



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

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: directortias@tecnia.in, Website: www.tiaspp.tecnia.in



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 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.

Sandeep
Signature of Resource Person

Dr. Sandeep Kumar
Name of Resource Person:

Dated:

Submitted to HoD-

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Department of Management Sciences
(Session: 2020-21)

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

Dated: 31/7/2021

(Batch-2)

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, Faculty 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
 Signature of Resource Person
 Ms. Alka Batra
 Name of Resource Person:
 Dated: 31/7/21

Submitted to HoD-

Alka Batra
 HoD
 BBA-TIAS



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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 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.

Bharti
Signature of Resource Person

Ms. Bharti Aggarwal
Name of Resource Person

Dated: 31/7/21

Submitted to HoD-

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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 |
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| 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.

Signature of Resource Person

Ms. Ambooj.
 Name of Resource Person:

Dated: 31/7/2021

Submitted to HoD-

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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, Faculty 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.

Munesh Chaudhary
 Signature of Resource Person

Dr. Munesh Chaudhary
 Name of Resource Person:

Dated: 31/7/2021

Submitted to HoD-

Munesh
 HoD
 BBA-TIAS



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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) | 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 |


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Signature of Resource Person

Dr. Deepak Sonkar
Name of Resource Person:

Dated: 31/7/2021

Submitted to HoD-


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