



# 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](http://www.maims.ac.in)

## Skill Enhancement Certificate Course “Business Applications of MS Excel 3.0-Basics” 13th July-3th September 2021

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





**MAIMS**

**Department of Business  
Administration**

**Under the Aegis of IQAC**

**In Association with  
PCJ School of Management  
Maharaja Agrasen University,  
Baddi, HP**

**Skill Enhancement  
Certificate Course on  
Business Applications of  
MS Excel 3.0-Basics**

**JULY – SEPTEMBER, 2021**

**3:00PM - 4:30PM**

**Date of Commencement: 13<sup>th</sup> July 2021**



# MS OFFICE EXCEL

**Cash Prizes for Top Performers**

[Click to Register](#)

**For any queries:  
☎8368247175, 9811418667**

**Maharaja Agrasen Institute of Management Studies**

**(A Unit of 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**

**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**

## Highlights

- 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.



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## Course Description

- **Course Name: “Business Applications of MS-Excel 3.0-Basics”**
- **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, 13th July 2021

## Contents of the Course

<u>Lect. No.</u>	<u>Topics</u>
1	Examine spreadsheet concepts
2	<b>Create, open and view a workbook.</b>
3	<b>Enter and edit data.</b>
4	<b>Modify a worksheet and workbook.</b>
5	<b>Work with cell references.</b>
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
20	Creating data entry forms in Excel

## Who Can attend?

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

## 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 <sup>th</sup> July 2021	₹2000/-	₹100/-
After 8 <sup>th</sup> July 2021	₹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. (Dr.) Ravi Kumar Gupta  
Director, Maharaja Agrasen Institute of  
Management Studies

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

## Chief Coordinator

Prof. (Dr.) Vijay Kr. Khurana (HOD, Business Administration)

## Resource Persons

- Ms. Neetu Agarwal, Convener (Assistant Professor, Business Administration) (8368247175)
- Ms. Sarita Bansal Garg, Convener (Associate 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)
- Ms. Meenakshi Gupta (Assistant Professor, Business Administration)

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





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Value Added Course on: BUSINESS APPLICATION OF MS EXCEL 3.0

BATCH I

S.No	Name	Enrolment No.	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
			14-7-2021	16-7-2021	19-7-2021	23-7-2021	26-7-2021	28-7-2021	30-7-2021	2-8-2021	4-8-2021	6-8-2021	9-8-2021	11-8-2021	13-8-2021	16-8-2021	18-8-2021	23-8-2021	25-8-2021	27-8-2021	1-9-2021	3-9-2021
1	AADITYA AGGARWAL	35114701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
2	ABHYANSII SINGHAL	35161101720	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
3	AGAM TALWAR	35214701720	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	AJTESH THAKUR	07661101719	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
5	AKARSH CHUTANI	08061101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	AJAY PANDAY	07961101719	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
7	ANSH GOYAL	35114701720	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
8	ANSHUL GUPTA	35414701720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
9	ANUPAM BHARGAVA	07414701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	ARYAN BHARDWAJ	35261101720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
11	ATUL SHARMA	08814701719	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P
12	ATUL SOLANKI	07261101719	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	AYUSH VOJRA	35361101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	AYUSH GOEL	35461101720	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P
15	AYUSH ARYA	35514701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
16	BIHAVYA MANN	35561101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	DEEPAK SEHRAWAT	35661101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	DEV CHIBABRA	08561101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A

Director

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Value Added Course on: BUSINESS APPLICATION OF MS EXCEL 3.0  
BATCH II

S.No	Name	Enrolment No.	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
			13-7-21	15-7-21	17-7-21	20-7-21	22-7-21	24-7-21	27-7-21	29-7-21	31-7-21	3-8-21	5-8-21	7-8-21	10-8-21	12-8-21	14-8-21	17-8-21	19-8-21	21-8-21	28-8-21	2-9-21
86	SHASHANK SHEKHAR	12261101720	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
87	SHASHWAT GOEL	36761101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
88	SHAURYA DHINGRA	12361101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
89	SHAURYA SINGH MA	12414701720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
90	SHAURYA SRIVASTAVA	12461101720	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
91	SHIKHAR SOOD	12561101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
92	SHIKHAR UPADHYAY	12661101720	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
93	SHIVAM	12514701720	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P
94	SHIVAM GULATI	36861101720	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
95	SHIVAM JAIN	12761101720	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P
96	SHIVAM MAHENDRU	12861101720	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
97	SHIVANSH SAMAR	12614701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
98	SHREYA GARG	12961101720	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P
99	SHUBHAM	13061101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
100	SHUBHANKAR VERMA	13161101720	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
101	SIDAOPAL SINGH	13261101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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102	SIDDHANT GAMBHIR	13361101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A
103	SIMRAN GAMBHIR	13461101720	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
104	SIMRAN MEHTA	12714701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
105	SNEHA ARYA	12814701720	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P
106	SNEHA SHARMA	13561101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
107	SOMANSH ARORA	13661101720	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
108	SONU VERMA	13761101720	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
109	SPARSH JAIN	12914701720	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
110	SUBHAM KUMAR YADAV	13861101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
111	SUJAT JAIN	36514701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
112	SUMIR SINGAL	13961101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
113	SURAJ CHAND	07861101719	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
114	SUVANSH MANIK	13014701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
115	TANISHKA TANWAR	13114701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
116	TANMAY SHARMA	06814701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
117	TANNU	13214701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
118	TANNU GARG	13314701720	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
119	TANVI GUPTA	06714701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
120	TARANG JINDAL	14061101720	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
121	TITHI SHARMA	13414701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
122	TUSHAR GARG	14161101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

  
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123	TUSHAR KRISHNAT	13514701720	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
124	TUSHAR MATLANI	13614701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P
125	TUSHAR SHARMA	36614701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
126	TUSHAR TUTEJA	13714701720	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
127	UDIT RAJ	13814701720	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
128	UTTKARSH RAWAT	13914701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
129	VAIBHAV BHATIA	14261101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
130	VAISHALI GARG	08414701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
131	VANSH GOYAL	14014701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
132	VANSH JAIN	14361101720	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
133	VANSHIKA GARG	14461101720	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
134	VANSHIKA WALIA	14114701720	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A
135	VARSHA KUCHERIA	36714701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
136	VARUN KUMAR	14214701720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P
137	VASU GARG	14561101720	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
138	VATS KHANNA	08114701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
139	VEDANT NEGI	14314701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
140	VINAY KUMAR SHAR	14414701720	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
141	VIPUL ARORA	14514701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
142	VISHAKHA SINGH	14661101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
143	VISHAL SINGH	14761101720	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P

  
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144	VISHAL TOMAR	14614701720	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
145	VISHESH TIWARI	14714701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
146	VISHWANATHI OBEROI	14814701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
147	VIVEK RANA	14861101720	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
148	YAGYATA ARORA	14961101720	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P
149	YASH BHAGERIA	36814701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
150	YASH GARG	14914701720	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
151	YASH GARG	35314788819	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P
152	YASH KUMAR	15061101720	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
153	YASH SINGH	15161101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
154	YASH TANWAR	15014701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
155	YASHASVI SINGH	15114701720	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
156	YASHI HARIT	08514701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
157	YASHIKA BEDI	15261101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
158	YATHARTH AWASTHI	15361101720	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
159	YATHARTH SHARMA	15214701720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
160	YOGESH GUPTA	08614701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
161	YUKTI BANSAL	06414701719	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
162	YUKTI SINGH RANA	07014701719	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
163	YUSRA USMANI	15461101720	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
164	YUVRAJ SAWHNEY	15314701720	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P

  
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## MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

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Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution  
Tel. Office: 8448186947, 8448186950 [www.maims.ac.in](http://www.maims.ac.in)

### **Skill Enhancement Certificate Course** **“Business Applications of MS Excel 3.0-Basics”** **13th July-3th September 2021**

Topic: **Business Applications of MS Excel 3.0-Basics**

Date: 13<sup>th</sup> July 2021-3<sup>rd</sup> September 2021

Time: 3:00 PM to 4:30 PM

Venue: GMeet

Beneficiaries with number: 164

Number of Batches: 2 (85+79)

The Department of Business Administration, MAIMS, under the aegis of IQAC and in association with PCJ School of Management, Maharaja Agrasen University, Baddi, HP, organized the Certificate course on “Business Applications of MS Excel 3.0-Basics”. 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 MS Excel 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.

A batch of students were formed to provide them more attention for each session. It was the 30 hours training program. 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.

It was a great learning experience for the students as well as for the faculty. In Group One, Session 1 was taken by Ms. Meenakshi Gupta, Session 2 by Ms. Neetu Agarwal and Session 3 by Ms. Rashmi Aggarwal, Session 4 was taken by Dr. Sushila Gupta, Session 5 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

  
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successfully qualified all the four parameters namely, Attendance, feedback forms, Assignments and Quizzes. Total 94 students across the country have registered for this course and it is worth mentioning that 68 students 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. Ravi Kumar Gupta, Director, MAIMS and Prof. Vijay Kr. Khurana (HOD, Business Administration) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

#### **Faculty Conveners:**

- **Ms. Neetu Agarwal, Assistant Professor - Business Administration**
- **Ms. Sarita Garg Associate Professor - Business Administration**

#### **Souvenir of the Certificate Course**



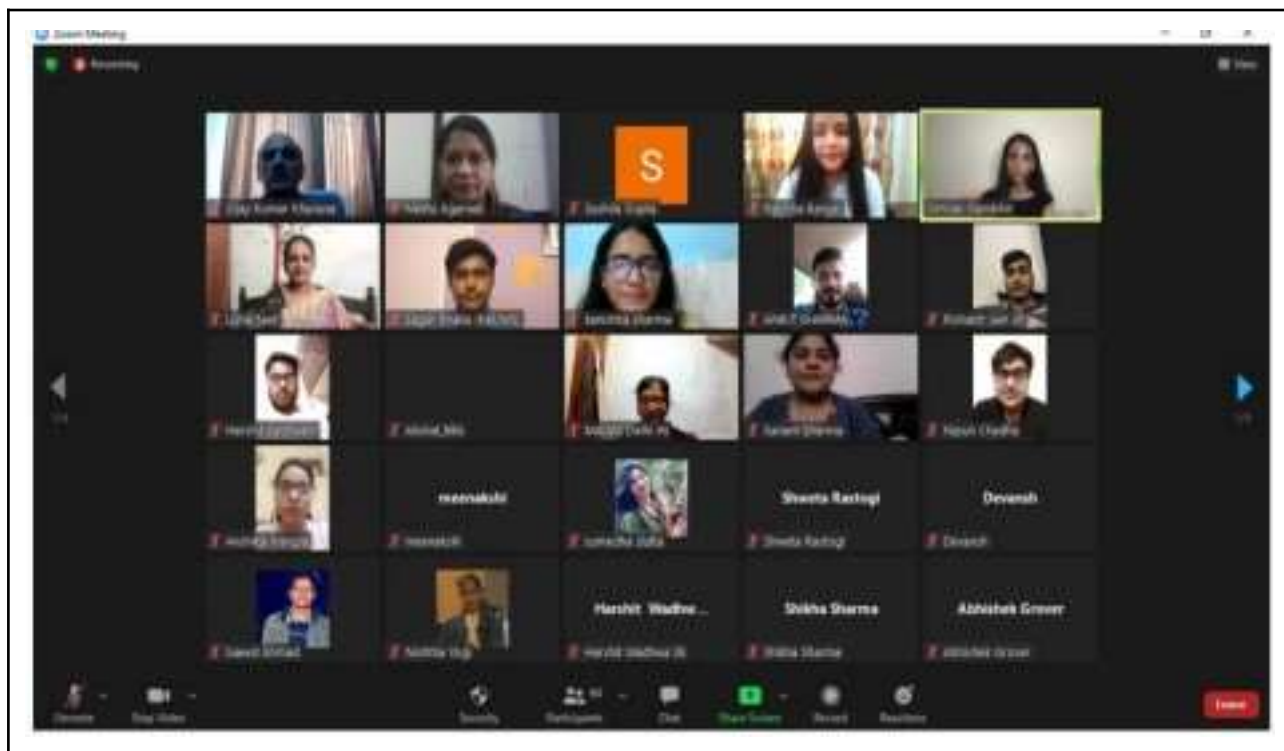
#### **Three toppers of the Course:**

- |                 |             |
|-----------------|-------------|
| 1. Sujat Jain   | 36514701720 |
| 2. Anshul Gupta | 35414701720 |
| 3. Laksh Bhatia | 36014701720 |

**Glimpses**

  
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## Sample Certificate:

### Business Application of Ms Excel-3.0 13<sup>th</sup> July, 2021- 3<sup>rd</sup> September,2021

#### Business Application of Ms Excel- 3.0



*[Signature]*  
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