

# 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



## 1.2 ACADEMIC FLEXIBILITY



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Maharaja Agrasen Chowk, Sector 22, Rohini, Delhi – 110086, INDIA [www.maims.ac.in](http://www.maims.ac.in)

## Value added Courses in Academic Year 2021-22

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 2021-22

ACCOUNTING SOFTWARE FOR BUSINESS 1.0	ACCOUNTING SOFTWARE FOR BUSINESS - 2.0
<ul style="list-style-type: none"> <li>• Introduction to Accounting, Software Installation and Company Creation</li> <li>• Creation/Alteration of ledgers/Multiple Ledgers/Groups/ Multiple Groups</li> <li>• Ledger Creation with Trial Balance</li> <li>• Types of Accounting Vouchers in Accounting Software</li> <li>• Journal Entries with Day Book</li> <li>• Trial Balance with Transactions</li> <li>• Bank Reconciliation in Tally</li> <li>• Creation of Financial Reports</li> <li>• Creation of Inventory Masters</li> <li>• Unit of Measure and Recording Stock Items</li> <li>• Godown Creation with practical example</li> <li>• Understanding Ratio Analysis</li> <li>• Payroll Services in Accounting Software</li> <li>• Accounting With GST</li> <li>• Inventory Management with GST</li> <li>• Taxation System with GST</li> <li>• Advance Features of Accounting Software</li> <li>• Printing &amp; Housekeeping, Backup &amp; Restore, Tally Vault</li> <li>• Exporting and Importing Data in Tally and Short-cuts</li> <li>• Overall Exercise</li> </ul>	<ul style="list-style-type: none"> <li>• Recapitulation of Accounting Concepts</li> <li>• Principles, Concepts and Conventions of Accounting</li> <li>• Recording advanced business transactions in Journal</li> <li>• Recording advanced business transactions in Ledger and Trial Balance</li> <li>• Recording advanced business transactions in subsidiary books</li> <li>• Advanced Bank Reconciliation in Tally</li> <li>• Preparation of Final Accounts-I</li> <li>• Preparation of Final Accounts-II</li> <li>• Understanding advanced Inventory Management</li> <li>• Creation of Inventory Vouchers-I</li> <li>• Creation of Inventory Vouchers-II</li> <li>• Understanding Financial Statements</li> <li>• Banking</li> <li>• Cost Centre and Cost Categories</li> <li>• Order Processing</li> <li>• Depreciation</li> <li>• Accounting for Joint Venture</li> <li>• Accounting With GST</li> <li>• Accounting With GST with examples</li> <li>• Overall Exercise</li> </ul>

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Data analytics 2.0	Data Analytics 3.0	Data Analysis using Excel and Python
<ul style="list-style-type: none"> <li>Basics of Research</li> <li>Research Problem</li> <li>Research Design</li> <li>Hypothesis Formulation</li> <li>Qualitative Methods in Research</li> <li>Quantitative Methods in Research</li> <li>Sampling Methods</li> <li>Methods of Data Collection</li> <li>Tools &amp; Techniques of Data Collection</li> <li>Data Analysis</li> <li>Research Proposal</li> <li>Review of Literature</li> <li>Scaling</li> <li>Measurement</li> <li>Reliability &amp; Validity</li> <li>Primary &amp; Secondary Data</li> <li>Survey Method</li> <li>Case Study Method</li> <li>Data Processing</li> <li>Presentation of Research</li> <li>Citation pattern and Plagiarism</li> </ul>	<ul style="list-style-type: none"> <li>Types of Data- Nominal, ordinal, ratio &amp; interval</li> <li>Sorting &amp; Filter -N umber and Text filters, data filters</li> <li>Conditional Formatting — Manage, rules, data bars, color scales, Cleaning Data in Excel</li> <li>Tables &amp; Graphs</li> <li>Pivot Table</li> <li>Descriptive Analysis &amp; Frequency distribution</li> <li>Macros</li> <li>Hypothesis testing — t test and z test</li> <li>ANOVA</li> <li>Correlation &amp; Regression</li> <li>Working in SPSS: Entering data, variable labels, value labels</li> <li>Chart Creation Basics - box plot, histogram, PP plots</li> <li>Descriptive Analysis &amp; Crosstabulation</li> <li>Mann Whitney Test, Wilcoxon test</li> <li>T-test &amp; ANOVA</li> <li>Correlation &amp; Regression</li> <li>Exploratory Factor Analysis</li> <li>Research writing: Introduction</li> <li>Systematic Literature Review</li> <li>Research Design: Concept &amp; Types</li> <li>Ethics of Research writing</li> </ul>	<p>MODULE 1: Working with Google Forms</p> <ul style="list-style-type: none"> <li>Google Forms Creation</li> <li>Creating Sections</li> <li>Quiz Creation through forms</li> <li>Different types of questions in Google forms.</li> <li>Sharing Google forms</li> <li>Working with responses</li> </ul> <p>MODULE 2: Google Docs</p> <ul style="list-style-type: none"> <li>Creating Google Docs</li> <li>Voice Typing</li> <li>Editing and Formatting in Google Docs</li> <li>Translation</li> <li>Sharing Google Docs</li> </ul> <p>MODULE 3: Google Sites and Data Analysis using Python</p> <ul style="list-style-type: none"> <li>Creating your own site at Google</li> <li>Adding Content Modifying</li> </ul> <p>MODULE 4: Managing Google Drive</p> <ul style="list-style-type: none"> <li>Creating and Managing Google Drive</li> <li>Exploring Different Functions</li> <li>Uploading and Sharing data through drive.</li> </ul> <p>MODULE 5: Introduction, Advanced Paste Special techniques</p> <ul style="list-style-type: none"> <li>An overview of the screen, navigation and basic spreadsheet concepts</li> <li>Various selection techniques</li> <li>Shortcut Keys</li> <li>Customizing the Ribbon</li> <li>Using and Customizing AutoCorrect</li> <li>Changing Excel's Default Options</li> </ul>



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		<ul style="list-style-type: none"> <li>● Paste Formulas</li> <li>● Paste Validations</li> <li>● Transpose Tables</li> </ul> <p>MODULE 6: Cell References, Sorting and Filtering Data</p> <ul style="list-style-type: none"> <li>● Relative and absolute addressing</li> <li>● Using multiple-level sorting</li> <li>● Custom sorting</li> <li>● Filtering data for selected view (AutoFilter)</li> <li>● Using advanced filter options</li> </ul> <p>MODULE 7: Working with templates and Managing Worksheets</p> <ul style="list-style-type: none"> <li>● Naming and Moving Worksheets</li> <li>● Copying Worksheets</li> <li>● Saving worksheets in different formats</li> <li>● Adding, Deleting and Hiding Worksheets</li> <li>● Grouping Worksheets</li> <li>● Moving, Copying, Deleting and Hiding Grouped Worksheets</li> <li>● Designing the structure of a template</li> <li>● Using templates for standardization of worksheets</li> </ul> <p>MODULE 8: Conditional Formatting and Data Validations</p> <ul style="list-style-type: none"> <li>● Highlight Cells Rules</li> <li>● Top/Bottom Rules</li> <li>● Data Bars</li> <li>● Color Scales</li> <li>● Custom Formatting Rule</li> <li>● Specifying a valid range of values for a cell</li> <li>● Specifying a list of valid values for a cell</li> <li>● Specifying custom validations based on formula for a cell</li> </ul>
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		<p>MODULE 9: Conditional Logic</p> <ul style="list-style-type: none"> <li>● If Statement, Nested If</li> <li>● And, Or, Not</li> <li>● Sumif, Sumifs</li> <li>● Averageif, Averageifs</li> <li>● Countif &amp; Countifs</li> </ul> <p>MODULE 10: Look Up and Reference Functions</p> <ul style="list-style-type: none"> <li>● VLOOKUP</li> <li>● HLOOKUP</li> <li>● Match and Index</li> </ul> <p>MODULE 11: Mathematical and Date functions</p> <ul style="list-style-type: none"> <li>● Application of Mathematical Formula</li> <li>● Application of Finance Formula</li> <li>● Date Function</li> </ul> <p>MODULE 12: Working with Reports</p> <ul style="list-style-type: none"> <li>● Creating subtotals</li> <li>● Multiple-level subtotals</li> <li>● Creating Pivot tables</li> <li>● Filtering Pivot Tables</li> <li>● Pivot charts</li> </ul> <p>MODULE 13: Financial Statement Analysis</p> <ul style="list-style-type: none"> <li>● Analysis of Balance Sheet</li> <li>● Analysis of P&amp;L Account</li> <li>● Analysis of Cash Flow Statement</li> </ul> <p>MODULE 14: Descriptive Analysis</p> <ul style="list-style-type: none"> <li>● Mean, Median, Mode</li> <li>● Skewness and kurtosis</li> <li>● Normality of Data</li> </ul> <p>MODULE 15: Statistical Tools and Techniques</p> <ul style="list-style-type: none"> <li>● T-Test</li> <li>● ANOVA</li> <li>● Correlation</li> <li>● Regression</li> </ul>
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<b>MS Excel and IT Applications</b>	<b>Business Applications of MS Excel 3.0-Basics</b>	<b>Business Applications of MS Excel 4.0-Advanced</b>
<p>MODULE 1: Working with Google Forms</p> <ul style="list-style-type: none"> <li>• Google Forms Creation</li> <li>• Creating Sections</li> <li>• Quiz Creation through forms</li> <li>• Different types of questions in Google forms.</li> <li>• Sharing Google forms • Working with responses</li> </ul> <p>MODULE 2: Google Docs</p> <ul style="list-style-type: none"> <li>• Creating Google Docs</li> <li>• Voice Typing</li> <li>• Editing and Formatting in Google Docs</li> <li>• Translation</li> <li>• Sharing Google Docs</li> </ul> <p>MODULE 3: Google Sites</p> <ul style="list-style-type: none"> <li>• Creating your own site at Google</li> <li>• Adding Content</li> <li>• Modifying</li> </ul> <p>MODULE 4: Managing Google Drive</p> <ul style="list-style-type: none"> <li>• Creating and Managing Google Drive</li> <li>• Exploring Different Functions</li> <li>• Uploading and Sharing data through drive.</li> </ul> <p>MODULE 5: Animated Video Creation</p> <ul style="list-style-type: none"> <li>• Creating Animated Video through Rainforest.</li> </ul> <p>MODULE 6: Mind Mapping Tools</p> <ul style="list-style-type: none"> <li>• Creating Mind Mapping charts</li> </ul> <p>MODULE 7: R Programming Basics</p>	<ul style="list-style-type: none"> <li>• Examine spreadsheet concepts</li> <li>• Create, open and view a workbook.</li> <li>• Enter and edit data.</li> <li>• Modify a worksheet and workbook.</li> <li>• Work with cell references.</li> <li>• Ranges and Dates</li> <li>• Page Formatting, Basic Excel Formulas and functions</li> <li>• Auto fill and custom lists</li> <li>• Introduction to Tables</li> <li>• Conditional Logic</li> <li>• Conditional aggregation</li> <li>• Conditional Formatting</li> <li>• Group, Sort, Filter and AutoFilter Worksheet Data</li> <li>• Formatting Charts</li> <li>• Text Functions; Statistical Functions</li> <li>• Mathematical Functions and Date Functions</li> <li>• Financial functions</li> <li>• Data Consolidation and Data Validation</li> <li>• VLOOKUP and HLOOKUP Basics</li> <li>• Creating data entry forms in Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Ranges and Dates</li> <li>• Page Formatting, Basic Excel Formulas and functions</li> <li>• Auto fill and custom lists</li> <li>• Appending Tables</li> <li>• Conditional Logic</li> <li>• Conditional aggregation: Count, count if, count ifs, sum if, sum ifs, count blank, sum product, average if</li> <li>• Conditional Formatting</li> <li>• Group, Sort, Filter and AutoFilter Worksheet Data</li> <li>• Introduction to Dynamic Arrays</li> <li>• Text Functions; Statistical Functions</li> <li>• Mathematical Functions and Date Functions</li> <li>• Financial functions and their applications related to Excel (Present and future values)</li> <li>• Data Consolidation and Data Validation</li> <li>• VLOOKUP, Match, Index and Indirect</li> <li>• Creating data entry forms in Excel</li> <li>• Linking data between worksheets, views</li> <li>• Pivot Tables</li> <li>• What if analysis and summarizing scenarios</li> <li>• Recording Macros</li> <li>• Goal Seek and Solver</li> </ul>



- Learning the basics of R Programming Software

#### MODULE 8: Open Educational Resources

- Exploring Different Open-Source Educational Resources.

#### MODULE 9:

#### Introduction, Advanced Paste Special techniques

- An overview of the screen, navigation and basic spreadsheet concepts
- Various selection techniques
- Shortcut Keys
- Customizing the Ribbon
- Using and Customizing AutoCorrect

#### Changing Excel's Default Options

- Paste Formulas
- Paste Validations
- Transpose Tables

#### MODULE 10: Cell References, Sorting and Filtering Data

- Relative and absolute addressing
- Using multiple-level sorting
- Custom sorting
- Filtering data for selected view (AutoFilter)
- Using advanced filter options

#### MODULE 11: Working with templates and Managing Worksheets

- Naming and Moving Worksheets
- Copying Worksheets
- Saving worksheets in different formats
- Adding, Deleting and Hiding Worksheets
- Grouping Worksheets




- Moving, Copying, Deleting and Hiding Grouped Worksheets
- Designing the structure of a template
- Using templates for standardization of worksheets

#### MODULE 12: Conditional Formatting and Data Validations

- Highlight Cells Rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Custom Formatting Rule
- Specifying a valid range of values for a cell
- Specifying a list of valid values for a cell
- Specifying custom validations based on formula for a cell

#### MODULE 13: Conditional Logic

- If Statement, Nested If
- And, Or, Not
- Sumif, Sumifs
- Averageif, Averageifs
- Countif & Countifs

#### MODULE 14: Look Up and Reference Functions

- VLOOKUP
- HLOOKUP
- Match and Index

#### MODULE 15: Mathematical and Date functions

#### MODULE 16: Text functions & Statistical Functions

#### MODULE 17: Working with Reports

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| <ul style="list-style-type: none"><li>● Creating subtotals</li><li>● Multiple-levelsubtotals</li><li>● Creating Pivot tables</li><li>● Filtering Pivot Tables</li><li>● Pivot charts</li></ul> |  |  |
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