



**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
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**Skill Enhancement Certificate Course
“Business Applications of MS Excel 4.0-Advanced”
4th May 2022-29th June 2022**

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 Business Applications of MS Excel 4.0-Advanced 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.

The registration for the course started from 18th April 2023. The classes began from 4th May 2022 which ended on 29th June 2022. The classes of 1st Batch were conducted on Monday, Wednesday and Friday and the classes of 2nd Batch were conducted on Tuesday, Thursday and Saturday. All the classes were offline. The timing of the classes was 3:30 pm to 5:30 pm. The feedback forms were filled by students following every session. 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. The course was divided into multiple sessions and each session was taken by different faculty members.

A batch of students were formed to provide them more attention for each session. It was a 30 hour training program. The course was divided into 7 sessions and each session was taken by different faculty members. Each session consisted 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. Rashmi 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 177 students across the country have registered for this course. 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 the successful accomplishment of this program.

Convenor of the Course were:

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

