




Goa University
Goa Business School
Discipline of Financial Services

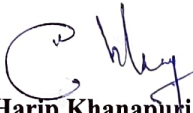
Report on Value Added Course on “Spreadsheet Skills”


1. Title of the Event/Activity/program	Value Added Course on Spreadsheet Skills
2. Date and Time	13 th March to 05 th April 2024 (30 Hours)
3. Mode of conduct (Physical/Online)	Offline Location: Block F, Goa Business School, Goa University
4. School/ Directorate/ Section	Goa Business School
5. Collaborating Agency/School/Directorate	-
6. Detail of the Resource Person (Brief biodata)	<p>Royce Pereira 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</p>
7. Number of Faculty attended/participated	-

8. Number of Student attended / participated	10
9. No. of external students/faculty/other participants	-
10. The objectives of the Program/activity/event	The course aimed to enhance skills and knowledge which will enable the students in organizing, describing and analyzing the data using MS Excel spreadsheets.
11. Description of the Program/activity/event	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 th March 2024 to 05 th 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.
12. Benefit/Key outcomes of the Program/activity/event	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.
13. Enclosures with report	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

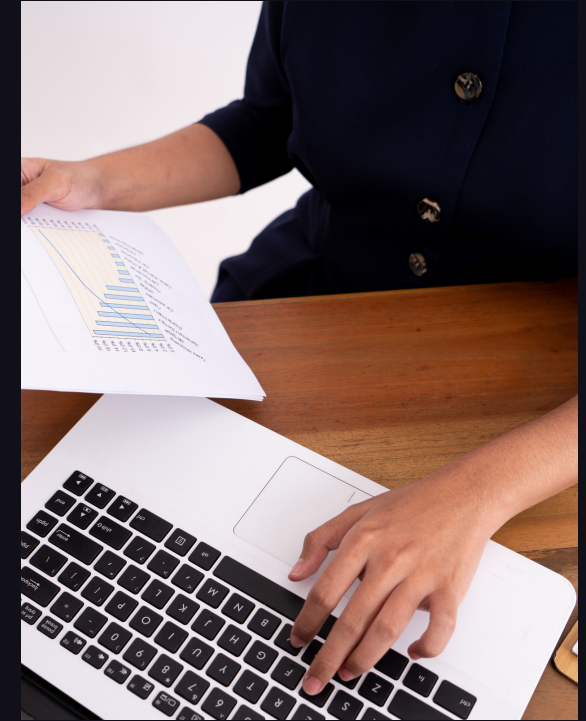
Date: 15-04-2024



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



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GBS, Faculty Block F,
Goa University



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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.

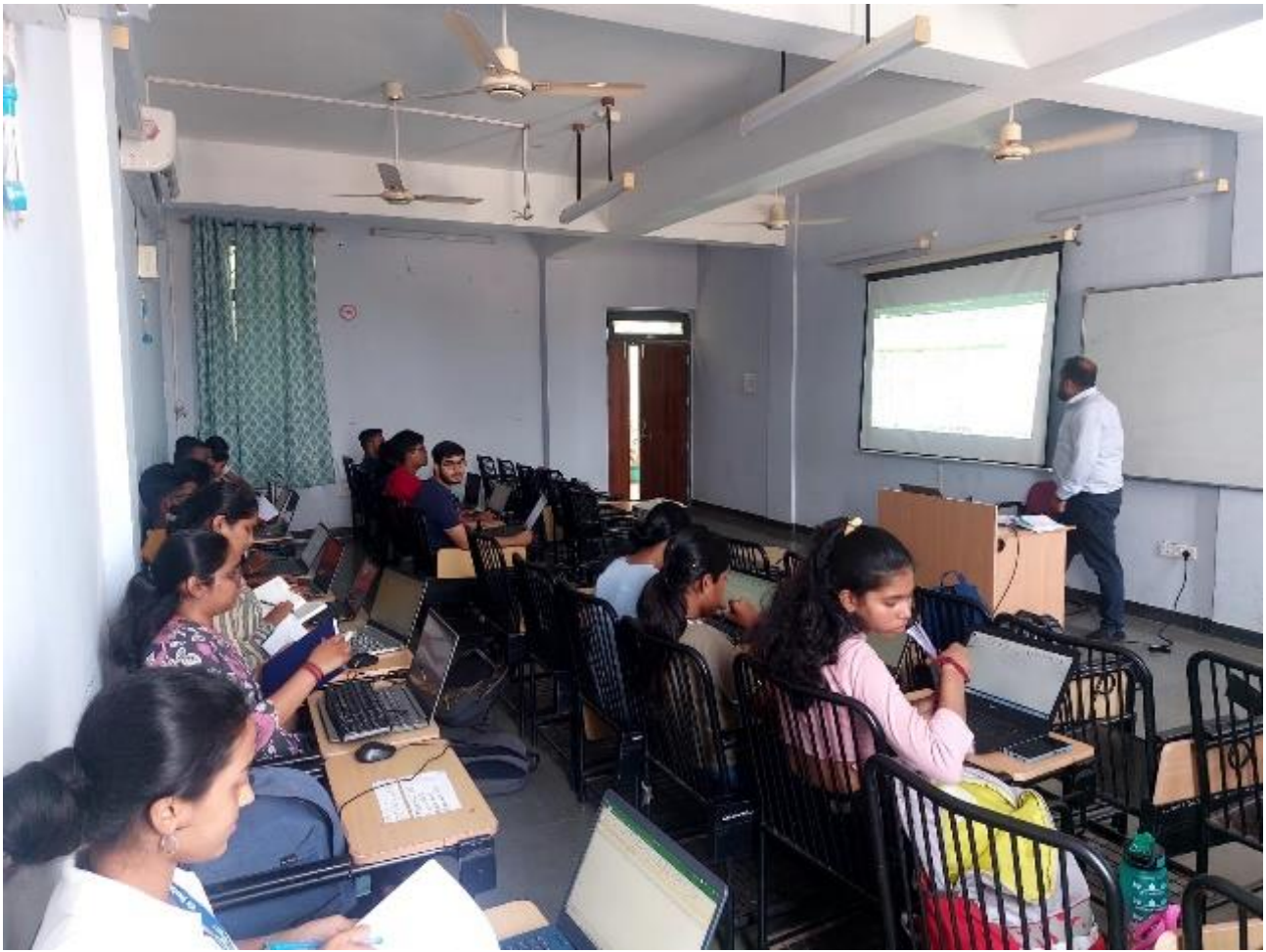
VALUE ADDED COURSE ON SPREADSHEET SKILLS
GOA BUSINESS SCHOOL, GOA UNIVERSITY

(30 Hours)

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.	3Hrs	3Hrs	2Hrs	3Hrs.	3Hrs.
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	Sheeja 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							


Total Students - 10.

Jick Castanha





Panaji, Goa, India
FR6G+52M, Panaji, Goa 403206, India
Lat 15.459517°
Long 73.824415°
13/03/24 02:49 PM GMT +05:30

 **GPS Map Camera**



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