



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University

Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution

Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi - 110086, INDIA

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

Skill Enhancement Certificate Course “Basics of Ms- Excel”

Academic Year: 2017-18 Course Duration: 14 August – 5 October 2017

Total Participants: 120 (Two Batches)

Mode: Offline

Venue: Lab 1

Time: 3:00 PM-4:30 PM

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 -Basics for our students benefit.

This Certificate Course was the initiative 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 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. Session 1 was taken by Ms. Kamna Vaid, Session 2 by Ms. Neetu Agarwal and Session 3 by Dr. Sushila Gupta, Session 4 was taken by Dr. Sangeeta Rawal, Session 5 by Ms. Shruti Sharma and Session 6 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 120



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students across the country have registered for this course and it is worth mentioning that all 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. M.K Bhat, Director, MAIMS and Dr. Vijay Kr. Khurana (Chief Coordinator) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

List of Top Performers of the Certificate Course

Name	Institute
Sahil Garg 36061101717	MAIMS
Utkarsh 03814721617	MAIMS
Shriyam Palwal 03014721617	MAIMS

The credit for this initiative goes to the able guidance of Prof. (Dr.) M. K. Bhat, Director, MAIMS. His constant support and encouragement helped in the successful accomplishment of this course.