

Certificate Course: - Advance Excel

Credit: - 02

Eligibility Criterion:-

- 1. Eligibility:** - Course is suited for BBA, BMS, BCA, MBA, MCA, Engg.
- 2. Course Duration:-** 02 Months
- 3. Total Credit:-** 2 (1 credit= 15 Hours)
- 4. Department Conducting the Certificate Course:-** School of Management Studies
- 5. Students Intake:** - 50
- 6. Mode of Teaching and Learning:-** Offline
- 7. Course Fees:** - Rs. 500 per student.
- 8. Certification:** - By School of Management Studies under K.B.C.N.M.U. Jalgaon.

Course Outcomes: - After completion of the Advanced Excel course participants will be able to

1. Use advanced functions and productivity tools to assist in developing worksheets.
2. Manipulate data lists using Outline, Auto filter and PivotTables.
3. Use Consolidation to summarize and report results from multiple worksheets
4. Record repetitive tasks by creating Macros.
5. Use Hyperlinks to move around worksheets.

Resource Person: - 1. Dr. Ghanshyam Ramteke 2. Mr. Sagar S Vakhare

Course Coordinator: - Mr. Sagar S. Vakhare **Course Director:** - Prof. Madhulika A. Sonawane.