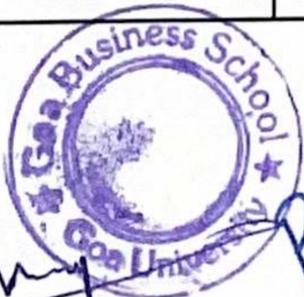
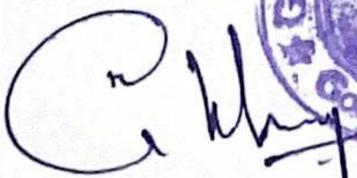


Report on Value Added Course on “Spreadsheet Skills”

Title of the Event	Value Added Course on “Spreadsheet Skills”
Date and Time	24 th February 2023 to 21 st April 2023 (30 Hours)
Mode	Offline Location: Finance Lab, Goa Business School, Goa University
School/Directorate	Goa business School
Detail of the Resource Persons	CA Satyaprakash Kamath Dr. Harip Khanapuri Dr. Narayan Parab Mr. Jick Castanha
Number of total Participants	46
Number of Faculty attended	Nil
Number of Student attended	46
No. of external participants	Nil
The objective and description of the activity	The course aimed to equip the students with skills in data management and analysis using spreadsheet application. The students will be provided hands-on training in organizing, describing, analyzing data using MS Excel application. The course will be useful for students of business as well as non-business programmes as MS Excel is the most widely used package in the industry as of now.
Benefit/Key outcome of the event	The value added course provided students with hands-on training in organizing, describing, analyzing data using MS Excel application. The course was useful for students of business as well as non-business programmes. After completion of the course, the students were able to demonstrate basic Excel functionalities; decision making support tools; Data validation, presentation and macros; and prepare Excel dashboard.




Dr. Harip Khanapuri
 Programme Director, MBA
 FS & Course Co-ordinator


Dr. Narayan Parab
 Course Co-ordinator

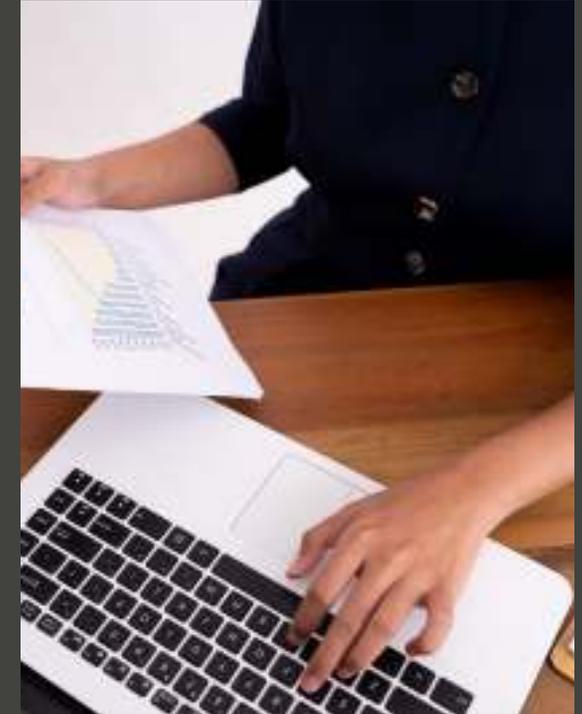
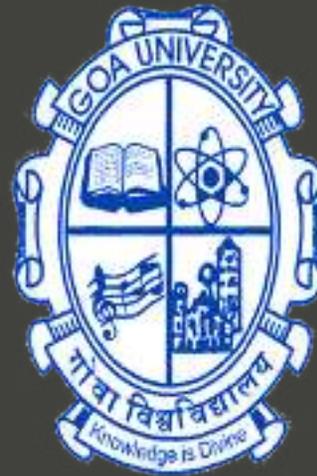

Mr. Jick Castanha
 Course Co-ordinator


Prof. Jyoti Pawar
 Dean, GBS

Goa Business School,
Goa University
presents

Value Added Course on

Spreadsheet Skills



For whom?

PG Students of Goa University

Total Seats

40 seats on first come first
serve basis

Course Prerequisites

NIL

Course Fees

NIL

Course Duration

30 Hours

Classes will be conducted on Friday
and Saturdays in February and
March 2023.

*Detailed Schedule will be shared
with registered participants*

Last Date of Registration

5th February 2023

Registration Link

<https://forms.gle/JjUwCwWFg8TXFWtr5>

Certificates

Participants with a minimum of
75% of attendance will receive
Certificate after submission of the
project

About the Course

The Course aims to equip the students with skills in Data Management and Analysis using spreadsheet application.

Students will be provided hands on training in organising, describing, and analysing data using MS Excel Application.

The course will be useful for students of business as well as non-business programmes as MS Excel is the most widely used package in the industry.

Course Objective

To equip participants with skills in describing, presenting and analysing data using MS Excel spreadsheet software for business and non-business applications.

Pedagogy

- Software based training by expert
- Practical sessions
- Case studies, assignments, and project work

Course Facilitators

CA Satyaprakash Kamath
Dr. Harip Khanapuri
Dr. Narayan Parab
Mr. Jick Castanha

Course Syllabus

Module I

Basic Excel Functionalities

- Planning data layout in spreadsheets
- Working with numeric, text, date data types in MS Excel
- Formatting, Converting text to columns
- Handling duplication in data, Data retrieval using Lookup functions

Module II

Decision Making Support Tools

- Working with Excel formula
- Logical Functions
- What if analysis – Goal Seek, Scenario analysis, Data Tables, Application of Solver tool
- Data Analytics Toolpak for advanced data analysis

Module III

Data validation, presentation and Macros

- Number, date and time validation, text and list validation, Custom validations using formula
- Data sorting and filters, Charts and slicers, Pivot Tables and Pivot Charts
- Working with macros

Module IV

Excel Dashboard

- Planning dashboard layout,
- Static tables and charts on dashboard
- Dynamic content in dashboard.

Note: Participants are required to bring Laptop with MS Excel

Course Co-ordinators

Dr. Harip Khanapuri
Dr. Narayan Parab
Mr. Jick Castanha

Contact At



+ 91 8669609272



GBS, Faculty Block F,
Goa University



parabnarayan9@unigoa.ac.in



Value Added Course on “Spreadsheet Skills”
Course Syllabus
(Duration: 30 Hours)

Objective: To equip participants with skills in describing, presenting and analysing data using MS Excel spreadsheet software for business and non-business applications.

Module I: Basic Excel Functionalities

Planning data layout in spreadsheets, Working with numeric, text, date data types in MS Excel, Formatting (including conditional formatting), Converting text to columns, Handling duplication in data, Data retrieval using Lookup functions.

Module II: Decision Making Support Tools

Working with Excel formula (Financial, statistical)

Logical Functions – Practical applications of IF function, Nested IF, AND, OR, NOT functions, What if analysis – Goal Seek, Scenario analysis, Data Tables, Application of Solver tool
Data Analytics Toolpak for advanced data analysis for decision making.

Module III: Data validation, presentation and Macros

Number, date and time validation, text and list validation, Custom validations using formula, Data sorting and filters, Charts and slicers, PivotTables and PivotCharts, Working with macros

Module IV: Excel Dashboard

Planning dashboard layout, Static tables and charts on dashboard, Dynamic content in Excel dashboard.

Pedagogy: (i) Software based training by expert.
(ii) Practical sessions.
(iii) Case studies, assignments, and project work.

Suggested Readings:

- (i) Lalwani, L. (2019). *Excel 2019 All-In-One: Master The New Features Of Excel 2019 / Office 365*. BPB Publications.
- (ii) Wayne, W. (2019). *Microsoft Excel 2019: Data Analysis and Business Model*. PHI Learning Pvt. Ltd.
- (iii) Ramirez, A. (2019). *Excel Formulas and Functions: Step-By-Step Guide with Examples*. Caprioru.
- (iv) Mishra, N. (2019). *Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel*. Penman Books.
- (v) Basedin, A. (2017). *Top Secrets of Excel Dashboards: Save Your Time with MS Excel!* Andrei Basedin.

VALUE ADDED COURSE ON SPREADSHEET SKILLS
GOA BUSINESS SCHOOL, GOA UNIVERSITY

Date of Lectures		24/02/23	25/02/23	03/03/23	04/03/23	10/03/23	11/03/23	31/03/23	1/04/23	15/04/23	21/04/23
Time of Lectures		2:30 PM 5:30 PM	2:30 PM 3:30 PM	2:30 PM 5:30 PM	2:30 5:30 PM	2:30-5:30	2:30-5:30	2:30-5:30	2:30-5:30	2:30-5:30	2:30-5:30
Numbers of Hours		03	03	03	03	03	03	03	03	03	03
Sr. No.	Name of the Student										
1	Chetan Prasad Sane	A	A	A	A						
2	Shailesh Deelip Kauthankar	Shailesh Kauthankar	A	Shailesh Kauthankar							
3	Said Hadi Shah	Hadis	A	Hadis							
4	Jonathan D.S Fernandes	Jos	Jos	Jos	Jos	Jos	A	Jos	Jos	Jos	Jos
5	Antara Pai	Alai	Alai	Alai							
6	Jonathan Austin Alphonso	Jonathan	Jonathan	Jonathan	Jonathan	Jonathan	Jonathan	A	A	Jonathan	Jonathan
7	Talula Lourdes Dacosta	Falosta	Falosta	Falosta	Falosta	Falosta	A	Falosta	Falosta	Falosta	Falosta
8	Anjali Malviya	Anjali	Anjali	Anjali	Anjali	Anjali	A	Anjali	A	Anjali	Anjali
9	Saieel Vernekar	Saieel	Saieel	Saieel	Saieel	Saieel	A	Saieel	A	A	Saieel
10	Mabel Fernandes	A	A	A	A	A	A	A	A	A	A
11	Sanjana Inchalmath	Sanjana	Sanjana	Sanjana	Sanjana	Sanjana	A	Sanjana	Sanjana	Sanjana	Sanjana
12	Shweta S. Bharne	Shweta	Shweta	Shweta							
13	Rohan Arondekar	Rohan	Rohan	Rohan	Rohan	Rohan	A	A	A	Rohan	Rohan
14	Shreyan Pinto	Shreyan	Shreyan	Shreyan	Shreyan	Shreyan	A	Shreyan	Shreyan	Shreyan	Shreyan
15	Rohit Satappa Hosamani	Rohit	Rohit	Rohit							
16	Viraj Narvekar	A	A	Viraj	Viraj	Viraj	Viraj	Viraj	Viraj	Viraj	Viraj
17	Bilal Safi	Bilal	A	Bilal							
18	Jostan Mascarenhas	Jostan	Jostan	Jostan	Jostan	Jostan	A	Jostan	Jostan	Jostan	Jostan
19	Yashvi Mehta	Yashvi	Yashvi	Yashvi							
20	Trisha Rhea Gracias	Trisha	A	Trisha							
21	Sanjana Kashinath Gawas	Sanjana	Sanjana	Sanjana							
22	Kamran Khan	Kamran	A	Kamran							
23	Matiullah Sohail	Matiullah	A	Matiullah							
24	Kalpeksha Shirvoikar	A	A	A	A	A	A	A	A	A	A
25	Jayesh Saple	Jayesh	Jayesh	Jayesh	Jayesh	Jayesh	A	Jayesh	A	Jayesh	Jayesh
26	Shashank Verenkar	A	A	A	A	A	A	A	A	A	A
27	Quentin Dmello	Quentin	A	Quentin							

Date of Lectures	24/2/23	25/2/23	3/3/23	4/3/23	10/3/23	11/3/23	31/03/23	01/04/23	15/04/23	21/04/23
Time of Lectures	2:30 - 5:30	2:30 - 5:30	2:30 - 5:30	2:30 - 5:30	2:30 - 5:30	2:30 - 5:30	2:30 - 5:30	2:30 - 5:30	2:30 - 5:30	2:30 - 5:30
Numbers of Hours	03	03	03	03	03	03	03	03	03	03
Sr. No.	Name of the Student									
28	Sheetal Madhav Raghmode	Sheetal								
29	Ruchi Patel	A	A	R Patel	R Patel	R Patel	R Patel	A	A	A
30	Nishita Salgaonkar	A	A	Nishita	Nishita	Nishita	Nishita	A	A	A
31	Ranjana R. Rajeev	Ranjana								
32	Smita Anant Dike	Sdike								
33	Chaitan Purushottam Gawde	Gawde	Gawde	Gawde	Gawde	Gawde	A	Gawde	Gawde	Gawde
34	Hashmatullah	A	A	A	A	A	A	A	A	A
35	Sayed Azhaar	Saz	Saz	Saz	Saz	Saz	A	Saz	A	Saz
36	Namita Parsekar	A	A	N Parsekar	N Parsekar	N Parsekar	N Parsekar	A	A	A
37	Jomon Joy	A	Jomon	Jomon	A	A	A	A	A	A
38	Thejus Raj M	A	A	Thejus	A	A	A	A	A	A
39	Gulbuddin Muradi	A	A	A	A	A	A	A	A	A
40	Fathma Zohra Khan	A	A	A	A	A	A	A	A	A
41	Swara Navesh Shirodkar	SN-Shirodkar								
42	Almouiz Kamal	almouiz	A							
43	Pooja Gupta	A	A	P Gupta	P Gupta	P Gupta	P Gupta	A	A	A
44	Anuraag Merani	Anuraag	Anuraag	Anuraag	Anuraag	Anuraag	Anuraag	A	Anuraag	Anuraag
45	Aditya Kapuriya	A	A	A	A	A	A	A	A	A
46	Ramira Mascarenhas	A	R	R	R	R	R	R	R	A

Present. (31)

Pambnayan.
Dr. Nayan Puro.





GPS Map Camera

Panaji, GA, India

Dr E Borges Road, Dona Paula, Panaji, 403003, GA, India

Lat 15.459537, Long 73.824257

04/21/2023 04:09 PM GMT+05:30

Note : Captured by GPS Map Camera