



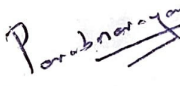
**Goa University**  
**Goa Business School**  
**Discipline of Financial Services**

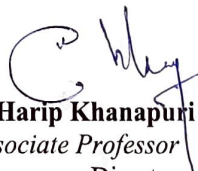
**Report on Value Added Course on “Spreadsheet Skills”**


<b>1. Title of the Event/Activity/program</b>	Value Added Course on Spreadsheet Skills
<b>2. Date and Time</b>	13 <sup>th</sup> March to 05 <sup>th</sup> April 2024 (30 Hours)
<b>3. Mode of conduct (Physical/Online)</b>	Offline Location: Block F, Goa Business School, Goa University
<b>4. School/ Directorate/ Section</b>	Goa Business School
<b>5. Collaborating Agency/School/Directorate</b>	-
<b>6. Detail of the Resource Person (Brief biodata)</b>	<b>Royce Pereira</b> is an associate member of Institute of Chartered Accountants of India since June 2016. He has three years of teaching experience and seven years of CA experience. He is a founder of R Pereira & Company, Chartered Accountant firm. He has worked with Grant Thornton for 4 years and a wide experience in the field of Assurance, Accounting and Taxation especially in sectors like construction, Real estate, Textile and hospitality. He has prepared Internal financial controls for companies and checked operating effectiveness of the respective controls and has an eye to automate tasks through excel. Mr. Royce Pereira has worked on Financial and Tax Due Diligence for various sectors
<b>7. Number of Faculty attended/participated</b>	-

<b>8. Number of Student attended / participated</b>	10
<b>9. No. of external students/faculty/other participants</b>	-
<b>10. The objectives of the Program/activity/event</b>	The course aimed to enhance skills and knowledge which will enable the students in organizing, describing and analyzing the data using MS Excel spreadsheets.
<b>11. Description of the Program/activity/event</b>	The financial services discipline of Goa Business School, Goa university organized a value-added course of 30 Hours on "Spreadsheet Skills" for the students of Goa University from 13 <sup>th</sup> March 2024 to 05 <sup>th</sup> April 2024. The students were provided hands on training in organizing, describing and analyzing the data using MS Excel application. The students were made aware about the basic excel functionalities, decision making support tools, data validation, presentations and using macros, and excel dashboards.
<b>12. Benefit/Key outcomes of the Program/activity/event</b>	The participants were provided with hands on training from basic to advance level MS Excel. The course was useful for the students of Goa University as they are equipped with skills in Data Management and Analysis. The course was useful for students of business as well as non-business programmes as MS Excel is the most widely used package in the industry.
<b>13. Enclosures with report</b>	Brochure, Syllabus, Geo-tag photos, Attendance of students

  
**Mr. Jick Castanha**  
 Assistant Professor  
 Course Coordinator

  
**Dr. Narayan Parab**  
 Assistant Professor  
 Course Coordinator

  
**Dr. Harip Khanapuri**  
 Associate Professor  
 Programme Director,  
 MBA (FS)

  
**Prof. Jyoti Pawar**  
 Professor  
 Dean, Goa Business  
 School

Date: 15-04-2024





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  
Thursdays and Fridays in January  
and February 2024.

*Detailed Schedule will be shared  
with registered participants*

## Last Date of Registration

10th January 2024

## 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 Royce Pereira

## 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



+ 91-7030966089



GBS, Faculty Block F,  
Goa University



jick@unigoa.ac.in



GOA UNIVERSITY

**GOA  
BUSINESS  
SCHOOL**

**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		13-03-24	14-03-24	15-03-24	18-03-24	20-03-24	01-4-24	02-4-24	03-4-24	04-4-24	05-4-24
Numbers of Hours		3-5 Hrs	3-5 Hrs	3 Hrs	3 Hrs	3 Hrs	3 Hrs	3 Hrs	3 Hrs	3 Hrs	3 Hrs
Sr. No.	Name of the Student										
1	Aarya R Naik	A	A	A	A	A	A	A	A	A	A
2	Ahren Clementius Braganca	A	A	A	A	A	A	A	A	A	A
3	Akshata kalgutkar	A	A	A	A	A	A	A	A	A	A
4	Ankit Anuroop Naik	A	A	A	A	A	A	A	A	A	A
5	Anshu Sharma	A	A	A	A	A	A	A	A	A	A
6	Arya p	A	A	A	A	A	A	A	A	A	A
7	Ashish kumar	A	A	A	A	A	A	A	A	A	A
8	Diksha Santosh Mandrekar	A	A	A	A	A	A	A	A	A	A
9	Gauri Sangodkar	A	A	A	A	A	A	A	A	A	A
10	Girish Rajendra Pawshe	A	A	A	A	A	A	A	A	A	A
11	Hemangi Mahadev Gawas	A	A	A	A	A	A	A	A	A	A
12	Jotiba pavane	A	A	A	A	A	A	A	A	A	A
13	Mansi Hanumantraya Biradar	A	A	A	A	A	A	A	A	A	A
14	Mitali Uddhav Gaonkar	A	A	A	A	A	A	A	A	A	A
15	Muhammad shafi Tawasoli	A	A	A	A	A	A	A	A	A	A
16	Pooja Hasamani	A	A	A	A	A	A	A	A	A	A
17	Pradnya Natekar	A	A	A	A	A	A	A	A	A	A
18	Pramita Krishna Mainikar	A	A	A	A	A	A	A	A	A	A
19	Priti Laxman Velip Talpikar	A	A	A	A	A	A	A	A	A	A
20	Renuka gurram	A	A	A	A	A	A	A	A	A	A
21	Riddhi Khandeparkar	A	A	A	A	A	A	A	A	A	A
22	Saakshi Mckenzie	A	A	A	A	A	A	A	A	A	A
23	Sakshi Mahale	A	A	A	A	A	A	A	A	A	A
24	Sanmesh Santosh Naik	A	A	A	A	A	A	A	A	A	A
25	Sheelal Shripad Parsekar	A	A	A	A	A	A	A	A	A	A
26	Shreya Ravindra Kamble	A	A	A	A	A	A	A	A	A	A
27	Shreya pagoji	A	A	A	A	A	A	A	A	A	A
28	Sneha Anand Naik	A	A	A	A	A	A	A	A	A	A
29	Ujwala mahato	A	A	A	A	A	A	A	A	A	A
30	Yash Lakhani	A	A	A	A	A	A	A	A	A	A
31	Yasmin sayed	A	A	A	A	A	A	A	A	A	A
32	Saiviniyak S. Parker	A	A	A	A	A	A	A	A	A	A
Total Students - 10.											

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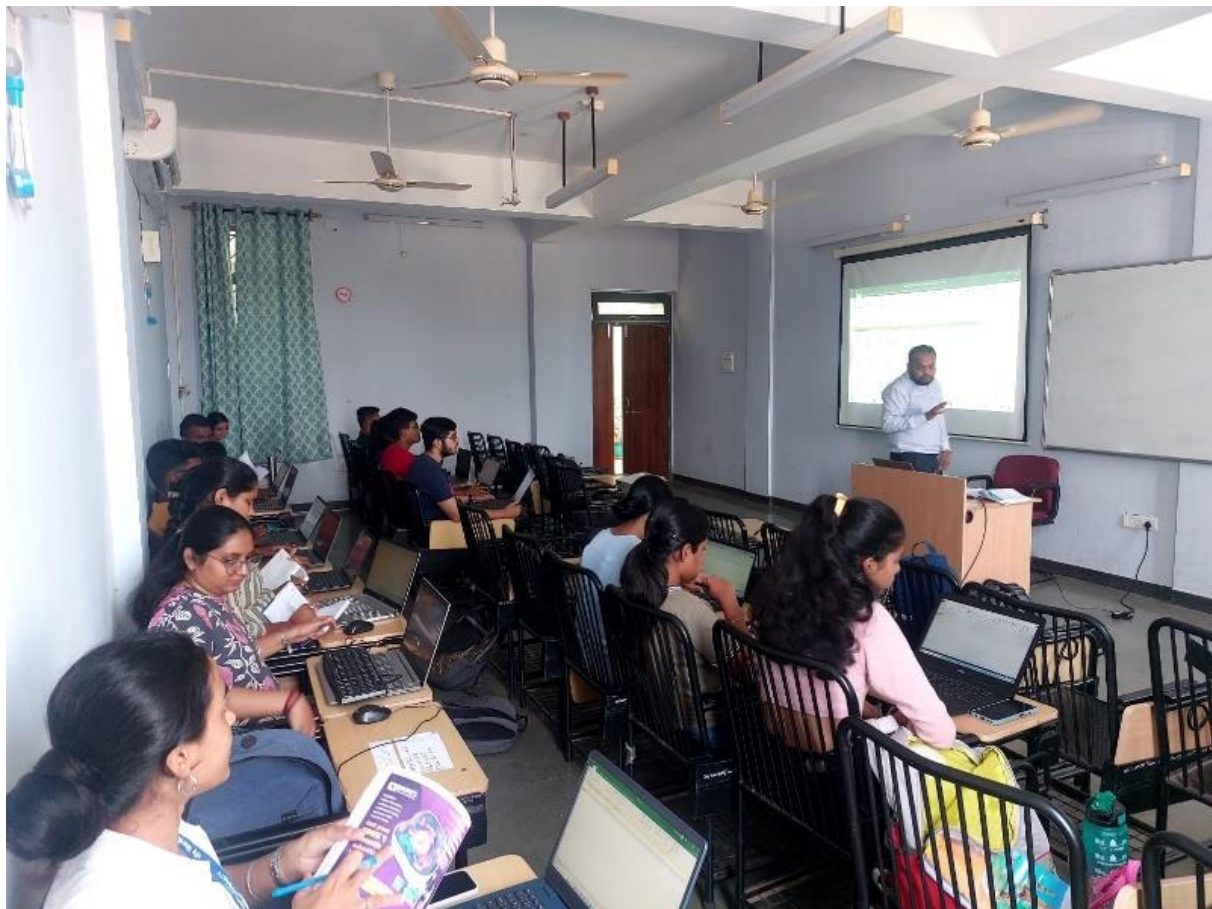
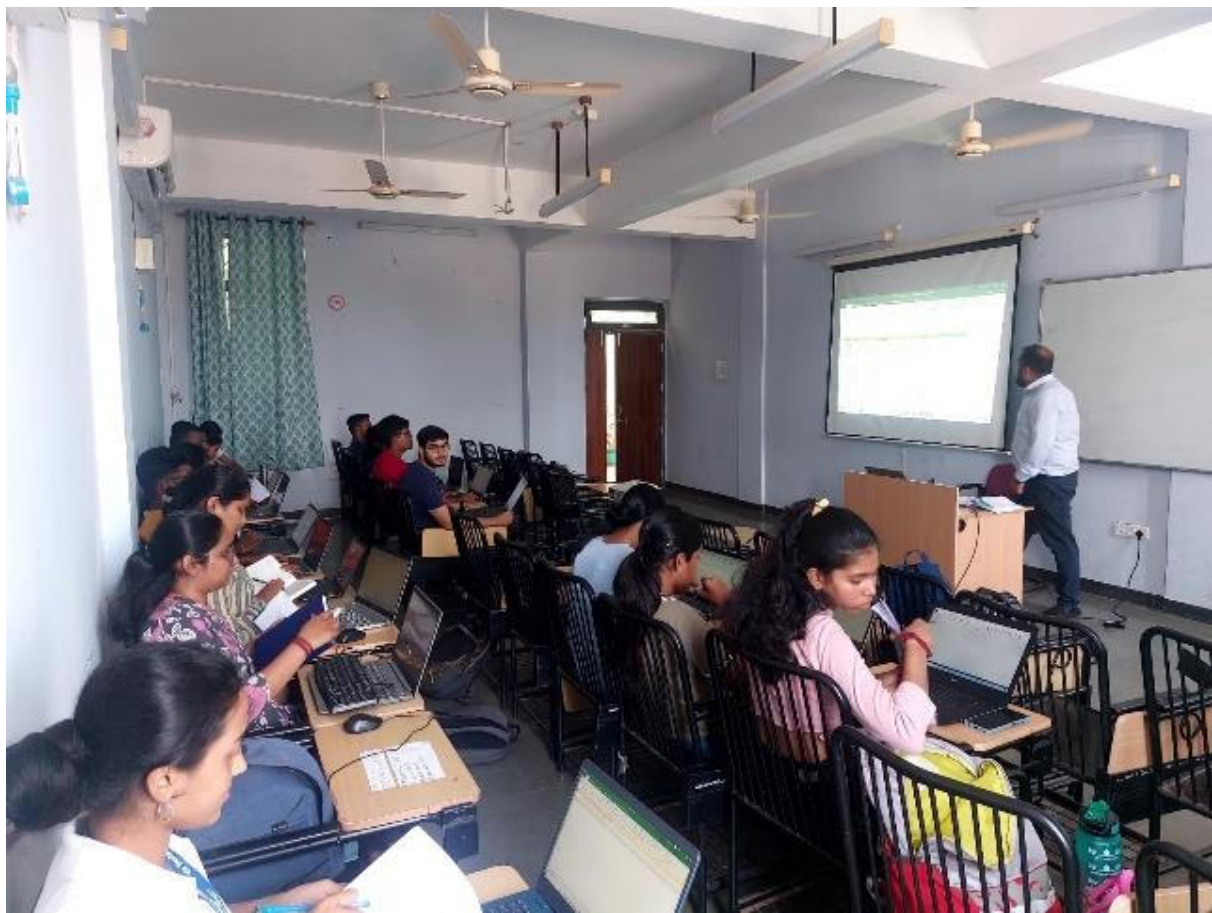
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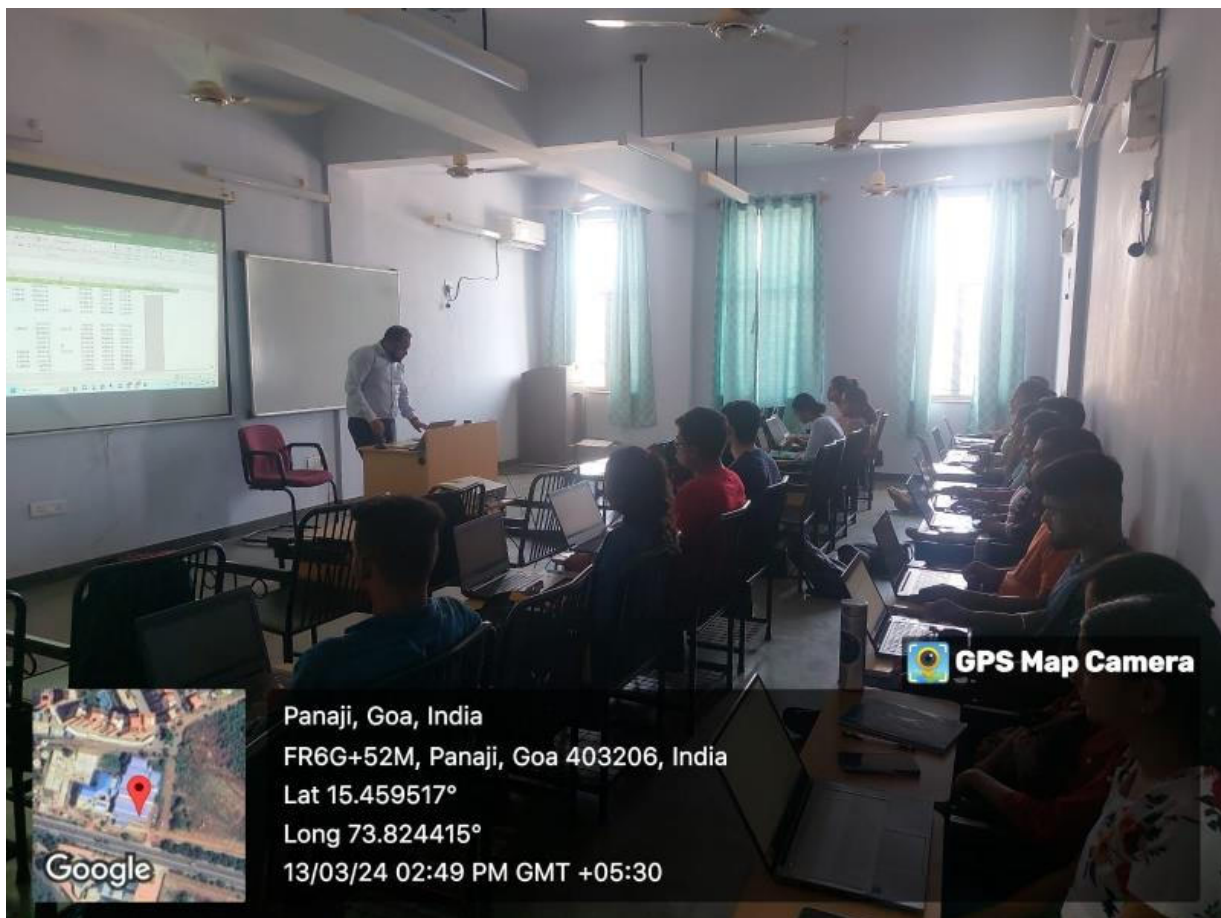
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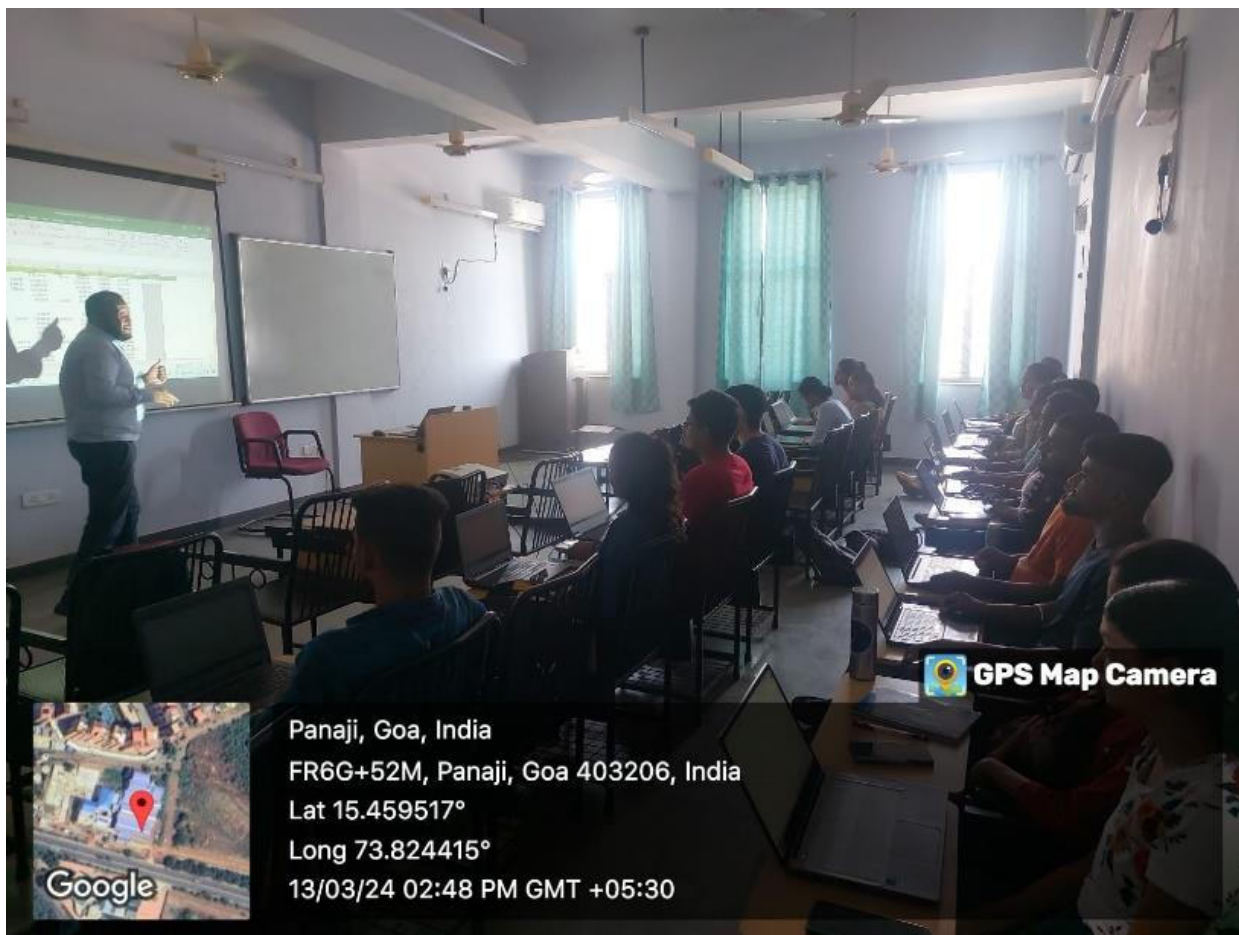
Sydney

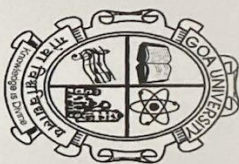
Saiviniyak S. Parker

32









GOA UNIVERSITY

# Certificate of Completion

This is to certify that

**Mr. Yash Lakhani**

has successfully completed the Value Added Course of 30 Hours on  
“**Spreadsheet Skills**” organized by Goa Business School, Goa University from 13th  
March 2024 to 05th April 2024.

**Mr. Jick Castanha**

Course Coordinator,  
Goa Business School,  
Goa University

**Dr. Narayan Parab**

Course Coordinator,  
Goa Business School,  
Goa University

**Dr. Harip Khanapuri**

Programme Director,  
MBA-Financial Services,  
Goa University

**Prof. Jyoti Pawar**

Dean,  
Goa Business School,  
Goa University



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# Certificate of Completion

This is to certify that

**Ms. Jiwala Mahato**

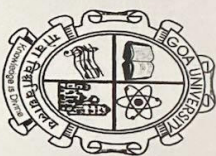
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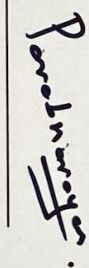
This is to certify that

**Ms. Sneha Anand Naik**

has successfully completed the Value Added Course of 30 Hours on  
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Goa University



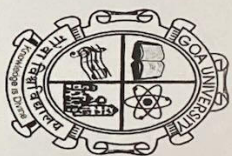
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Goa University



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**Ms. Shreya Ravindra Kamble**

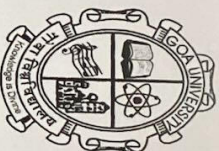
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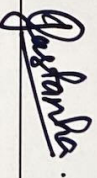
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This is to certify that

**Ms. Renuka Gurram**

has successfully completed the Value Added Course of 30 Hours on  
“**Spreadsheet Skills**” organized by Goa Business School, Goa University from 13th  
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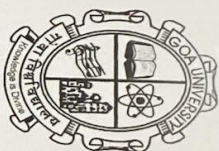
**Dr. Narayan Parab**  
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Goa University



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# Certificate of Completion

This is to certify that

**Mr. Jotiba Pavane**

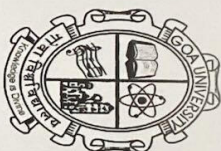
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**Prof. Jyoti Pawar**  
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Goa Business School,  
Goa University



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# Certificate of Completion

This is to certify that

**Ms. Hemangi Mahadev Gawas**

has successfully completed the Value Added Course of 30 Hours on  
“**Spreadsheet Skills**” organized by Goa Business School, Goa University from 13th  
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Goa University

**Dr. Narayan Parab**

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Programme Director,  
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Goa University

**Prof. Jyoti Pawar**

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Goa Business School,  
Goa University



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# Certificate of Completion

This is to certify that

**Mr. Girish Rajendra Pawshe**

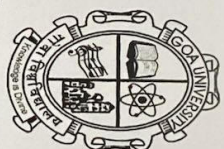
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**Prof. Jyoti Pawar**  
Dean,  
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Goa University



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# Certificate of Completion

This is to certify that

**Mr. Ashish Kumar**

has successfully completed the Value Added Course of 30 Hours on  
“**Spreadsheet Skills**” organized by Goa Business School, Goa University from 13th  
March 2024 to 05th April 2024.

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Goa University

**Dr. Narayan Parab**  
Course Coordinator,  
Goa Business School,  
Goa University

**Dr. Harip Khanapuri**  
Programme Director,  
MBA-Financial Services,  
Goa University

**Prof. Jyoti Pawar**  
Dean,  
Goa Business School,  
Goa University



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# Certificate of Completion

This is to certify that

**Ms. Arya P**

has successfully completed the Value Added Course of 30 Hours on  
“**Spreadsheet Skills**” organized by Goa Business School, Goa University from 13th  
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Course Coordinator,  
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Goa University

**Dr. Narayan Parab**  
Course Coordinator,  
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Goa University

**Dr. Harip Khanapuri**  
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**Prof. Jyoti Pawar**  
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Goa Business School,  
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