ACE/IN/24-25/054   Date: 05 December, 2024

The Head/Coordinator

Department of Commerce, ACE, Jodhpur

Department of Management Studies, ACE, Jodhpur

Department of Science, ACE, Jodhpur

Department of Law - ACE (Law), Jodhpur

Subject – Regarding submission of the students name for value added course "Data Analysis Using Excel"
(ACEVAC24MGMT01)

Dear Sir/Madam,

I am pleased to inform you that the Department of Management is going to start a value added course "Data Analysis using Excel" for the students of final year. It is completely practical based course with the help of which students will learn the intricacies of Excel. These techniques will help the students to use them in their workplace and execute their work easily and effectively.

You are requested to please inform the Final Year students of your department and submit the required details of the interested and regular students in the prescribed format (VAC-L1) till 06th December 2024.

Head

Department of Management Studies

Date : 05 December 2024

Enclosures#

1. Course Overview (Annexure-"A1")
2. Course Outcomes & Syllabus (Annexure-"B")
3. Format for the Students List (VAC-L1)

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Department of Management Studies

"DATA ANALYSIS USING EXCEL (ACEVAC24MGMT01)"

In the era of IT, not only the graduates from Computer Science but also from Science, Arts, Commerce and Management streams require data representation and analysis to get various types of jobs as well as to establish and run their own business.

There is high demand for Microsoft Excel skills in the job market, especially for tech roles and other growing industries. This is due to the increasing trend of data-driven decision-making in companies. Some jobs that require advanced Excel skills includes MIS Executive, Project Manager, Data Analyst, Financial Analyst, Management Consultant, Business Analyst, Market Research Analyst, Supply Chain Analyst, Human Resource Analyst and many more.

Data analysis helps in decision making and presenting the prepared data in the correct form increases the understandability of the data. The present curriculum of almost courses has basic Excel which is not sufficient for data analysis. Keeping this aspect in mind, this value added course "Data Analysis using Excel" for final year students is prepared. The important points of the course are as below –

- Course duration – 30 Hours
- Beneficial Students – BBA/B.Com/B.Sc./LLB Final Year
- Class Schedule – 3 Hours per day (Saturdays only)
- Proposed date of course commencement – 7th December 2024
- Class Timings – 11:30 AM
- Venue - College Auditorium

Head
Department of Management Studies

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Department of Management Studies

Data Analysis Using Excel (ACEVAC24MGMT01)

(A Value Added Course for the students of Final Year)
Course Outcomes and Syllabus

COURSE OUTCOMES
After completion of this course the students will be able to – 1. Understand working and use of MS Excel at workplace. 2. Use of MS Excel for data feeding and formatting. 3. Apply toots for data visualization. 4. Prepare data in presentable form. 5. Filter & Search data as per the requirement. 6. Analyze data for decision making. 7. Apply data validation Techniques.

SYLLABUS		
Sessions	Topics/Contents	Duration
1	Introduction to Excel, Manage workbook, Basic settings and working with Excel.	3 Hours
2	Paste Special, Header & Footer, Cell Referencing.	3 Hours
3	Page setup (Margin, Orientation, Print Area, Breaks, Print Titles)	3 Hours
4	Create Table, Operations with formulas and functions	3 Hours
5	Formatting, Sorting (Simple, Custom & Multilevel) Filtering Data (Auto Filter & Advanced Filter)	3 Hours
6	Printing options, Views, Page Layout, Protecting Worksheets	3 Hours
7	What if analysis (Goal Seek, Scenario, Data Table), Subtotal.	3 Hours
8	Data Tools (Text to Column, Remove duplicate data), Data Validation (inbuilt and custom validation), Consolidation.	3 Hours
9	Advanced functions and formulas (Logical Functions, Lookup Functions)	3 Hours
10	Create advanced charts, Pivot Table, Macro.	3 Hours
Examination	Practical Test will be conducted after completion of the syllabus.	3 Hours

Department of ....

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List of Students for Value Added Course "Data Analysis Using Excel (ACEVAC24MGMT01)"

Class : ....

S.No.	Name of Student	Father's Name	Contact/ Whatsapp No.	E-Mail ID

Date :...............................

Head

Department of ....

Aishwarya College of Education/ACE (LAW)

Jodhpur