



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

March 2019-May 2019

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of Management Studies
Sector 22, Rohini, Delhi-86





MAIMS

**Skill
Enhancement
Certificate Course
on
Advanced Excel**

March – May, 2019
3:00PM-4:30PM

Date of Commencement: 11 March 2019



Maharaja Agrasen Institute of Management Studies

(Established by Maharaja Agrasen Technical Education Society)

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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)

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.



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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.

Contents of the Course

<u>Lecture No.</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

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):**

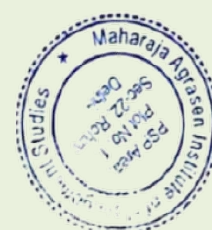
Dates	For External Participants	For Internal Participants
Upto 6 th March 2019	₹2000/-	₹200/-
After 6 th March 2019	₹2500/-	₹250/-

- **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


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Convenor

Ms. Sarita Garg (Assistant Professor)

Co-Convenor

Dr. Sangeeta Rawal (Assistant Professor)

Resource Persons

Ms. Sarita Garg (Assistant Professor)

Dr. Sangeeta Rawal (Assistant Professor)

Dr. Deepak Dagar (Assistant Professor)

Dr. Sushila Gupta (Assistant Professor)

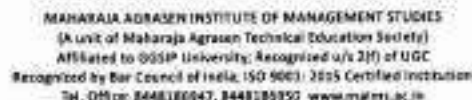
Dr. Sangeeta Rawal (Assistant Professor)

Ms. Rashi Aggarwal (Assistant Professor)

Ms. Shruti Sharma (Assistant Professor)


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Skill Enhancement Certificate Course

“ Advanced MS Excel”

(11 March-6 May 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 -Advanced 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.

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 March 2019. The classes began from 11 March 2019 which ended on 6th May 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 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. The course was divided into 7 sessions and each session was taken by different faculty members. Each session consisted 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.

It was a great learning experience for the students as well as for the faculty. Session 1 was taken by Dr. Sangeeta Rawal, Session 2 and Session 3 by Ms. Rashmi Aggarwal, Session 4 was taken by Dr. Sushila Gupta, Session 5 again by Ms. Shruti Sharma, Session 6 by Ms. Sarita Garg and session 7 by 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 120 students across the country have registered for this course and have qualified all the above stated parameters.


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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 his team. Their constant support and encouragement helped in the 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
AKHIL JAIN	MAIMS
BHUPESH MEPAL	MAIMS
ABHISHEK BANSAL	MAIMS
GOPAL ANAND	MAIMS
DHRUV BANYAL	MAIMS


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Sample Certificate:

Skill Enhancement Course on "Advanced Excel"

March 2019 – May 2019




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