



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 Applications of MS-Excel 2.0

February– June 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

Skill Enhancement Certificate Course on

Business Applications of MS Excel 2.0-Advanced

FEBRUARY– JUNE, 2021

4:00PM-5:30PM

Commencement Date: 17-February -2021



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)**

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.
- Online Classes Via



MAIMS Delhi IN



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Sector - 22 Rohini, Delhi-86



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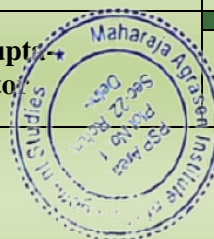
Maharaja Agrasen Technical Education Society (MATES), New Delhi



Dr. Nand Kishore Garg
Founder & Chief Advisor, MATES
Chancellor, Maharaja Agrasen University, Baddi, HP

Chairman		Executive Chairman	
Sh. Vineet Kumar Gupta		Sh. S.P.Aggarwal, IAS	
Sr. Vice Chairman			
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Prof. (Dr.) G. P. Govil		Prof. (Dr.) N. K. Kakkar	
Maharaja Agrasen Institute of Management Studies	Maharaja Agrasen Institute of Technology	Maharaja Agrasen University	Maharaja Agrasen Global School
			
Prof. (Dr.) S. K. Garg- Director General	Prof.(Dr.) Neelam Sharma - Director	Prof. (Dr.) R. K.Gupta- Vice Chancellor	Sh. B. L. Mahajan- Director
Prof. (Dr.) Ravi Kumar Gupta- Director	Prof. (Dr.) S. S. Deswal Dean (Academics)	Sh. Suresh Gupta Project Director	Sh. J R Mani Tripathi CAO (Accounts)

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Sec-22 Rohini, Delhi-86



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
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 8 th Feb 2021	₹2000/-	₹200/-
After 8 th Feb 2021	₹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	Dr. Deepak Dagar
Mobile No.	9311433901

Patrons

Prof. (Dr.) S.K Garg (Director General, MAIMS)
Prof. (Dr.) G.P Govil (Advisor, MATES)
Prof. (Dr.) Ravi Kumar Gupta (Director, MAIMS)

Program Head

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


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Sector - 22, Rohini, Delhi-86



Convenor

Ms. Neetu Agarwal (Assistant Professor, Business Administration)

Co-Convenor

Ms. Sarita Garg (Assistant Professor, Business Administration)

Resource Persons

Ms. Neetu Agarwal (Assistant Professor, Business Administration)

Ms. Sarita Garg (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 on: Business Application of Ms Excel 2.0

S.No	Name	Enrolment No.	Date 17/2 /2021	Date 19/2 /2021	Date 22/2 /2021	Date 24/2 /2021	Date 26/2/2021	Date 03-01-2021	Date 3-3-2021	Date 3-5-2021	Date 3-8-2021	Date 3-10-2021	Date 15/3/2021	Date 17/3/2021	Date 19/3/2021	Date 22/3/2021	Date 24/3/2021	Date 6-2-2021	Date 6-4-2021	Date 6-7-2021	Date 6-9-2021	Date 6-11-2021
1	Khungur	1314701719.00	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
2	Abheer Narain Bhat	01414701719	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
3	Abhilash Kardam	01514701719	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
4	Vishu Gupta	01614701719	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
5	Pranaya	01714701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
6	Uccamshu	01814701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Kush Singla	01914701719	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
8	Varun Kumar	02014701719	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P	A	P	P	P
9	Anshika Batla	02114701719	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
10	Deepanshu	02214701719	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
11	Khandelwal	13214701719	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
12	Mansi Singhal	13314701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Asam Jain	13414701719	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
14	Sachin	13514701719	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
15	Vishwaretah	13614701719	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
16	Sachin Kumar	13714701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	Haaris Nazeer	13814701719	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
18	Pranaya	13914701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	Pranav	14014701719	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
20	Tanbir Singh	14114701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	Pranav	14214701719	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
22	Jagrit Jain	14314701719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Vidhi Narang	36414701719	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
24	Sanchit Gupta	36514701719	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
25	Ishaan Gupta	36614701719	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
26	Aditi Goel	36714701719	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
27	Sana Gupta	36814701719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	Shivi Wigh	01061101719	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
29	Sparsh Gupta	01161101719	P	P	P	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
30	Pranav Singh	01261101719	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
31	Aditi Goel	01361101719	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
32	Yash Jain	04461101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	Pranav	04561101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
34	Aniketh	04661101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	Vishal Jha	04761101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
36	Aakriti Garg	04861101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	Aniket Gultati	04961101719	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
38	Sansar Gupta	05061101719	P	P	A	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
39	Sujal Sethi	05161101719	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
40	Yash Mittal	05261101719	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	A	P
41	Pranav	05361101719	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P
42	Swati Jain	05461101719	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P
43	Pranav	05561101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44	Jhanvi Jindal	05661101719	P	P	A	P	P	P	P	P	A	A	A	P	P	P	P	P	A	P	P	P
45	Aaryan Goyal	05761101719	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P
46	Kajal	03461101719	P	P	A	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	A	P
47	Aman Gupta	03561101719	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
48	Akshat	03661101719	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
49	Pranav	03761101719	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P

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S.No	Name	Enrollment No.	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
			18/2	20/2	23/2	25/2	3-2-2021	3-4-2021	3-6-2021	3-9-2021	3-11-2021	16/3/2021	18/3/2021	23/3/2021	25/3/2021	30/3/2021	6-1-2021	6-3-2021	6-5-2021	6-8-2021	6-10-2021	6-12-2021
92	Aditya Bansal	35661101719	P	P	P	P	P		P	P	P	P	A	P	P	P	P	P	P	P	P	P
93	Mohak Gupta	35761101719	P	P	A	P			P	A	P	P	P	P	P	P	P	P	P	P	A	P
94	Chirag Jain	15061101719	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P
95	Jyoti Garg	15161101719	P	P	A	P	P		P	P	P	P	A	P	P	P	P	P	P	P	A	P
96	Vatin Grover	11161101719	P	P	P	P	P		P	A	P	P	P	P	P	P	P	P	P	P	P	P
97	Arshdeep	11261101719	P	P	A	P	P		P	P	P	P	P	P	A	P	P	P	P	P	A	P
98	Rahul Raj	11361101719	P	P	P	P	P		P	P	P	A	P	P	P	P	P	P	P	P	P	P
99	Esha Gulati	11461101719	P	P	P	A	P		P	P	A	A	A	P	P	P	P	P	A	P	P	P
100	Arpan	07661101719	P	P	P	P	P		P	P	P	A	A	P	P	P	P	P	P	P	P	P
101	Ranika	07761101719	P	P	P	P	P		P	P	P	P	A	P	P	P	P	P	P	P	A	P
102	Suraj Chand	07861101719	P	P	P	P	P		P	P	P	P	P	P	A	P	P	P	P	P	A	P
103	Shubam	06261101719	P	P	A	P	P		P	P	P	A	P	P	P	P	P	P	P	P	A	P
104	Shubam	06361101719	P	P	P	P	P		P	P	A	A	P	P	P	P	P	P	P	P	P	P
105	Chirag	06461101719	P	P	P	A	P		P	P	A	A	A	P	P	P	P	P	A	P	P	P
106	Shivay Rana	06561101719	P	P	P	P	P		P	P	P	A	A	P	P	P	P	P	P	P	P	P
107	Varun	06961101719	P	P	A	P	P		P	P	P	P	A	P	P	P	P	P	P	P	A	P
108	Punhardra	07061101719	P	P	P	P	P		P	A	P	P	P	P	P	P	P	P	P	P	P	P
109	Shayam	07161101719	P	P	A	P	P		P	A	P	P	P	P	P	P	P	P	P	P	A	P
110	Atul Solanki	07261101719	P	P	P	P	P		P	A	P	P	P	P	P	P	P	P	P	P	A	P
111	Samya Dhall	07361101719	P	P	A	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P
112	Harsh Dua	07461101719	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P
113	Varun	07561101719	P	P	A	P	P		P	P	P	A	P	P	A	P	P	P	P	P	A	P
114	Eshita Arora	05861101719	P	P	P	P	P		P	P	A	A	A	P	P	P	P	P	A	P	P	P
115	Manya Arora	05961101719	P	P	P	A	P		P	P	A	A	A	P	P	P	P	P	P	P	P	P
116	Arshdeep	06061101719	P	P	P	P	P		P	P	P	P	A	P	P	P	P	P	P	P	P	P
117	Arjun Kapoor	06161101719	P	P	P	P	P		P	P	P	P	A	P	P	P	P	P	P	P	A	P
118	Vansha	01461101719	P	P	P	P	P		P	P	P	P	A	P	P	P	P	P	P	P	A	P
119	Dhruv Vohra	01561101719	P	P	A	P	P		P	P	P	A	P	P	P	P	P	P	P	P	P	P
120	Saurish Behl	14814701719	P	P	P	P	P		P	P	P	A	P	P	P	P	P	P	P	P	P	P
121	Deepak	14914701719	P	P	P	A	P		P	P	A	A	A	P	P	P	P	P	A	P	P	P
122	Om Arora	15014701719	P	P	P	P	P		P	P	P	A	A	P	P	P	P	P	P	P	P	P
123	Daksh Behal	15114701719	P	P	A	P	P		P	A	P	P	P	P	P	P	P	P	P	P	A	P
124	Arjun	35314701719	P	P	P	P	P		P	P	P	P	A	P	P	P	P	P	P	P	P	P
125	Aadit Syal	35414701719	P	P	A	P	P		P	A	P	P	P	P	P	P	P	P	P	P	P	P
126	Arjun	35514701719	P	P	P	P	P		P	P	P	P	A	P	P	P	P	P	P	P	P	P
127	Devansh	12014701719	P	P	A	P	P		P	A	P	P	P	P	P	P	P	P	P	P	A	P
128	Ujjwal Jindal	12114701719	P	P	P	P	P		P	P	P	P	P	P	A	P	P	P	P	P	A	P
129	Arjun	12214701719	P	P	A	P	P		P	P	P	A	P	P	P	P	P	P	P	P	P	P
130	Arjun	12314701719	P	P	P	P	P		P	P	A	A	A	P	P	P	P	P	A	P	P	P
131	Arjun	14414701719	P	P	P	A	P		P	P	P	A	A	P	P	P	P	P	P	P	P	P
132	Nitish Aswani	14514701719	P	P	P	P	P		P	P	P	A	A	P	P	P	P	P	P	P	A	P
133	Khushi Tamta	14614701719	P	P	P	P	P		P	P	P	A	P	P	P	P	P	P	P	P	A	P
134	Arjun	14714701719	P	P	P	P	P		P	P	P	P	P	P	A	P	P	P	P	P	P	P
135	Arjun	15314701719	P	P	A	P	P		P	P	P	A	P	P	P	P	P	P	P	P	A	P
136	Arjun	35114701719	P	P	P	P	P		P	P	A	A	A	P	P	P	P	P	P	P	P	P
137	Arjun	15214701719	P	P	P	A	P		P	P	A	A	A	P	P	P	P	P	A	P	P	P
138	Rishab Jindal	35214701719	P	P	P	P	P		P	P	P	A	P	P	P	P	P	P	P	P	P	P
139	Ayush Bindra	36114701719	P	P	A	P	P		P	A	P	P	P	P	P	P	P	P	P	P	A	P
140	Dev Gautam	36214701719	P	P	A	P	P		P	P	A	P	P	P	P	P	P	P	P	P	P	P
141	Arjun	36314701719	P	P	P	P	P		P	P	A	A	A	P	P	P	P	P	A	P	P	P
142	Namit Anand	35714701719	P	P	P	A	P		P	P	P	A	A	P	P	P	P	P	P	P	P	P
143	Saksham Goel	35814701719	P	P	P	P	P		P	P	P	A	A	P	P	P	P	P	P	P	P	P
144	Akshat Jain	35914701719	P	P	A	P	P		P	A	P	P	P	P	P	P	P	P	P	P	A	P
145	Gitanish Relan	06661101719	P	P	A	P	P		P	A	P	P	P	P	P	P	P	P	P	P	P	P
146	Sreshth Saluja	06761101719	P	P	P	P	P		P	P	P	A	A	P	P	P	P	P	P	P	A	P
147	Arjun	06861101719	P	P	A	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P
148	Arjun	08861101719	P	P	P	P	P		P	P	P	P	P	P	A	P	P	P	P	P	A	P
149	Mahima Soni	08961101719	P	P	A	P	P		P	P	P	A	P	P	P	P	P	P	P	P	A	P


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150	Nipun Chadha	09061101719	P	P	P	P	P		P	P	P	A	A	A	P	P	P	P	P	P	A	P	P	P	P
151	Onkar Jha	10161101719	P	P	P	A	P		P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	A	P
152	Parth Bansal	10161101719	P	P	P	P	P		P	P	P	P	A	A	P	P	P	P	P	P	P	P	A	P	P
153	Parth Bansal	10261101719	P	P	P	P	P		P	P	P	P	A	A	P	P	P	P	P	P	P	P	A	P	P
154	Parth Bansal	10361101719	P	P	P	P	P		P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P
155	Jas Gupta	10461101719	P	P	A	P	P		P	P	P	A	A	P	P	P	P	P	P	P	P	A	P	P	P
156	Jas Gupta	10561101719	P	P	P	P	P		P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P
157	Shivam Kumar	10661101719	P	P	P	A	P		P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P
158	Aditya Bansal	10761101719	P	P	P	P	P		P	P	P	P	A	A	P	P	P	P	P	P	P	P	A	P	P
159	Saijal Jain	10861101719	P	P	A	P	P		P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
160	Hanshi Dogra	10961101719	P	P	A	P	P		P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P
161	Anchit Gupta	11061101719	P	P	P	P	P		P	P	P	A	A	A	P	P	P	P	P	P	P	A	P	P	P
162	Disha Sharma	12661101719	P	P	P	A	P		P	P	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P
163	Mohit Nagpal	12761101719	P	P	P	P	P		P	P	P	P	A	A	P	P	P	P	P	P	P	P	A	P	P
164	Anchit Gupta	12861101719	P	P	A	P	P		P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
165	Disha Sharma	12961101719	P	P	A	P	P		P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P
166	Mohit Nagpal	13061101719	P	P	P	P	P		P	P	P	P	A	A	P	P	P	P	P	P	P	P	A	P	P
167	Garvit Goel	13161101719	P	P	A	P	P		P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
168	Garvit Goel	13761101719	P	P	P	P	P		P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
169	Anika Jain	13861101719	P	P	A	P	P		P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P
170	Anika Jain	13961101719	P	P	P	P	P		P	P	P	A	A	A	P	P	P	P	P	P	P	A	P	P	P
171	Anika Jain	14061101719	P	P	P	P	P		P	P	P	P	A	A	P	P	P	P	P	P	P	P	A	P	P
172	Harshank	14161101719	P	P	A	P	P		P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
173	Harshank	16861101719	P	P	P	P	P		P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P
174	Harshank	13361101719	P	P	A	P	P		P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P
175	Harshank	13461101719	P	P	P	P	P		P	P	P	A	A	A	P	P	P	P	P	P	P	A	P	P	P
176	Harshank	11961101719	P	P	P	P	P		P	P	P	P	A	A	P	P	P	P	P	P	P	P	A	P	P

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MAHARAJAAGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)

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Recognized by Bar Council of India; ISO 9001: 2015 Certified Institution

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

Skill Enhancement Certificate Course “Business Applications of MS Excel 2.0” February-June 2021

Topic: Business Application of MS Excel 2.0 (Skill Enhancement Certificate Course)

Date: 17th February 2021-12th June 2021

Time: 4:00 PM to 5:30 PM

Venue: GMeet

Beneficiaries with number: 176

Number of Batches: 2 (91+85)

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 2.0-Advanced for our students benefit. The add on was conducted on G-meet Platform.

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.

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. Session 1 was taken by Dr. Sangeeta Rawal, Session 2 by Ms. Neetu Agarwal 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 124 students across the country have registered for this course and it is worth mentioning that 33 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. (Dr.) Ravi Gupta, Director, MAIMS and Dr. Vijay

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Khurana (HOD, Business Administration) and his team. Their constant support and encouragement helped in successful accomplishment of this program.

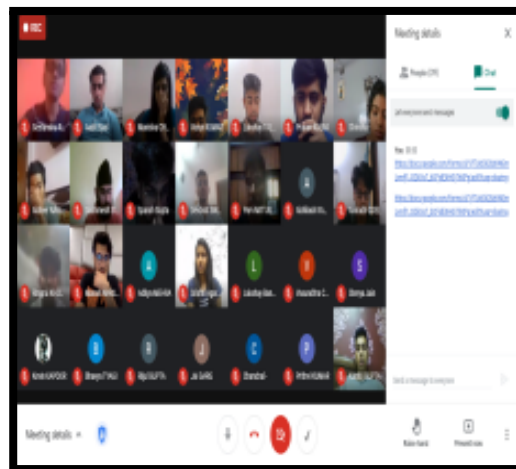
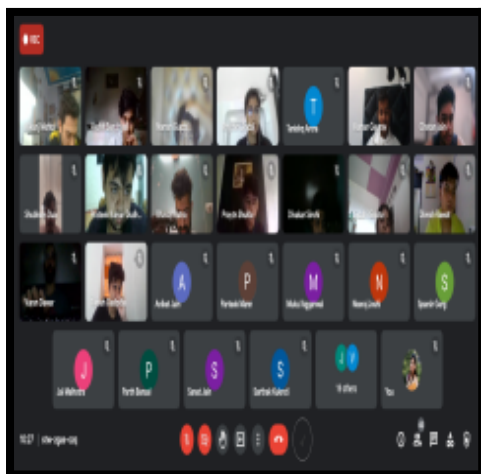
Faculty Conveners:

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

Three toppers of the Course:

1. om Arora 15014701719
2. Ayush Bindra 36114701719
3. Shaswat Gupta 00461101719

Glimpses




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Sample Certificate:

Skill Enhancement Certificate Course on Business Application of Ms Excel 2.0- Advanced



Ravi Kumar Gupta
Director
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