



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 Business Analysis using MS-Excel

August 2019-October 2019

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Director
Maharaja Agrasen Institute
of Management Studies
Sector 22, Rohini, Delhi-86





MAIMS

Skill

Enhancement

Certificate Course on Business Analysis using MS Excel

August-October 2019

3:00PM - 4:30PM

Date of Commencement: 12 August 2019

Cash Prizes for Top Performers

For any queries:
8368247175, 9811418667

Maharaja Agrasen Institute of Management Studies

(A Unit of Maharaja Agrasen Technical Education Society)

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Campus: Maharaja Agrasen Chowk, Sector-22,

Rohini, Delhi-110086 India (Est. 2003)

Office Phone: 8448186947

www.maims.ac.in

Courses offered: BBA, B Com(H), BA(H) Economics, BAJMC,
BALLB, BBALLB



MAIMS Delhi IN



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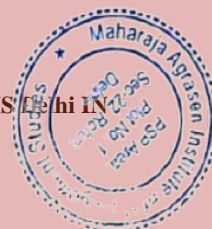


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MS OFFICE EXCEL

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

Course Description

- **Course Name:** “Business Analysis using MS-Excel”
- **Course Objectives:** This MS Excel certificate course has been designed to introduce Students to the basic commands, functions, and capabilities of Microsoft Excel used in business. This course will help Students to understand and utilize the various functions of MS Excel and enable the students to become more efficient in the workplace. This excel course is very practical and interactive. During the session, each Student will work through exercises and practice using the various Excel features covered during the course.
- **Commencement Date:** Monday, 12th August 2019

Contents of the Course

<u>Lect. No.</u>	<u>Topics</u>
1	Examine spreadsheet concepts
2	Create, open and view a workbook.
3	Enter and edit data.
4	Modify a worksheet and workbook.
5	Work with cell references.
6	Ranges and Dates
7	Page Formatting, Basic Excel Formulas and functions
8	Auto fill and custom lists
9	Introduction to Tables
10	Conditional Logic
11	Conditional aggregation
12	Conditional Formatting
13	Group, Sort, Filter and AutoFilter Worksheet Data
14	Formatting Charts
15	Text Functions; Statistical Functions
16	Mathematical Functions and Date Functions
17	Financial functions
18	Data Consolidation and Data Validation
19	VLOOKUP and HLOOKUP Basics



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Who Can attend?

- This Skill Enhancement Certificate Course would be beneficial for students for enhancing their data analysis skills.


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Registration & Certifications

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

Dates	For External Participants	For Internal Participants
Upto 8 th August 2019	₹2000/-	₹100/-
After 8 th August 2019	₹2500/-	₹200/-

- **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.

Bank Account / Paytm Details for Payment

Through IMPS / NEFT		Through Paytm / UPI	
Account Holder's Name	Maharaja Agrasen Institute of Management Studies	Account Holder's Name	Maharaja Agrasen Institute of Management Studies/ Anil Kumar
Bank Name	Union Bank of India	Mob. No.	8448186940
Bank Account	394502010059876		
Account Type	Savings Account		
IFSC / NEFT	UBIN0560421		
* UTR/Ref. No & Screenshot of payment to be uploaded for completing the registration form			

Registration Form Link

- After making payment. please fill the registration form using below link

<https://forms.gle/ZejZeBLakoDnVSQNA>

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.

Patrons

Prof. (Dr.) S. K. Garg
Director General, MAIMS

Prof. (Dr.) G. P. Govil
Advisor, MATES

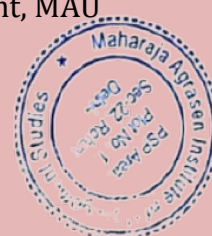
Prof. R. K. Gupta
Vice-Chancellor, MAU

Prof. M.K Bhat
Director, Maharaja Agrasen Institute of Management Studies

Prof. (Dr.) Vishal Kumar
Dean Research & Director,
PCJ School of Management, MAU

Chief Coordinator


Director
Maharaja Agrasen Institute
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Resource Persons

- Ms. Neetu Agarwal, Convener (Assistant Professor, Business Administration) (8368247175)
- Ms. Sarita Bansal Garg, Convener (Assistant Professor, Business Administration) (9811418667)
- Dr. Deepak Dagar (Assistant Professor, Business Administration)
- Dr. Sushila Gupta (Assistant Professor, Business Administration)
- Ms. Rashi Aggarwal (Assistant Professor, Business Administration)
- Ms. Shruti Sharma (Assistant Professor, Business Administration)
- Dr. Sangeeta Rawal (Assistant Professor, Business Administration)

“Excellence is not an exception; it is a prevailing attitude.” — Colin Powell


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Value Added Course : Business Analysis Using MS-Excel

BATCH 1

S.No	Name	Enrollment No.	14/9/2019	16/9/2019	18/9/2019	21/9/2019	23/9/2019	26/9/2019	28/9/2019	30/9/2019	2/10/2019	4/10/2019	6/10/2019	8/10/2019	11/10/2019	13/10/2019	16/10/2019	18/10/2019	20/10/2019	23/10/2019	25/10/2019	27/10/2019
1	MOHAK MITTAL	114701719	P	P	P	Ab	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P
2	PRITHVI KUMAR	314701719	P	P	P	P	P	Ab	P	P	P	P	Ab	P	Ab	A	P	P	P	P	P	P
3	AMAN KUMAR	414701719	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P
4	MANISHA CHHILWAL	514701719	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P
5	MANAN NARULA	614701719	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P
6	JAYESH JINDAL	714701719	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P
7	AYUSH GUPTA	814701719	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P
8	VANSHIKA SHARMA	914701719	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
9	VASUNDHARA	1014701719	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P
10	AMOGH GOEL	161101719	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab
11	YASHITA BAJPAI	261101719	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P
12	SACHIN KUMAR	361101719	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	Ab
13	SHASHWAT GUPTA	461101719	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P
14	YASH AGGARWAL	561101719	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P
15	DIBRUV SINGH	661101719	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P
16	AVIRAL AGARWAL	761101719	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P	P
17	AAYUSH KATHURIA	861101719	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P

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18	GUJRNOR SINGH	961101719	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
19	SHIV WIGH	1061101719	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P
20	DIVANSH SINGH	114788819	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab
21	GEETIKA SAREEN	714788819	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P
22	SHUBHAM JINDAL	314788819	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab
23	RAGHAV GOEL	414788819	P	P	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P
24	SUDHANSHU GUPTA	514788819	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P
25	RAGHAV AGGARWAL	614788819	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab
26	KSHITU SOOD	714788819	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
27	JOSE SIBY JOSEPH	814788819	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P
28	SANYAM JAIN	914788819	P	P	Ab	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P
29	MAYANK SHARMA	1014788819	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P
30	SABUR SAIFI	161188819	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P
31	AAYUSH GUPTA	261188819	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P
32	KHULSHI KAPOOR	361188819	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab
33	AVIKALP GOSWAMI	461188819	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P
34	GAURAV KHANDELW	561188819	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P
35	PREENA SACHDEVA	661188819	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
36	ANIKET BHUTANI	761188819	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	SANKALP MISHRA	861188819	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	Ab
38	NITIN KUMAR	961188819	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P
39	SHUBHAM KASERA	1061188819	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P
40	SAUMYA SHUBHAM	114703419	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P
41	DISHA CHOPRA	714702419	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P

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42	MAYANK GUPTA	314702419	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P
43	DIVESH SINGH	414702419	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P
44	KSHITU SHOKEEN	514702419	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P	
45	KANAK BHARDWAJ	614702419	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	Ab	
46	NILESH SETHI	714702419	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	
47	MUSKAN MITTAL	814702419	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	
48	KENNY SIKRI	914702419	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	
49	SANJAMIEE T SINGH	1014702419	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	
50	CHARCHIT SRIVASTAVA	161102419	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	
51	DIXANT SINGH	261102419	P	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	Ab	
52	ISHIKA KANSAL	361102419	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	
53	SURAJ CHADHA	461102419	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	
54	NANDINI SINGHAL	561102419	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	Ab	
55	SEJAL SETHI	661102419	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	
56	HARSH BENIWAL	761102419	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	
57	ASHMEET KAUR	861102419	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	
58	RAHUL KUMAR	961102419	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	
59	ANJANA DUA	1061102419	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P	
60	OM ARORA	5014701719	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	


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Value Added Course : Business Analysis Using MS-Excel

BATCH 2

S.No.	Name	Enrollment No.	13/8/20	17/8/20	20/8/20	22/8/20	27/8/20	29/8/20	31/8/20	3/9/20	5/9/20	7/9/20	12/9/20	14/9/20	17/9/20	19/9/20	21/9/20	24/9/20	26/9/20	28/9/20	1/10/20	3/10/20
1	RITU SANDHAN	114721619	P	Ab	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	Ab
2	BIHAYA WALIA	214721619	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P
3	MANDIKA CHUGH	314721619	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P
4	VARCHAS SHARMA	414721619	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab
5	UJWAL	514721619	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P
6	PRASHITA TOMER	614721619	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P
7	NELABI SHARMA	714721619	Ab	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
8	TUSHAR RAJPUT	814721619	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	Ab	P	P	P
9	ABHINAV SRIVASTAVA	914721619	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P
10	TANVI MARWAH	1014721619	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P
11	AKSHIT JAIN	1114701719	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P
12	GALWAN GOYAL	1214701719	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P
13	AYUSH BINDRA	1314701719	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P
14	DEV GALTAM	1414701719	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P
15	NAVNEET KALUR SABHARWAL	1514701719	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P
16	VIDHI NARANG	1614701719	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P
17	SANCHIT GUPTA	1714701719	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P
18	ISHAAN GUPTA	1814701719	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P
19	ADITI GOEL	1914701719	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P
20	SANA GUPTA	2014701719	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P
21	DIVYAM BANSAL	2114701719	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P

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22	CHIRAG ARORA	2961101719	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
23	MUJIB AGGARWAL	3061101719	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P
24	SAHIL KOLJA	3161101719	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P
25	MALABIKA JENA	3261101719	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
26	AYUSH GUPTA	3361101719	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P
27	KAJAL	3461101719	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P
28	AMAN GUPTA	3561101719	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P
29	AKSHAT	3661101719	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P
30	ABHISHEK GUPTA	3761101719	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P
31	RONIT KAPIL KHANNA	2414788819	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P
32	KHUSHI RATHORE	2514788819	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P
33	MINAKSHI	2614788819	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P
34	RITIKA SINGHAL	2714788819	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P
35	TRIPATI GARG	2814788819	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P
36	HARSHIT UPADHYAY	2914788819	P	P	Ab	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P
37	AVIIT RAJPUROHIT	3014788819	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P	P
38	TARANJ GUPTA	3114788819	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P
39	VINEET KUMAR	3214788819	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P	P	P	P
40	SUMIT NAGPAL	3314788819	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P
41	AASTHA GABA	3814702419	P	P	P	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P
42	RISHABH SINGHAL	3914702419	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P
43	AKSHAT GUPTA	4014702419	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P
44	AYUSH SINGHAL	4114702419	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P
45	MANAN PRABHAKAR	4214702419	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P
46	SANJEEV KUMAR SINGH	4314702419	P	P	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P	P	P	P	P
47	RISHITA JOSHI	4414702419	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P
48	SANJAY SINGH	4514702419	P	P	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P	P	P
49	ALI KHAN	4614702419	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P
50	DEEPAKSHI GUPTA	4714702419	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P	P

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51	VINET JAIN	4461188819	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
52	AARAKSH JAIN	4561188819	P	P	P	Ab	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P
53	RITIKA GOVAL	4661188819	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P
54	ANISHA JAIN	4761188819	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P
55	RANJITA SAMAL	4861188819	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	Ab	P
56	SIMRAN GUPTA	4961188819	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
57	ISHIKA AGGARWAL	51161188819	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P
58	TUSHAR AGARWAL	52261188819	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	Ab	P	P
59	SANKALP GIRDHAR	53361188819	P	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
60	ANANYA SHARDA	54461188819	P	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	Ab	P	P


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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

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

Skill Enhancement Certificate Course

“Business Analysis Using MS-Excel ”

12th August-25th October 2019

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 taken 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 course started from 08th August 2019. The classes began from 14th August 2019 which ended on 27th September 2019. 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 3:00 pm to 4:30 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. The valedictory of the course was conducted on 25th October 2019.

Two batch 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.. 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. Following faculty members acted as the resource person of the course Ms. Neetu Agarwal, Ms. Sarita Bansal Garg, Dr. Deepak Dagar, Dr. Sushila Gupta, Ms. Rashmi Agarwal, Ms. Shruti Sharma and Dr. Sangeeta Rawal. 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 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

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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 3 Performers of the Certificate Course

Name	Institute
ANANYA SHARDA	MAIMS
NAVNEET KAUR SABHARWAL	MAIMS
HARSH BENIWAL	MAIMS


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Sample Certificate:

Skill Enhancement Course on Business Applications on MS Excel- Basics




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