



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. 7(f) of UGC Act 1956
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Department of Management Sciences

**Report
 On
 Value Added Course
 (2019-20)**

Certificate course in Advanced Excel

ACTIVITY: Value Added Course

TITLE : Certificate Course in Advanced Excel

VALUES: Use of functions of excel, Data validation, Pivot tables, Data visualization

LEARNING OUTCOMES: Consolidation to summaries and report results from multiple worksheets, Able to manipulate data lists using Outline, Auto filter and PivotTables, The ability to use advanced functions and productivity tools to assist in developing worksheets, Able to record repetitive tasks by creating Macros, The ability to use the hyperlinks to move around worksheets, Describe the valid range of values for a cell and custom validations.

Organized by: Department of Management Sciences

Program Theme: Value Added Course on Advanced Excel

Internal Experts: Dr. Sandeep Kumar, Ms Alka Batra, Ms Indu Sharma, Mr. Deepak

Date: 9th September, 2019

Time:

Batch	Time
Batch 1	12:30pm-1:30pm
Batch 2	12:30pm-1:30pm
Batch 3	12:30pm-1:30pm
Batch 4	4:00pm-5:00pm

Venue: Online MS Team

Batch	Room No.
Batch 1	1407
Batch 2	1408
Batch 3	1109
Batch 4	1302

Poster/Flyer/Notice*

Social media link (promoting in any one facebook/Instagram/Twitter is mandatory)

N.A.

No. of Students* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)

220 (60 per

Batch	No. of Students
Batch 1	60
Batch 2	60
Batch 3	60
Batch 4	40

students batch)

No. of Resource Persons(only no. to be written , list

3

in excel or word should be maintain at department level as proof for any further requirement)

No. of External Participants (students + faculty) [write NA if not applicable]

N.A.

(Geotag) Photograph*

Photograph of the Event with the Caption



Report: Description in (min 250 to max 800 word)*

A Value Added Course on Certification in Advanced Excel was organized by Department of Management Sciences, In Tecnia Institute of Advanced Studies in Online Mode. The theme of this course was learning Excel functions. It was organized for Tecnia students of r to provide them the understanding of Data validation. This Value Added course develops proficiency in technological skill necessary for business decision making along with manipulation of data lists using Outline, Auto filter and Pivot Tables. The objective of this course was to provide the knowledge of advance excel and its functions. This course further applies reflective thinking and technical skills using latest technological tools. After completing the course, students will become proficient in Excel and enhance their ability to think critically and apply what they have learned during the course. After completion of the course, students will be able to Understand consolidation to summaries and report results from multiple worksheets, Manipulate data lists using Outline, Auto filter and PivotTables, Apply advanced functions and productivity tools to assist in developing worksheets, Record repetitive tasks by creating Macros, Use the hyperlinks to move around worksheets. This course gives students the knowledge about Excel functions, Data validation, Pivot tables and Data visualization

	which will give them the opportunities and growth in their career.
Resource Person Profile	Dr. Sandeep Kumar ,Ms Alka Batra,Ms Indu ,Dr Deepak Professor in Department of Management Sciences, he is having more than 15 years of teaching experience, his expertise is in Research.
Attendance Sheet*	Attached at the end of Report
Feedback	Sample feedback attached at the end of Report
Report Submitted by Convener (write faculty coordinator name)	Dr. AK Srivastva
For Office Use	
Signature of Resource Person	Signature of Head of Department (with seal)

Amol

Nauti

HOD
BBA-TIAS

Fields marked with '*' are mandatory