS Excel 3.0-Basics”
13th July-3th September 2021

Topic: **Business Applications of MS Excel 3.0-Basics**

Date: 13th July 2021-3rd September 2021

Time: 3:00 PM to 4:30 PM

Venue: GMeet

Beneficiaries with number: 164

Number of Batches: 2 (85+79)

The Department of Business Administration, MAIMS, under the aegis of IQAC and in association with PCJ School of Management, Maharaja Agrasen University, Baddi, HP, organized the Certificate course on “Business Applications of MS Excel 3.0-Basics”. 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. It was the 30 hours training program. 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. In Group One, 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 by Ms. Shruti Sharma, 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 94 students across the country have registered for this course and it is worth mentioning that 68 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. Ravi Kumar Gupta, Director, MAIMS and Prof. Vijay Kr. 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**

Souvenir of the Certificate Course



Three toppers of the Course:

- 1. Sujat Jain 36514701720**
- 2. Anshul Gupta 35414701720**
- 3. Laksh Bhatia 36014701720**

Glimpses

