ASSESSMENT REPORT
Advanced Excel

Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)
Accredited by National Assessment and Accreditation Council (NAAC)

jims
Kalkaji, Delhi

ASSESSMENT REPORT

Advanced Excel

Course details and structure

Course Instructor/ ResourcePerson			Dr. Ruchi Singhal		
Course	**Class**	**No. of enrolled students**	**Duration**	**Date**	
Advanced Excel	BBA shift I	51	30Hours	8ᵗʰ Jan2025–9ᵗʰ May 2025	
	BBA shift II	44			

Course Objectives:

1. Basic Understanding: Provide a foundational understanding of Excel's interface, terminology, and basic functions.

2. Data Entry and Formatting: Teach techniques for entering data efficiently and formatting it effectively for clarity and professionalism.

3. Formulas and Functions: Introduce commonly used formulas and functions (e.g., SUM, AVERAGE, IF, VLOOKUP) and how to use them to perform calculations and analysis.

4. Data Analysis: Explore tools and features for analyzing data, including sorting, filtering, and creating pivot tables.

5. Charts and Graphs: Learn how to create visually appealing charts and graphs to represent data effectively.

6. Data Validation and Protection: Understand how to validate data entry and protect worksheets to prevent unwanted changes.

7. Advanced Functions and Features: Cover more complex functions and features such as macros, advanced charting, and data visualization tools.

8. Collaboration and Sharing :Teach methods for sharing and collaborating on Excel work books with others, including version control and commenting.

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9. Efficiency and Productivity: Provide tips and techniques for working more efficiently in Excel, including keyboard shortcuts and best practices.

10. Real-World Applications: Apply Excel skills to practical scenarios relevant to different industries and job roles.

These objectives collectively aim to equip learners with the skills needed to navigate Excel proficiently, from basic data entry to advanced analysis and reporting.

Course Outcomes:

The course outcomes of an MS Excel course typically reflect the specific knowledge and skills that participants are expected to gain by the end of the training. These outcomes align with the course objectives and focus on practical application.

1. Proficient Navigation: Navigate and utilize Excel's interface efficiently, including ribbon commands, shortcuts, and workbook management.

2. Data Entry and Formatting: Enter and format data effectively, including applying cell styles, conditional formatting, and custom number formats.

3. Formulas and Functions Mastery: Demonstrate proficiency in using a variety of formulas and functions for calculations, data manipulation, and logical operations.

4. Data Analysis and Visualization: Analyze data using sorting, filtering, and pivot tables; create compelling charts and graphs to visually represent data insights.

5. Problem Solving with Excel: Apply Excel tools and functions to solve real-world business problems and scenarios.

6. Data Validation and Protection: Implement data validation rules and worksheet protection to ensure data integrity and prevent unauthorized changes.

7. Advanced Features: Utilize advanced features such as macros, lookup functions, nested formulas, and array formulas to streamline tasks and automate processes.

8. Collaboration and Sharing: Share and collaborate on workbooks effectively, including version control, sharing permissions, and commenting.

9. Workflow Efficiency: Improve workflow efficiency by applying best practices, keyboard shortcuts, and Excel tips and tricks.

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10.   Practical Application: Apply Excel skills to create reports, analyze data, and make informed business decisions.

11.   Documentation and Reporting: Create professional reports and documentation using Excel, including formatting for readability and clarity.

12.   Continued Learning: Develop a foundation for ongoing learning and exploration of advanced Excel topics beyond the course.

These outcomes collectively empower learners to become proficient Excel users capable of leveraging the software's capabilities to enhance productivity, streamline workflows, and perform data analysis effectively in various professional settings. Each outcome contributes to building a comprehensive skill set in Microsoft Excel.

Assessment Analysis:

Students were assessed on the basis of assessment test.

1.   **Google forms link–**
https://docs.google.com/forms/d/e/1FAIpQLSd9lvPX2bStlK2gqwhmZZfdHEikSJE-yqNxl9JXDVshyFIbYA/viewform?usp=header

2.   **Feedback:**
https://docs.google.com/forms/d/e/1FAIpQLScNtFowTNIhiTPV5VP7BIHDmx2V35VdhOKTbCYrSgBrFludlw/viewform?usp=header

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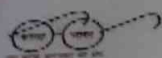
Assessment Report
Advance Excel-Value Added Course

Course details and structure

Course Trainer/ Resource Person	Dr. Ruchi Singhal			
Course	**Class**	**No. of students**	**Duration**	**Date**
Advance Excel	B.COM (H) VI - I Shift	41	30 Hours	8th January 2025- 16th May 2025
	B.COM (H) VI - II Shift	40	30 Hours	8th January 2025- 16th May 2025

Course Objectives:-

1. Basic Understanding: Provide a foundational understanding of Excel's interface, terminology, and basic functions.

2. Data Entry and Formatting: Teach techniques for entering data efficiently and formatting it effectively for clarity and professionalism.

3. Formulas and Functions: Introduce commonly used formulas and functions (e.g., SUM, AVERAGE, IF, VLOOKUP) and how to use them to perform calculations and analysis.

4. Data Analysis: Explore tools and features for analyzing data, including sorting, filtering, and creating pivot tables.

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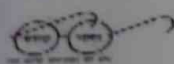
6. Data Validation and Protection: Understand how to valid at data entry and protect worksheets to prevent unwanted changes.

7. Advanced Functions and Features: Cover more complex functions and features such as macros, advanced charting, and data visualization tools.

8. Collaboration and Sharing: Teach methods for sharing and collaborating on Excel workbooks with others, including version control and commenting.

9. Efficiency and Productivity: Provide tips and techniques for working more efficiently in Excel, including keyboard shortcuts and best practices.

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4. Data Analysis and Visualization: Analyze data using sorting, filtering, and pivot

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7. Data Validation and Protection: Implement data validation rules and worksheet protection to ensure data integrity and prevent unauthorized changes.

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9. Collaboration and Sharing: Share and collaborate on workbooks effectively, including version control, sharing permissions, and commenting.

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Assessment was done basis:

1. Hands on Assignment

Participants were given 4 Hands on Assignment in the duration of the Course and were asked to upload Solution Excel on Google Classroom for assessment.

Google Classroom Assignment Links:
https://classroom.google.com/c/NzU5OTkzMDIwNzIw/a/NzYzODQ0MzQxMjQy/details
https://classroom.google.com/c/NzU5OTkzMDIwNzIw/a/NzYzODQyNjg0MDA0/details
https://classroom.google.com/c/NzU5OTkzMDIwNzIw/a/NzYyNzEyNTAxODk3/details
https://classroom.google.com/c/NzU5OTkzMDIwNzIw/a/NzU5OTkzMzk0Mzc4/details

2. Assessment Test

Students were asked to answer 40 questions on Advanced Excel via Google Forms. Concepts from theory as well as practical were covered to assess the overall understanding of the student. The students were given 45-50 minutes to answer the questions and scores were recorded.

Google Form Link of the Test:

https://forms.gle/6owK2BKvxgU2xib36

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Feedback (Assessment) Of Value-Added Course

The impact of the value-added course was assessed by feedback given by students.
Feedback was generated through Google Form.

Link of the Google form is attached:

https://forms.gle/S17Lui6vXw4fUSyS7

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Geotagged Photos:

Dr. Ruchi Singhal
Trainer
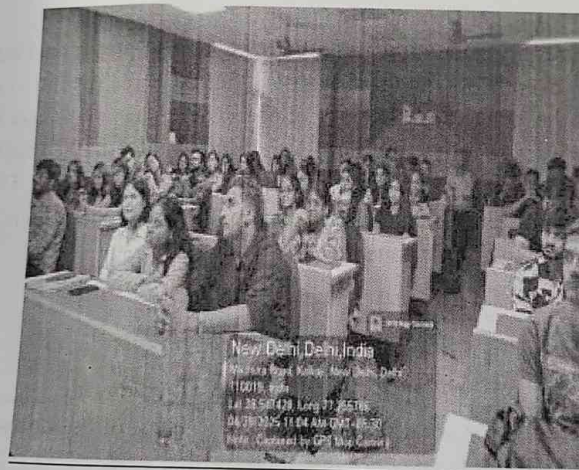
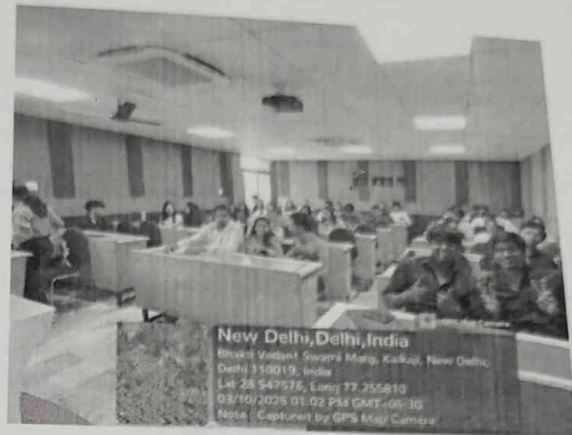Dr. Prashant Kumar
HOD B.com. (H)

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Assessment Report

NCFM Mutual Fund: A beginner's module

The NCFM Mutual Fund: A beginner's module was conducted as a value-added course for the students of Bcom(H) fourth semester, from January 2025 onwards. This course was intended to enhance the student's overall knowledge about mutual funds. The duration of the course was 30 hours, which started from 8th January 2025.

The trainer Dr. Deeksha Arora gave a thorough insight into the concept of Mutual funds. They addressed the various aspects of Mutual funds along with its significance.

Course Objectives / Outcome:

After doing this course, the student will be able to know-

1. The basics of Mutual Funds, their role and structure, different kinds of Mutual Fund Schemes and their features
2. Mutual funds Organization structure and role of different parties in the structure
3. Offer documents of different schemes and SEBI requirement on preparation on Offer documents.
4. Suitability of Scheme Information Document (SID), Statement of Additional Information (SAI) and Key Information Memorandum (KIM)
5. Investment plans, products and services offered to present and prospective investors in the financial market
6. Different types of plans; Systematic Investment Plan (SIP); Systematic Transfer Plan (STP) and Systematic Withdrawal Plan (SWP)

Assessment Analysis:

Students were assessed based on exam conducted by NSE Academy Limited,

The NCFM Mutual Funds Beginners Module course, conducted in collaboration with NSE Academy, aimed to provide foundational knowledge in mutual funds to students of the Bcom(H) 2023-2026 Batch. The course spanned 30 hours and was led by Dr. Deeksha Arora. The online exam was conducted on 14th May 2025.

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Out of the students who registered for the course from Bcom(H) IV Morning and Bcom(H) IV Evening batch, all the students have successfully passed, indicating a pass rate of approximately 100%. This high pass rate underscores the effectiveness of the teaching methods employed and the dedication of both the instructor and the students. This high pass rate underscores the effectiveness of the teaching methods employed and the dedication of both the instructor and the students.

Feedback:

https://docs.google.com/forms/u/1/d/1DlhtFhTevi6_Bc8hygdxCaK8b8oBq_-oWqjcBSPJ3E4/edit?usp=forms_home&ths=true

Geotagged Photos:
Students attending session

New Delhi, Delhi, India
Bhakti Vedant Swami Marg, Kalkaji, New Delhi, Delhi 110019, India
Lat 28.547770, Long 77.255767
04/12/2025 12:48 PM GMT+05:30
Note : Captured by GPS Map Camera

Course Trainer

(Dr. Deeksha Arora)

HOD

(Dr. Prashant Kumar)

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Assessment Report

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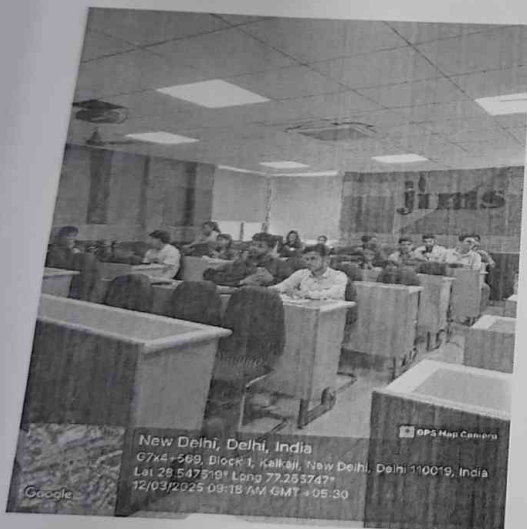
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Geotagged Photos:

Pictures of student taking sessions

New Delhi, Delhi, India
G7x4+569, Block 1, Kalkaji, New Delhi, Delhi 110019, India
Lat 28.547519° Long 77.255747°
12/03/2025 09:18 AM GMT +05:30

New Delhi, Delhi, India
G7x4+569, Block 1 Kalkaji, New Delhi, Delhi 110019, India
Lat 28.547507° Long 77.255702°
12/03/2025 09:18 AM GMT +05:30

Course Trainer

(Dr. Deeksha Arora)

HOD

(Dr. Ruchi Srivastava)