



Shri Shivaji Maratha Society's  
**INSTITUTE OF MANAGEMENT & RESEARCH**

Sr.No.74/1 A,74/1 B, Aranyeshwar, Pune. t: (020)-24222612  
E-Mail: director@ssmsimr.edu.in, Website: ssmsimr.edu.in

**List of Students enrolled in Certification Program**

Program Code	Name of the Certificate Program	Program Type	Year of Introduction	No. Of Students Registered
IMRCP01	Excel for Business Management	Certificate	2017-2018	22



  
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**List of Students enrolled in  
IMRCP01: Excel for Business Management (2017-2018)**

Sr. No.	Name of The Students
1	Bhoi Priya Ashok
2	Bankar Prachi Balwant
3	Bopshetty Omkar Uulhas
4	Deshmukh Megha Achutrao
5	Ghate Mangesh Rajendra
6	Jadhav Mayur Vinay
7	Kakade VISHAL Kalyan
8	Magar Keshav Dnyandeo
9	More Rahul Ramesh
10	More Madhavi Sarjerao
11	Solanki Amit Santosh
12	Kupwade Vidya Raju
13	Rawale Shivani Pandurang
14	Dube Pooja Shrikant
15	Jadhav Gorakh Sukhdev
16	Kshirsagar Yogesh Namdev
17	Pote Divya Pandurang
18	Mali Rohit Balkrishna
19	Shinde Yogita Jalindar
20	Modak Priyanka Prabhakar
21	Shingade Aditya Yogesh
22	Bhumkar Janhavi



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<b>Certificate Code &amp; Certification Course : IMRCP01</b>		<b>Duration : 10 Hours</b>
<b>Certification Course in Excel</b>		
<b>Title : Excel for Business Management</b>		
<b>Objectives :</b> 1. To understand the practicality of Excel in Business Environment 2. To explore the magic of handling and analyzing data using Excel 3. To identify the existence and significance of Excel's Assistant to Managers		
<b>Module Number</b>	<b>Module Details</b>	<b>Duration / Session (In Hours)</b>
1	<b>Fundamentals and Core of Excel</b> 1.1 Importance of excel 1.2 Concept & applications of Excel 1.3 Creation of Workbook 1.4 Menus, Rulers and Address bar 1.5 Table ,cell, column and row 1.6 Excel Shortcut 1.7 Application of Excel in Business environment	1+1
2	<b>Performing calculations</b> 2.1 Summation 2.2 Subtraction 2.3 Multiplication 2.4 Division	1
3	<b>Data Formatting and Representation</b> 3.1 Formation of data 3.2 Finding out Duplicate Data 3.3 Filters and Validations 3.4 Charts and Graphs 3.5 Insert Tab Utililities & Applications	2+1
4	<b>Data Management</b> 4.1 Data Tools 4.2 Data Protection 4.3 Data Handling 4.4 Data Printing	1
5	<b>Formula and Functions</b> 5.1 Math & Statistical Functions 5.2 Lookup & Reference Functions 5.3 Advanced VLOOKUP Examples 5.4 Advanced INDEX & MATCH Lookup Examples 5.5 Date & Time Functions( Text Functions ,Logical Functions Information Functions )	2+1







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	<p>Reference Books:</p> <ol style="list-style-type: none"><li>1. EXCEL: QUICK START GUIDE FROM BEGINNER TO EXPERT (EXCEL, MICROSOFT OFFICE)</li><li>2. EXCEL 2016 FOR DUMMIES (EXCEL FOR DUMMIES) EXCEL 2016 FROM SCRATCH: EXCEL COURSE WITH DEMOS AND EXERCISES</li></ol>																													
	<p>Evaluation System: Grading</p> <table border="1" data-bbox="393 763 1114 1010"><thead><tr><th>Sr. No.</th><th>Particulars</th><th>Marks</th></tr></thead><tbody><tr><td>1</td><td>Practical Exam</td><td>40</td></tr><tr><td>2</td><td>Theory MCQ Exam</td><td>40</td></tr><tr><td>3</td><td>Viva</td><td>10</td></tr><tr><td>4</td><td>Attendance</td><td>10</td></tr><tr><td>5</td><td>Total</td><td>100</td></tr></tbody></table> <p>Explanation of Grading System:</p> <table border="1" data-bbox="357 1122 950 1328"><thead><tr><th>Marks Obtained</th><th>Grade</th></tr></thead><tbody><tr><td>80 - 100</td><td>O</td></tr><tr><td>60 - 79</td><td>A</td></tr><tr><td>50 - 59</td><td>B</td></tr><tr><td>40-49</td><td>C</td></tr></tbody></table>	Sr. No.	Particulars	Marks	1	Practical Exam	40	2	Theory MCQ Exam	40	3	Viva	10	4	Attendance	10	5	Total	100	Marks Obtained	Grade	80 - 100	O	60 - 79	A	50 - 59	B	40-49	C	
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