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
Sector- 22, Rohini, Delhi- 110086, India

CRITERION 1

1.2 ACADEMIC FLEXIBILITY

Maharaja Agrasen Institute of Management Studies

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC
Recognized by Bar Council of India; ISO 9001 : 2015 Certified Institution
Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi – 110086, INDIA www.maims.ac.in

Value added Courses in Academic Year 2019-20

All the Value Added Courses conducted in the Academic Year have different course curriculum.

Comparison Table of Course Curriculum of all the Value Added Courses in AY 2019-20

Business Analysis using MS Excel	Intermediate Level Excel	Advanced Excel
- Examine spreadsheet concepts - Create, open and view a workbook. - Enter and edit data. - Modify a worksheet and workbook. - Work with cell references. - Ranges and Dates - Page Formatting, Basic Excel Formulas and functions - Auto fill and custom lists - Introduction to Tables - Conditional Logic - Conditional aggregation - Conditional Formatting - Group, Sort, Filter and AutoFilter Worksheet Data - Formatting Charts - Text Functions; Statistical Functions	- Examine spreadsheet concepts - Create, open and view a workbook. - Ranges and Dates - Work with cell references. - Page Formatting, Basic Excel Formulas and functions - Auto fill and custom lists - Introduction to Tables - Conditional Logic - Conditional aggregation - Conditional Formatting - Group, Sort, Filter and AutoFilter Worksheet Data - Formatting Charts - Text Functions; Statistical Functions - Mathematical Functions and Date Functions - Financial functions - Data Consolidation and Data Validation - VLOOKUP and HLOOKUP Basics - Creating data entry forms in Excel	- Ranges and Dates - Page Formatting, Basic Excel Formulas and functions - Auto fill and custom lists - Appending Tables - Conditional Logic - Conditional aggregation: Count, count if, count ifs, sum if, sum ifs, count blank, sum product, average if - Conditional Formatting - Group, Sort, Filter and AutoFilter Worksheet Data - Introduction to Dynamic Arrays - Text Functions; Statistical Functions - Mathematical Functions and Date Functions - Financial functions and their applications related to Excel (Present and future values) - Data Consolidation and Data Validation

• Mathematical Functions and Date Functions • Financial functions • Data Consolidation and Data Validation • VLOOKUP and HLOOKUP Basics • Creating data entry forms in Excel	• Introduction to Pivot tables • Introduction to Macros	• VLOOKUP, Match, Index and Indirect • Creating data entry forms in Excel • Linking data between worksheets, views • Pivot Tables • What if analysis and summarizing scenarios • Recording Macros • Class Solvers