



Maharaja Agrasen Institute of Management Studies

Affiliated to GGSIP University; NAAC A++ Accredited; Recognized u/s 2(f) of UGC

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SKILL ENHANCEMENT COURSE ON DATA ANALYSIS USING ADVANCED EXCEL AND SPSS

Academic Session	:	2023 -24
Name of the course	:	Data Analysis using Advanced Excel and SPSS
Organizing Unit	:	Department of Economics, MAIMS
Duration	:	April – May 2024
Location	:	Seminar Hall, 9th Block MAIMS
No of Students participated	:	100
Total Hours	:	30

Department of Economics, MAIMS under the aegis of IQAC started 30 hours Skill Enhancement Certificate Course on “Data Analysis using Advanced Excel and SPSS”. The course was designed for the 1st, 2nd and 3rd year undergraduate students of Department of Economics, MAIMS from April 2024.

The certificate course was headed by Dr. Gaurav Aggarwal, Associate Professor & Head, Department of Economics. The convener as well as resource person of the course was Ms. Kamna Vaid, Assistant Professor, Department of Economics. The co-convener as well as resource person of the course was Ms. Saloni Arora, Assistant Professor, Department of Economics. In total 100 students registered for the course and all the students successfully completed the course. Criteria of certification was threefold i.e., Attendance, Feedback form and Completion of examination consisting of objective and subjective questions at the end of course.

Being in the era of online world, this course is designed to meet the industry requirements, which will help students to enhance their productivity and collaboration. This course will provide hands on training on Microsoft Office applications like Advanced Excel and SPSS. These applications are important no matter what Industry one works in, these applications are going to be in use on regular basis.

The course covered the hands-on training on Advance MS Excel and Statistical package for Social Sciences (SPSS). Topics were chosen keeping in mind the requirements of students in further studies and research. Such courses provide expert guidance to students & helps them in building their resume. It gives them an edge over others when it comes to working in the corporate world. It helps the students in acquainting themselves with fundamentals of research and data analysis. The credit for this initiative goes to Dr. Gaurav Aggarwal, Associate Professor & Head, Department of Economics who worked under the able guidance of Prof. (Dr.) Rajni Malhotra Dhingra, Director, MAIMS. Their constant support and encouragement helped in successful accomplishment of this course.

