

# Certificate Course in Advanced Excel

## From the Academic Year 2022-2023

### ABOUT SVKM

Shri Vile Parle Kelavani Mandal is a Public Charitable Trust registered under the Society's Registration Act and Bombay Public Trust Act. From its humble beginnings in 1934, when it took over the Rastriya Shala, a school established in 1921 in the wake of the National Movement, the Mandal today has grown into a big educational complex imparting high-level education to more than 35,000 students.

Over the past 88 years, the Mandal has developed a large educational complex in Vile Parle, in Suburban Mumbai and has spread its wings to metro cities like, Bangalore, Hyderabad, Chandigarh, Ahmedabad, Navi Mumbai, etc., SVKM today is proud of some of the finest educational institutes in the country like NMIMS deemed to be University, N.M. College of Commerce and Economics, Mithibai College, D.J. Sanghvi College of Engineering, Bhagubhai Mafatlal Polytechnic – to name a few.

### ABOUT MITHIBAI

Mithibai College of Arts, Chauhan Institute of Science & Amrutben Jivanlal College of Commerce and Economics (Autonomous) is envisaged as the destination for the most promising and talented students, since its inception in the year 1961.

The college is Ranked 1<sup>st</sup> in Arts & Science and 2<sup>nd</sup> in Commerce in the Western region and Mumbai city colleges as per ranking by India Today for the year 2021-2022. The college is Ranked 3<sup>rd</sup> in Maharashtra state and 4<sup>th</sup> in India by Education World 2021-2022. The college was honored with Govt. of India, DST- FIST & DBT Star College Grant. During the academic year 2017-18, the college was awarded, the Best College Award of University of Mumbai. The college was conferred Grade 1 Autonomy from the academic year 2018-19, for a period of 10 years without onsite visit by an expert committee, by the UGC.

## ABOUT THE COURSE

MS Excel is a full-featured spreadsheet program that allows the users to perform from a simple specific calculation to work-related analytics to support decision making and to more complex dashboards and big data analytics.

Certificate Course in Advance Excel is a short term certificate course for 30 hours to enhance the skill, knowledge and ability of students with respect to MS Excel.

## CONTENTS OF THE COURSE

- Creating and Navigating worksheet and adding information to worksheet - 4 Hours
- Multiple Spreadsheet –5 Hours
- Function -6 Hours
- Data Analysis –7 Hours
- Data Conversion – 4 Hours
- Practice and Revision – 4 Hours

## COURSE OUTCOMES

- Have an in-depth understanding of MS Excel
- Apply analytical excel skills and tools in business problem solving.
- Unlock the potential of data analytics.
- Identifying and forecasting trends.
- Make graphical presentations
- Internship Offers and avenue for self-employment

**Registration Starts from : 25<sup>th</sup> August 2022**

**REGISTER NOW**

<https://forms.gle/yG1FmmMBvPRQN4cT9>



**Batch Commences from : 5<sup>th</sup> September 2022**

- Course Fees : ₹ 3,000 /-
- Batch Timings : 5:00 pm to 7:00 pm

**Fees to be paid by Demand Draft (DD) favouring “ Mithibai Degree College Unaided Courses”**



**Eligibility: Inhouse students from any faculty i.e. Arts, Science or Commerce**



**Batch size - 30 students**

**For more details, Contact :**

**CA Dr. Bharat Patel**  
Asst. Prof. – Department of Accountancy  
Email: [bharat.patel@mithibai.ac.in](mailto:bharat.patel@mithibai.ac.in)



**CA Ashish B. Garg**  
Asst. Prof. – B.Com (Hons)  
Email: [ashish.garg@mithibai.ac.in](mailto:ashish.garg@mithibai.ac.in)

**Kindly visit : [www.mithibai.ac.in](http://www.mithibai.ac.in)**