Proposal for Certificate/Add on Course

Title of the Course	**Microsoft Excel (MS-Excel)**
Date of Registration (From- to)	**21ˢᵗ January 2025**
Date of Commencement	**21ˢᵗ January 2025**
Date of Completion	**14ᵗʰ March 2025**
Platform (Online/Offline)	**Offline**
Duration	**2 Months**
Target Audience	**MA Economics Semester I and III**
Modes of Delivery	➢ **Courses offered by internal faculty**

Courses offered by internal faculty	
Module 1 (Complete syllabus)	**I – Foundation** The excel environment, the title bar, the ribbon, the scroll bars, the Microsoft office button, the quick access toolbar, the formula bar, the workbook window, the status bar, the workbook view buttons, the zoom slider, the mini tool bar, keyboard shortcuts Creating new work books, saving, closing, opening, re-naming workbooks, selecting cells, entering text into cells, entering numbers into cells, auto complete, pick from drop-down list, working with Excel file formats **II – Formulas** Selecting ranges, ranged data entry, using auto-fill Writing formulas, using auto-sum, inserting functions, Copying and pasting formulas, Relative and absolute references, Cutting, copying and pasting data, Auto-filling cells, undo and redo button Selecting, Hiding-Unhiding, Inserting-Deleting Columns and Rows, Adjusting column width and row height

Module 2 **(Complete syllabus)**	**III - Formatting worksheets** Moving between worksheets, Selecting Multiple worksheets, Inserting, deleting, renaming, copying, moving worksheets, coloring worksheet tabs Using Page Break Preview, Page Layout View, Print Preview, Printing worksheets, Paste Special Conditional Formatting, Sorting Data, Filtering Data **IV - Advanced Formatting** Creating worksheet charts - Editing and formatting charts - Pivot tables - Sorting data - Filtering data - Using What if analysis - Creating tables - Table related functions – V lookup and H lookup, using IF, AND, and OR functions - Introduction to Macros- Recording a macro, running and deleting Macros, - Statistical tests- Correlation, t-test, F-test, Anova test.
Objectives of the Course	This MS Excel course aims to equip learners with essential skills to efficiently organize, analyze, and present data. It focuses on enhancing productivity and accuracy through various Excel tools and techniques. The course is designed to improve confidence in handling data for personal or professional use. By the end, learners will be able to work with complex datasets and perform key tasks with ease. The course helps build a solid foundation for advanced Excel applications and data-driven decision-making.
Outcome of the Course	CO1 To navigate the Excel environment effectively, utilizing key features and shortcuts. CO2 To create and manage workbooks. CO3 To write and manipulate formulas using functions. CO4 To format worksheets and utilize various features to analyze data. CO5 To apply advanced Excel tools to perform complex data analyses.
Name and Contact details of HOD and Course Facilitators	**HOD:** Dakshina U Kanthy **Contact:** 9379001344

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Any other details the Department wished to add	Course will be conducted in an offline mode Course Hours: 3 Hours per week Attendance is mapped in LT. 2 Assignments and 1 Practical Exam will be conducted.

Points to Note:

- Separate forms to be filled for different courses
- The syllabus of the Add on Course can be designed by the Department. It can have two modules.
- The main topic and the subtopics of each module should be mentioned.
- Each module should have 12 recorded videos/sessions, two assignments (quiz) and one Assessment at the end of every module (15 hours of workload)
- Each recorded video should be 45 – 60 minutes.
- The complete instructions for the Add On course is also sent along with this template