



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

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

Skill Enhancement Certificate Course

“Basics of MS Excel”

13 August-30 October 2018

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 the 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.

Two batches of students were formed to provide them more attention for each session. The course was divided into 20 sessions and each session was taken by different faculty members. The registration for the course started from 6th August 2018. The classes began from 13th August 2018 which ended on 30th October 2018. 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 and the venue for the same was Lab 1. The timing of the classes was 3:00 pm to 4:30 pm. 120 students registered themselves with this course. 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. Sessions were taken by Ms. Sarita Garg, Ms. Neetu Agarwal, Dr. Sushila Gupta, Dr. Sangeeta Rawal, Ms. Shruti Sharma and 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 40 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.



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Khurana (Chief Coordinator) and his team. Their constant support and encouragement helped in the successful accomplishment of this program.

Faculty Conveners:

- Ms. Neetu Agarwal, Assistant Professor - Business Administration

List of Top Performers of the Certificate Course

Name	Institute
ABHINAV GUPTA	MAIMS
GAURAV CHAWLA	MAIMS
SHUBHAM TAYAL	MAIMS
ASHWIN MATHEW STANLEY	MAIMS
AYUSHI KHARE	MAIMS