



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

Skill Enhancement Course on Advance Excel

February - April 2020

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of Management Studies
Sector 22, Rohini, Delhi-86





MAIMS
Department of Business
Administration

Under the Aegis of IQAC

Skill
Enhancement
Certificate Course
on
Advanced Excel

FEBRUARY – APRIL, 2020

4:00PM-5:30PM

Date of Commencement: 10th February 2020



Highlights

- 30 hours training on various advanced Excel Functions
- Applying pivot table to analyze large volumes of data.
- Producing high quality dynamic charts for data presentations.
- Various Statistical Analysis functions.

Maharaja Agrasen Institute of Management Studies

(Established by Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University, Delhi

Recognized U/s 2(f) of UGC & Bar Council of India

ISO 9001:2015 Certified Institution www.maims.ac.in

Campus: Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086 India (Est. 2003);
Office Phone: 8448186947

**Courses offered: BBA, B. Com(H), BA(Eco), BA(JMC),
BA(LLB), BBA(LLB)**



MAIMS Delhi IN



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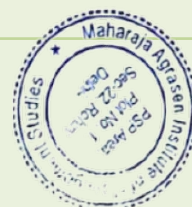


Who Can attend?

- This Skill Enhancement Certificate Course would be beneficial for undergraduate students for enhancing their data analysis skills.
- Limited seats are available on first cum first served basis.
- There will be no fees.
- Top 5 Performers will get Certificate of Merit.
- A certificate will be provided to the participants who successfully complete the course.

<u>Lecture No.</u>	<u>Contents of the Course</u> <u>Topics</u>
1	Ranges and Dates
2	Page Formatting, Basic Excel Formulas and functions
3	Auto fill and custom lists
4	Appending Tables
5	Conditional Logic
6	Conditional aggregation: Count, count if, count ifs, sum if, sum ifs, count blank, sum product, average if
7	Conditional Formatting
8	Group, Sort, Filter and AutoFilter Worksheet Data
9	Introduction to Dynamic Arrays
10	Text Functions; Statistical Functions
11	Mathematical Functions and Date Functions
12	Financial functions and their applications related to Excel (Present and future values)
13	Data Consolidation and Data Validation
14	VLOOKUP, Match, Index and Indirect
15	Creating data entry forms in Excel
16	Linking data between worksheets, views
17	Pivot Tables


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18	What if analysis and summarizing scenarios
19	Recording Macros
20	Class Solvers



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Requirements for Issue of Certificate

- 80% or more attendance.
- Submission of solutions/answers of all assignments.
- Submission of all weekly feedbacks
- Good performance in all MCQ based tests.

Registration & Certifications

- **Number of Seats:** Limited seats are available on first cum first served basis.
- **Registration Fees – Non-Refundable (per person):**

Dates	For External Participants	For Internal Participants
Upto 7 th Feb 2020	₹2000/-	₹200/-
After 7 th Feb 2020	₹2500/-	₹250/-

- **Cash Prizes of ₹500/-** each shall be given to top 3 performers.
- **Certificate of Merit** will be issued to top 5 Performers.
- **Certificate of Completion** will be issued to the participants who successfully complete the course.

Payment Details

Through Paytm	
Account Holder's Name	Ms. Sarita Garg
Mobile No.	9811418667

Patrons

Prof. (Dr.) S.K Garg (Director General, MAIMS)
Prof. (Dr.) G.P Govil (Advisor, MATES)
Prof. (Dr.) M.K Bhat (Director, MAIMS)


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Program Head

Dr. Manoj Verma (HOD, Business Administration)

Convenor

Ms. Sarita Garg (Assistant Professor, Business Administration)

Co-Convenor

Dr. Sangeeta Rawal (Assistant Professor, Business Administration)

Resource Persons

Ms. Sarita Garg (Assistant Professor, Business Administration)

Dr. Sangeeta Rawal (Assistant Professor, Business Administration)

Dr. Deepak Dagar (Assistant Professor, Business Administration)

Dr. Sushila Gupta (Assistant Professor, Business Administration)

Dr. Sangeeta Rawal (Assistant Professor, Business Administration)

Ms. Rashi Aggarwal (Assistant Professor, Business Administration)

Ms. Shruti Sharma (Assistant Professor, Business Administration)


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Value Added Course : Advanced Excel

BATCH 1

S.No	Name of Student	Enrollment No.	12/2/2020	14/2/2020	17/2/2020	19/2/2020	21/2/2020	24/2/2020	26/2/2020	28/2/2020	3/3/2020	4/3/2020	6/3/2020	11/3/2020	13/3/2020	18/3/2020	19/3/2020	20/3/2020	23/3/2020	25/3/2020	27/3/2020	30/3/2020
1	SHIVANSHI GUPTA	40114701717	P	P	AB	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
2	KABIR CHADHA	40114701717	P	P	P	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P	AB
3	DIKSHANT WATWANI	40114701717	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
4	ARCHIT VISHRA	40114701717	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
5	NEHA ABORA	40114701717	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	AB
6	SHRISHRUTI CHILAMRA	40114701717	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
7	AASTHA	50114701717	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
8	BHAVYA JAIN	50214701717	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	AB	P
9	DHRUV KANYAR	50314701717	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	DIVYAM SAKHIL	50414701717	P	P	P	P	P	AB	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
11	HITESH JAIN	50514701717	P	P	P	P	P	AB	P	P	P	P	P	P	P	AB	P	P	P	AB	P	P
12	SHIVANSHI THAKKAR	50614701717	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P
13	KARAN DUGAR	50714701717	P	P	P	P	P	AB	P	P	P	P	P	P	P	AB	P	P	P	P	P	P
14	ROHAN KAMRA	50814701717	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
15	ANKUR GUPTA	50914701717	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P
16	SANMAY GUPTA	51114701717	P	P	P	P	P	AB	P	P	P	AB	P	P	P	P	P	P	AB	P	P	AB
17	ABHINAV BANSAL	65214701717	P	P	AB	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
18	AYUSHI GOYAL	61514701717	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P
19	UNNATI GUPTA	65414701717	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P
20	DEVANG CHILAMRA	61514701717	P	P	AB	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P
21	DEVYANSHU MARKAR	65614701717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	RITISH SHARMA	61514701717	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P

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21	RIANYI ARORA	65814701717	P	P	AB	P	P	P	P	P	P	P	AB	P	P	P	P	P	AB	P	P
24	ARUN AGARWAL	65914701717	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
26	AYUSH MAJGO	66014701717	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
26	NIMISH GUPTA	66114701717	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	AB	P
27	SHRUTI GODEL	66214701717	P	P	P	P	P	P	P	P	AB	P	P	P	AB	P	P	P	P	P	P
28	ANKUR RAI	66314701717	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
29	AIXTI AGRAWAL	66414701717	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P
30	AAYUSH GARG	98114701718	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	AB
31	HARSH AGARWAL	98214701718	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P
32	RAHUL GARG	98314701718	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P
33	VARUN ANKIT DUTTA	98414701718	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	ANSHUMAN NARANG	98514701717	P	P	P	P	P	P	AB	P	P	P	P	AB	P	P	P	P	AB	P	P
35	ANUPAM SINGH NEHRA	180101717	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P
36	ARYAN RAJ SINGH	180101717	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	AB	P	P
37	ASHISH SEMWAL	170101717	P	P	P	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P
38	ASMA NAWAZ	156100717	P	P	P	P	P	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P
39	ATISHAY JAIN	148100717	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	AB	P	P
40	ANBAL ANEJA	156100717	P	P	P	P	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P
41	CHABU NANDA	166100717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P
42	CHINMAL DUTT	176100717	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
43	DEEPAK GUPTA	186100717	P	P	P	P	P	P	AB	P	P	P	AB	P	P	P	P	P	P	P	P
44	DELWANSH U SALIAN	196100717	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P
45	DVI SAMPAL	206100717	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	AB	P	P	P
46	DIPAKAR TYAGI	216100717	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P
47	ERANSH BHARDWAJ	226100717	P	P	P	P	P	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P
48	GATINDRA KUMAR VERMA	236100717	P	P	P	P	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P
49	GARPREET ARORA	246100717	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	AB	P
50	HARSH KHATRI	256100717	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P
51	HIMANSHU GUPTA	266100717	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P
52	HIMANSHU GUPTA	276100717	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P

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54	ISHA HINDOCHA	2901801717	P	P	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P
55	KANISHK SINGH	3901801717	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P	P	P	P
56	KALSTAV SAHA	1001801717	P	P	P	P	P	P	AB	P	P	P	AB	P	P	P	P	P	P	P	P	P
57	KUSHAN KEDGA	1301801717	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
58	KITAN ABORA	5101801717	P	P	P	P	P	AB	P	P	P	P	AB	P	P	P	P	P	AB	P	P	P
59	KHURSH SHARMA	3401801717	P	P	P	AB	P	P	P	P	AB	P	P	P	AB	P	P	P	P	P	P	P
60	KIRTI DAIN	3501801717	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	AB



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Value Added Course : Advanced Excel

BATCH 2

S.No.	Name of Student	Enrollment No.	11/2/2018	13/2/2018	15/2/2018	16/2/2018	18/2/2018	22/2/2018	24/2/2018	27/2/2018	29/2/2018	31/2/2018	3/3/2018	5/3/2018	7/3/2018	12/3/2018	14/3/2018	17/3/2018	19/3/2018	21/3/2018	24/3/2018	26/3/2018
1	KRISHNA GARG	1961001717	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P
2	KRITI CHAUDHARY	1761010177	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P
3	LAKSHAY SHARMA	1961001717	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
4	MANAV COBI	1961001717	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	AB	P	P
5	MAYANK DALAL	4061001717	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P
6	KASHNA JAIN	118700017	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P
7	ADARSH AGGARWAL	214700017	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
8	APURV AGARWAL	414700017	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB
9	ASHWEEI KANIAN	514700017	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P
10	AYUSH JAIN	614700017	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P
11	HIMANSHU SHARMA	714700017	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	KUNAL MITTAL	814700017	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P	P
13	MAYANK KAIN	914700017	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB
14	MOHIT GUPTA	1014700017	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	MUKESH ARYA	1114700017	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
16	PRIVANSH JINDAL	1214700017	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB
17	RAGHAV BAKSHI	1314700017	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P
18	RAHEL JINDAL	1414700017	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	AB	P
19	RITVIK SETHI	1514700017	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	RISHI SALHOTRA	1614700017	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	AB	P
21	SAGAR BATHI	1714700017	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
22	SAHIL RANSAJ	1814700017	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P

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21	KANDEEP KUMAR	0914788517	P	P	P	P	AB	P	P	P	P	P	P	AB	P	P	P	P	P	P
22	SPRISH GAUR	2114788517	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P
23	SUDHEEP MALLIK	2214788517	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
24	TARUN GOEL	2314788517	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P
25	TEJAS CHHATWAL	2414788517	P	P	P	P	AB	P	P	P	P	AB	P	P	P	P	P	P	P	P
26	UDWAL KUMAR	2514788517	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
27	VEDANSI JAIN	2614788517	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
28	AMAN MITTAL	1114788517	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P
29	BIHAYA PRATAP SINGH	1214788517	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
30	SAKSHAM GUPTA	1314788517	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	AB	P	P	P
31	SIDHANGI JAISWAL	1414788517	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	AB	P
32	VAIBHAV SAXENA	1514788517	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
33	ROHAN AGGARWAL	1614788517	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P
34	SHRESHTH GUPTA	1714788517	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
35	SHUBHAM CHAUDHAN	1814788517	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
36	SIDDHARTH KATHORE	1914788517	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P
37	SIDDHARTH SHARMA	2014788517	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	AB	P	P	P
38	SIDDHANTH TEND	2114788517	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
39	SRIHARSH	2214788517	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	AB	P
40	SOURABH SHARMA	2314788517	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
41	SLAKSHMIT SINGH	1014788517	P	P	P	P	AB	P	P	P	P	P	AB	P	P	P	P	P	P	P
42	VARUN SHARMA	1114788517	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P
43	YASH VARDHAN GUPTA	1214788517	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	AB	P	P	P
44	AANCHAL GOEL	1314788517	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
45	AYUSH GOEL	1414788517	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
46	BIHAYA JAIN	1514788517	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
47	MAHAK GUPTA	1614788517	P	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P
48	SAMIR JAIN	1714788517	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	AB	P
49	SUPRANNA ARYA	1814788517	P	AB	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	AB	P
50	SURANSHI WADHWA	1914788517	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
51	DIVYANSHI KUMAR	2014788517	P	P	P	P	P	P	P	AB	P	AB	P	P	P	P	P	P	P	P

Director
Maharaja Agrasen Institute
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Sector-22 Patni Delhi-86



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

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

Skill Enhancement Certificate Course

“Advanced Excel”

(10th February-30th April 2020)

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 -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.

Two batches of students were formed to provide them more attention for each session. It was the 30 hours training program. 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 4:00 pm to 5:30 pm. The registration for course started from 02nd February 2020. The classes began from 12th February 2020 which ended on 30th March 2020. The valedictory of the course was conducted on 30th April 2020.

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.

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.


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It was a great learning experience for the students as well as for the faculty. Following faculty members acted as the resource person of the course Ms. Sarita Garg, Ms. Sangeeta Rawal, Dr. Deepak Dagar, Dr. Sushila Gupta, Dr. Sangeeta Rawal, Ms. Rashi Agarwal, Ms. Shruti Sharma. Certificates were given only to such students who successfully qualified all the four parameters namely, Attendance, feedback forms, Assignments and Quizzes. Total 120 students across the country have registered for this course and 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. Manoj Verma (HOD, Business Administration) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

Faculty Conveners:

- **Ms. Sarita Garg Assistant Professor - Business Administration**
- **Dr. Sangeeta Rawal Assistant Professor - Business Administration**

List of Top Performers of the Certificate Course

Name	Institute
ABHINAV BANSAL	MAIMS
ASHISH SEMWAL	MAIMS
KRITI CHAUDHARY	MAIMS


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Sample Certificate:

Skill Enhancement Course on Business Applications on Business Application of Ms- Excel-Advanced




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