



Department of Management Sciences (Session: 2019-20)

Ref: TIAS/2019-20/BBA/ACAD/VAC/101

Dated: 13/11/2019

(Batch-1)

Value Added Course: Certificate Course in Advanced Excel

Status as on date: 13/11/2019

This is to certify that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 22.07.19 to 13.11.19 comprising of 30 Hours deliverance has been completed by the resource person Dr. Sandeep Kumar, Faculties in Department of Management Sciences with the module contents as under:-

S.No.	Contents Deliverance	Learning Outcomes	
1	Introduction (3 hours)	Understand basics concept of Advanced excel	
2	Working with Functions (4 hours)	Apply advanced functions and productivity tools to assist in developing worksheets	
3	Data Validations (3 hours)	Describe the valid range of values for a cell and custom validations	
4	Working with Templates (3 hours)	Learn the ability to use the hyperlinks to mov around worksheets	
5	Sorting and Filtering Data (3 hours)	Learn about sorting tables and filtering of data	
6	Working with Reports (3 hours)	Understand consolidation to summaries and report results from multiple worksheets	
7	Creating Pivot tables (5 hours)	Able to manipulate data lists using Outline, Autofilter and PivotTables	
8	Data Visualization using excel (4 hours)	Learn about visualization of data using charts, graphs, bar charts etc.	
)	New Features Of Excel (2 hours)	Able to record repetitive tasks by creating Macros	

All the above contents are delivered to the best of my knowledge and belief and nothing is withheld.

Signature of Resource Person

No. Sandrep Kuma

Name of Resource Person:

Dated: 13 11 2019

Submitted to HoD-

BBA-TIAS



NAAC ACCREDITED GRADE "A" INSTITUTE

Tel:91-11-27555121-24, E-Mail: directorties@tecnia.in, Website: www.tiespg.tecnia.in

Approved by AICTE, Ministry of Education Govt. of India, Affiliated to GGSIP University
Recognized Under Sec. 2(f) of UGC Act 1956
INSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085





Student's Declaration

We would like to declare, that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 22.07.19 to 13.11.19 comprising of 30 Hours deliverance has been completed by the resource person Dr. Sandeep Kumar, Faculties in Department of Management Sciences to our satisfaction and is able to help in developing our domain knowledge and capacity puilding.

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		Harshit Grover	Tana San
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2.	07717002111	Muskan Aggarwal	1000000
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d Under Sec. 2(f) of UGC Act 1956 UTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085







Ref: TIAS/2019-20/BBA/ACAD/VAC/101

Dated: 13/11/2019

(Batch-2)

Value Added Course: Certificate Course in Advanced Excel

Status as on date: 13/11/2019

This is to certify that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 22.07.19 to 13.11.19 comprising of 30 Hours deliverance has been completed by the resource person Ms. Alka Batra Faculties in Department of Management Sciences with the module contents as under: -

S.No. Contents Deliverance		Learning Outcomes		
1	Introduction (3 hours)	Understand basics concept of Advanced excel		
2	Working with Functions (4 hours)	Apply advanced functions and productivity tools to assist in developing worksheets		
3	Data Validations (3 hours)	Describe the valid range of values for a cell an custom validations		
4	Working with Templates (3 hours)	Learn the ability to use the hyperlinks to mo		
5	Sorting and Filtering Data (3 hours)	Learn about sorting tables and filtering of data		
5	Working with Reports (3 hours)	Understand consolidation to summaries ar report results from multiple worksheets		
'	Creating Pivot tables (5 hours)	Able to manipulate data lists using Outline, Aut filter and PivotTables		
	Data Visualization using excel (4 hours)	Learn about visualization of data using chart graphs, bar charts etc.		
	New Features Of Excel (2 hours)	Able to record repetitive tasks by creating Macros		

All the above contents are delivered to the best of my knowledge and belief and nothing is withheld.

Signature of Resource Person

Dated: 13/11/2019

Submitted to HoD.



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NSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085
Tel:91-11-27555121-24, E-Mail: directorties@tecnia.in, Website: www.tiaspg.tecnia.in



Student's Declaration

We would like to declare, that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 22.07.19 to 13.11.19 comprising of 30 Hours deliverance has been completed by the resource person Ms Alka Batra, Faculties in Department of Management Sciences to our satisfaction and is able to help in developing our domain knowledge and capacity building.

S.No	Enrollment No	Name	Signature
51.10		Khushi Sharma	James .
2.	06217001720	Komal Grupta	Konal
	02117002420	Ayush Kansal	Adde
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Department of Management Sciences (Session: 2019-20)

Ref: TIAS/2019-20/BBA/ACAD/VAC/101

Dated: 13/11/2019

(Batch-3)

Value Added Course: Certificate Course in Advanced Excel

Status as on date: 13/11/2019

This is to certify that the course module for Value Added Course titled Certificate Course in Advanced

Excel scheduled from 22.07.19 to 13.11.19 comprising of 30 Hours deliverance has been completed by the resource person Ms. Indu Sharma, Faculties in Department of Management Sciences with the module contents as under:-

S.No.	Contents Deliverance	Learning Outcomes	
1	Introduction (3 hours)	Understand basics concept of Advanced excel	
2	Working with Functions (4 hours)	Apply advanced functions and productivity tools to assist in developing worksheets	
3	Data Validations (3 hours)	Describe the valid range of values for a cell and custom validations	
4	Working with Templates (3 hours)	Learn the ability to use the hyperlinks to mov around worksheets	
5	Sorting and Filtering Data (3 hours)	Learn about sorting tables and filtering of data	
6	Working with Reports (3 hours)	Understand consolidation to summaries and report results from multiple worksheets	
7	Creating Pivot tables (5 hours)	Able to manipulate data lists using Outline, Autofilter and PivotTables	
8	Data Visualization using excel (4 hours)	Learn about visualization of data using charts graphs, bar charts etc.	
9	New Features Of Excel (2 hours)	Able to record repetitive tasks by creating Macros	

All the above contents are delivered to the best of my knowledge and belief and nothing is withheld.

Signature of Resource Person

Ms. Indu Shauma. Name of Resource Person:

Name of Resource Person

Submitted to HoD-

Marit HoD



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Student's Declaration

We would like to declare, that the course module for Value Added Course titled **Certificate Course in Advanced Excel** scheduled from 22.07.19 to 13.11.19 comprising of 30 Hours deliverance has been completed by the resource person Ms. Indu Sharma, Faculties in Department of Management Sciences to our satisfaction and is able to help in developing our domain knowledge and capacity building.

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S.No	Enrollment No	Name	Signature .
	03517002019	Naman Jain Lavya Saluja	Nanan
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Department of Management Sciences (Session: 2019-20)

Ref: TIAS/2019-20/BBA/ACAD/VAC/101

Dated: 13/11/2019

(Batch-4)

Value Added Course: Certificate Course in Advanced Excel

Status as on date: 13/11/2019

This is to certify that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 22.07.19 to 13.11.19 comprising of 30 Hours deliverance has been completed by the resource person Dr. Deepak, Faculties in Department of Management Sciences with the module contents as under:-

S.No.	Contents Deliverance	Learning Outcomes	
1	Introduction (3 hours)	Understand basics concept of Advanced excel	
2	Working with Functions (4 hours)	Apply advanced functions and productivity tools to assist in developing worksheets	
3	Data Validations (3 hours)	Describe the valid range of values for a cell a custom validations	
4	Working with Templates (3 hours)	Learn the ability to use the hyperlinks to mo	
5	Sorting and Filtering Data (3 hours)	Learn about sorting tables and filtering of data	
5	Working with Reports (3 hours)	Understand consolidation to summaries ar report results from multiple worksheets	
'	Creating Pivot tables (5 hours)	Able to manipulate data lists using Outline, Aut filter and PivotTables	
3	Data Visualization using excel (4 hours)	Learn about visualization of data using charts, graphs, bar charts etc.	
	New Features Of Excel (2 hours)	Able to record repetitive tasks by creating Macros	

All the above contents are delivered to the best of my knowledge and belief and nothing is withheld.

Signature of Besource Person

Name of Resource Person:

Dated: 12/11/2

Submitted to HoD;



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Tel:91-11-27555121-24, E-Mail : directortlas@tecnia.in, Website: www.tiaspg.tecnia.in

Student's Declaration

We would like to declare, that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 22.07.19 to 13.11.19 comprising of 30 Hours deliverance has been completed by the resource person Dr. Deepak, Faculties in Department of Management Sciences to our satisfaction and is able to help in developing our domain knowledge and capacity building.

S.No	Enrollment No	Name	Signature
	11021301719	Saloni Thabur	Salani
2.	35421301719	Yoshy Garg	yashur
3.	36 421301719	Mayank Sharma	Mayank
4.5	03221301719	Bhaus Jain	Bhaliya
5.	08621301719	Harshing Rajpal	Harajpal
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