

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
Tel:91-11-27555121-24 E-Mail: discrete libraria to Workships unsure than to the libraria to the property of the control of the control



Department of Management Sciences (Session: 2020-21)

Ref: TIAS/2020-21/BBA/ACAD/VAC/102

Dated: 31/7/2021

(Batch-1)

Value Added Course: Certificate Course in Advanced Excel

Status as on date: 31/7/2021

This is to certify that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 24.04.21 to 31.07.21 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	The basics of Excel (3 hours)	Understand basics concept of Advanced excel	
2	Working with Functions (5 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 (4 hours)	Learn the ability to use the hyperlinks to move around worksheets	
5	Working with Reports (3 hours)	Understand consolidation to summaries an report results from multiple worksheets	
6	Creating Pivot tables (5 hours)	Able to manipulate data lists using Outline, Auto filter and PivotTables	
7	Data Visualization using excel (4 hours)	Learn about visualization of data using charts, graphs, bar charts etc.	
В	New Features Of Excel (3 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.

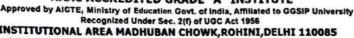
Signature of Resource/Person

De. Sandeep Kumar Name of Resource Person:

Dated:



Tel:91-11-27555121-24, E-Mail: direct





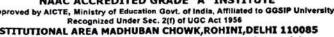


Student's Declaration

We would like to declare, that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 24.04.21 to 31.07.21 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 building.

S.No	Enrollment No	Name	Signature
1.	00617001720	Afgal Khan	Dia
2.	00217002020	Abhishek Roy	Standard
3.	03177001770	Divua Obbal	1) jarya
4.	03117001720	Anant Roshaw	avene
5.	03517001720	Dirya Oppal Anant Raghar Gagardeep Singh	Gagan
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Department of Management Sciences

Ref: TIAS/2020-21/BBA/ACAD/VAC/102

Dated: 31/7/2021

(Batch-2)

(Session: 2020-21)

Value Added Course: Certificate Course in Advanced Excel

Status as on date: 31/7/2021

This is to certify that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 24.04.21 to 31.07.21 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	The basics of Excel (3 hours)	Understand basics concept of Advanced excel	
2	Working with Functions (5 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 (4 hours)	Learn the ability to use the hyperlinks to move around worksheets	
5	Working with Reports (3 hours)	Understand consolidation to summaries and report results from multiple worksheets	
6	Creating Pivot tables (5 hours)	Able to manipulate data lists using Outline, Auto filter and PivotTables	
7	Data Visualization using excel (4 hours)	Learn about visualization of data using charts, graphs, bar charts etc.	
8	New Features Of Excel (3 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.

Alka Batra Ms. Name of Resource Person:

Dated:



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NSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085
Tal:91-11-27555121-24, E-Mail: directortles@tecnla.in, Website: www.tlespg.tecnla.in

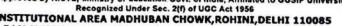


Student's Declaration

We would like to declare, that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 24.04.21 to 31.07.21 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
1.	02017002020	Harshit	Hoestit
2.	121917002420	Alim	Asam
3	02217002020	Sn'ka	Ishipa
4.	066 17001720	Koushnas Bagga	Krishran
5.	0701700000	Snika Krishnar Bagga Lakshit Aorora	dalit
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Department of Management Sciences (Session: 2020-21)

Ref: TIAS/2020-21/BBA/ACAD/VAC/102

Dated: 31/7/2021

(Batch-3)

Value Added Course: Certificate Course in Advanced Excel

Status as on date: 31/7/2021

. This is to certify that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 24.04.21 to 31.07.21 comprising of 30 Hours deliverance has been completed by the resource person Ms. Bharti Aggarwal, Faculties in Department of Management Sciences with the module contents as under:-

S.No.	Contents Deliverance	Learning Outcomes	
1	The basics of Excel (3 hours)	Understand basics concept of Advanced excel	
2	Working with Functions (5 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 (4 hours)	Learn the ability to use the hyperlinks to mo around worksheets	
5	Working with Reports (3 hours)	Understand consolidation to summaries ar report results from multiple worksheets	
5	Creating Pivot tables (5 hours)	Able to manipulate data lists using Outline, Auto filter and PivotTables	
•	Data Visualization using excel (4 hours)	Learn about visualization of data using charts, graphs, bar charts etc.	
3	New Features Of Excel (3 hours)	Able to record repetitive tasks by creating Macros	

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E, 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

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



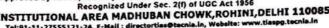
Student's Declaration

We would like to declare, that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 24.04.21 to 31.07.21 comprising of 30 Hours deliverance has been completed by the resource person Ms. Bharti Aggarwal, 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
	0311700242	o Davishti	Dowie
2.	03217002020	leigenshu Liya Pasericha Sunchi + Kharna Brarat	Lougansa
3.	1061700170	Riya Pasericha	Kiya
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Department of Management Sciences (Session: 2020-21)

Ref: TIAS/2020-21/BBA/ACAD/VAC/102

Dated: 31/7/2021

(Batch-4)

Value Added Course: Certificate Course in Advanced Excel

Status as on date: 31/7/2021

This is to certify that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 24.04.21 to 31.07.21 comprising of 30 Hours deliverance has been completed by the resource person Ms. Ambooj, Faculties in Department of Management Sciences with the module contents as under:-

S.No.	Contents Deliverance	Learning Outcomes
1	The basics of Excel (3 hours)	Understand basics concept of Advanced excel
2	Working with Functions (5 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 (4 hours)	Learn the ability to use the hyperlinks to move around worksheets
5	Working with Reports (3 hours)	Understand consolidation to summaries and report results from multiple worksheets
6	Creating Pivot tables (5 hours)	Able to manipulate data lists using Outline, Auto filter and PivotTables
7	Data Visualization using excel (4 hours)	Learn about visualization of data using charts, graphs, bar charts etc.
3	New Features Of Excel (3 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. Amboot. Name of Resource Person:

Dated: 31/7/2021

Submitted to HoD-

Name HoD BBA-TIAS



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NSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085







We would like to declare, that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 24.04.21 to 31.07.21 comprising of 30 Hours deliverance has been completed by the resource person Ms. Ambooj, 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
1.	36517001720	Samuak Jain	Sample
2.	36017001720	Samyak Jain Nakul Goel	Name
3.	0861700242		and
LA.	09117002421	Tushas Saini	Tural
5.	353170070		Browns
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Department of Management Sciences (Session: 2020-21)

Ref: TIAS/2020-21/BBA/ACAD/VAC/102

Dated: 31/7/2021

(Batch-5)

Value Added Course: Certificate Course in Advanced Excel

Status as on date: 31/7/2021

This is to certify that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 24.04.21 to 31.07.21 comprising of 30 Hours deliverance has been completed by the resource person Dr. Munesh Chaudhary, Faculties in Department of Management Sciences with the module contents as under:-

S.No.	Contents Deliverance	Learning Outcomes
1	The basics of Excel (3 hours)	Understand basics concept of Advanced excel
2	Working with Functions (5 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 (4 hours)	Learn the ability to use the hyperlinks to move around worksheets
5	Working with Reports (3 hours)	Understand consolidation to summaries and report results from multiple worksheets
6	Creating Pivot tables (5 hours)	Able to manipulate data lists using Outline, Auto filter and PivotTables
7	Data Visualization using excel (4 hours)	Learn about visualization of data using charts, graphs, bar charts etc.
3	New Features Of Excel (3 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.

Name of Resource Person:



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Tel:91-11-27555121-24, E-Mail: directortias@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 24.04.21 to 31.07.21 comprising of 30 Hours deliverance has been completed by the resource person Dr. Munesh Chaudhary, Faculties in Department of Management Sciences to our satisfaction and is able to help in developing our domain knowledge and capacity building.

5.No	Enrollment No	Name	Signature
1.	02721301720	Ashmeet Lingh Jaggi	Anot
2.	01317003920	Manisha Chlabra	Jourse
3.	04321301720	Dev Malhotra	De
4.	02521302420	France Cillan	Freys
5.	04921301720	Freya Offel Estita Thakun	Caliba
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NSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085
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Department of Management Sciences (Session: 2020-21)

Ref: TIAS/2020-21/BBA/ACAD/VAC/102

Dated: 31/7/2021

(Batch-6)

Value Added Course: Certificate Course in Advanced Excel

Status as on date: 31/7/2021

This is to certify that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 24.04.21 to 31.07.21 comprising of 30 Hours deliverance has been completed by the resource person Dr. Deepak Sonkar, Faculties in Department of Management Sciences with the module contents as under:-

S.No.	Contents Deliverance	Learning Outcomes	
1	The basics of Excel (3 hours)	Learning Outcomes Understand basics concept of Advanced excel	
2	Working with Functions (5 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 (4 hours)	Learn the ability to use the hyperlinks to movaround worksheets	
5	Working with Reports (3 hours)	Understand consolidation to summaries an report results from multiple worksheets	
5	Creating Pivot tables (5 hours)	Able to manipulate data lists using Outline, Auto	
	Data Visualization using excel (4 hours)	Learn about visualization of data using charts graphs, bar charts etc.	
	New Features Of Excel (3 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

Name of Resource Person:

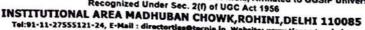
Dated: 31/7/2024

Submitted to HoD-

Nouth HOD BBA-TIAS



Approved by AICTE, Ministry of Education Govt. of India, Affiliated to GGSIP University
Recognized Under Sec. 2(f) of UGC Act 1956







Student's Declaration

We would like to declare, that the course module for Value Added Course titled Certificate Course in Advanced Excel scheduled from 24.04.21 to 31.07.21 comprising of 30 Hours deliverance has been completed by the resource person Dr. Deepak Sonkar, 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
i	07 721301720	Mukul Nigam	Musul
2.	07821301720	Naman	
3.	0532130242	A /	Danya
4.	07121302420	Riva	Bu
5.	108 21301720	Sagar Rathal	50000
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