From

The Head of the Department

Department of Computer Application

M E S KEVEEYAM College, Valanchery

To

The principal

M E S KEVEEYAM College, Valanchery

Sir,

Sub: Request for the Approval of Certificate Course

The Department of Computer Application is planning to conduct a certificate Course on "Introduction to Data Analysis using Spread sheet"of 30 hours duration for the second year UG students. So kindly grant permission for the same.

Thanking You

Yours faithfully,

Jasna. kv

HOD
Dept of Computer Application
MES KEVEEYAM COLLEGE
Valanchery, 576552
Malappuram District

Place: Valanchery

Date : 22/02/2024

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Phone: 0494 – 2644380, 2642670, 2641347(Fax),www.meskvmcollege.org
Email: principal@meskvmcollege.org

Order No. Acs/2023-24/038 **Date: 26/02/2024**

Proceedings of the Principal, MES Keveeyam College Valanchery

(Present: Dr. Vinod kumar K.P)

Ref: (1) Request from the Head of the Department of Computer Application dt:22/02/2024
(2) Minutes of Board of Studies meeting for approval of the syllabus

ORDER

As per reference cited (1), request was received from the HOD, Department of Computer Application to start a short term course on "Introduction to Data Analysis using Spread sheet". In the same letter, the head of the department has recommended a panel of academicians to be included in the Board of Studies.

The department of Computer Application is hereby given sanction to conduct a short term course on Introduction to Data Analysis using Spread sheet to the UG students of the college.

The board of studies for the above course is constituted with the following members

1. Shamna k ,Assistant Professor,MES Keveeyam College, Valanchery
2. Jasna K V ,Assistant Professor,MES Keveeyam College, Valanchery
3. Akshaya B ,Assistant Professor,MES Keveeyam College ,Valanchery
4. Rashbin , Assistant Professor,MES Keveeyam College ,Valanchery
5. Thasni, Assistant Professor,MES Keveeyam College ,Valanchery
6. Ramseena N, Assistant Professor,MES Keveeyam College ,Valanchery
7. Ms.Nusrath, Assistant Professor, MES Ponnani College
8. Ms.Sujithra,Assistant Professor, Sahrdaya College, Kodakara

Order is issued accordingly.

Dr. Vinod kumar K.P
Principal

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Copy to

1. HOD, Department of Computer Application
2. File

MINUTES OF BOARD OF STUDIES MEETING

Date: 28/02/2024

Time: 3.00 PM

Location: Department Of Computer Application

Attendees

1. Mrs.Jasna K V: HoD& Assistant Professor, Department of Computer application, MES Keveeyam Valanchery
2. Mrs.Akshaya B: Assistant Professor, Department of Computer application, MES Keveeyam Valanchery
3. Mrs.Shamna k: Assistant Professor, Department of Computer application, MES Keveeyam Valanchery
4. Mrs.Thasni :Assistant Professor, Department of Computer application, MES Keveeyam Valanchery
5. Mrs.Rashbin : Assistant Professor, Department of Computer application, MES Keveeyam Valanchery

Agenda

1. Introduce the importance of Certificate Course – HoD introduced the Certificate Course, its importance, and students' better
2. Syllabus discussion – schedule total hours for complete
3. Discussed about the Practical Output.

Decisions

1. Decide to conduct a certificate course on Introduction To DataAnalysis Using Spreadsheet
2. Detailed syllabus discussed.
3. Ensure Practical knowledge on the same through Lab .
4. Create a request letter, getting approval from the Principal.

Action Item

1. Mrs.Jasna K V take over
2. Mrs.Shama K the structuring syllabus
3. Practicals handle by Mrs.Akshaya B
4. Time table & certificate arrangements are handled by Mrs.Rashbin

Minutes Recorded by: Mrs.Ramseena n

These minutes will be circulated to all committee members for their reference & review

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MES KEVEEYAM COLLEGE VALANCHERY

DEPARTMENT OF COMPUTER APPLICATION

CERTIFICATE COURSE *ON*

Introduction to Data Analysis using Spread sheet

KVM/CC/BCA/23-24/01

(2023-2024)

Objectives

- To introduce the importance of software tools
- To better understand about the possibilities of Spreadsheet
- To learn the analysis using Spreadsheet
- To apply in real life scenarios

Course Outcomes

- Understand the significance of Spreadsheet at the time of documentation
- Analysis of data
- Understand and apply in real life at the situation of creating documents

Course Contents

- Theory : 20 Hrs Duration
- Practical : 10 Hrs Duration

Scheme of evaluation

- Written Examination (Conventional) : 30 marks
- Practical : 10 marks
- Total : 40 marks

A Grade: 80% and above, B Grade: 60 – 79%, C Grade: 40 – 59%, below 40% D Grade

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Introduction To Data Analysis Using Spreadsheet

KVM/CC/BCA/23-24/03

(2023-2024)

SYLLABUS

Unit 1:(12 hrs)

Introduction to MS Excel and understanding basic working with it:Quick review on MS Excel Options,Ribbon,Sheets,Difference between Excel 2003,2007,2010 and 2013,Saving Excel File as PDF,CSV and Older Versions-Using Excel Shortcuts,Copy,Cut,Paste,Hide and Link data in rows,columns and Sheet using special paste options – Formatting Cells,Rows ,Coulmns and Sheets

Unit2 :(11 hrs)

Protecting and unprotecting cells,rows,columns and sheets with or without password- page layout and printer properties-Inserting pictures and other objects I worksheets
Introduction to Pivot table : Use multiple Pivot tables and Pivot chart to create dashboard,Connect multiple slicers to the pivot tables

Unit3 :(7 hrs)

Pivot table applications in analytics:Filter the data shown in pivot in different ways to achieve subset of data,Use calculated fields on top of pivot table to calculate profitability and find anomalies.

References :

1. Winson,Microsoft Excel2013 : Data Analysis and Business modeling,Prentice Hall India Learning Private Limited(2013)
2. John Walken bach,Microsoft Excel 2013 bible,Wiley(23 April 2013)

KPVinod

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DEPARTMENT OF COMPUTER APPLICATION

PRESENTS

CERTIFICATE COURSE ON

INTRODUCTION TO DATA ANALYSIS USING SPREADSHEET

REGISTRATION DEADLINE:26-02-2024

DURATION:15 DAYS

ELIGIBILITY : UG STUDENT

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TIME T. LE FOR THE SHORT TERM COURSE (29-02-20. to 20-03-2024)

DATE	DAY	NAME OF FACULTY ENGAGING THE CLASS	TIME
29/02/2024	THURSDAY	JASNA	3.30-4.30PM 8.30-9.30PM (ONLINE)
01/03/2024	FRIDAY	RASHBIN	8.30-9.30PM (ONLINE)
04/03/2024	MONDAY	THASNI	8.30-9.30AM 3.30-4.30PM
05/03/2024	TUESDAY	JASNA	3.30 – 4.30PM 8.30-9.30PM (ONLINE)
06/03/2024	WEDNESDAY	AKSHAYA	8.30-9.30AM 3.30-4.30PM
07/03/2024	THURSDAY	SHAMNA	8.30-9.30AM 3.30-4.30PM
08/03/2024	FRIDAY	THASNI	3.30-4.30PM 8.30-9.30PM (ONLINE)
09/03/2024	SATURDAY	SHAMNA	3.30-4.30PM (ONLINE) 8.30-9.30PM (ONLINE)
11/03/2024	MONDAY	RASHBIN	8.30-9.30AM 3.30-4.30PM
12/03/2024	TUESDAY	AKSHAYA	8.30-9.30AM 3.30-4.30PM
13/03/2024	WEDNESDAY	JASNA	8.30-9.30AM 3.30-4.30PM
14/03/2024	THURSDAY	SHAMNA	8.30-9.30AM 3.30-4.30PM
15/03/2024	FRIDAY	RASHBIN	8.30-9.30AM 3.30-4.30PM
18/03/2024	MONDAY	JASNA	3.30-4.30PM 8.30-9.30PM (ONLINE)
19/03/2024	TUESDAY	THASNI	3.30-4.30PM 8.30-9.30PM (ONLINE)
20/03/2024	WEDNESDAY	AKSHAYA	3.30-4.30PM

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Malappuram District

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Department of Computer Application.....
KVM/CC/BCA/23-24/03

Short term course on

Introduction To Data Analysis using Spreadsheet

Sl No	Name of the students	11/03/24		12/03/24		13/03/24		14/03/24		15/03/24		18/03/24		19/03/24	
1	Shifa K A														
2	Asna K V														
3	Nasim P														
4	Rinsha K P														
5	Shahana Banu														
6	Liba Hanoon U														
7	Syed Shahabas														
8	Safa Thesni K														
9	Thasreefa V														
10	Ahabana K P														
11	Reema														
12	Aiswarya K														
13	Anupriya k														

Signature of teachers who had engaged the sessions : Abchaya -B

Signature of HoD : Jasna.ku

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Short term course on

Introduction To Data Analysis using Spreadsheet

Sl No	Name of the students	11/03/24		12/03/24		13/03/24		14/03/24		15/03/24		18/03/24		19/03/24	
14	Pooja M														
15	Rinu C														
16	Sameeha														
17	Faheema														
18	Adithya K														
19	Rishana K														

Signature of teachers who had engaged the sessions : Rashna Rashna

Signature of HoD : Jasna.ku

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Short term course on

Introduction To Data Analysis using Spreadsheet

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9	Thasreefa V														
10	Ahabana K P														
11	Reema														
12	Aiswarya K														
13	Anupriya k														

Signature of teachers who had engaged the sessions : Rashbin Rash

Signature of HoD : Jasna. KV

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Sl No	Name of the students	29/02/24		01/03/24		04/03/24		05/03/24		06/03/24		07/03/24		08/03/24	
14	Pooja M														
15	Rinu C														
16	Sameeha														
17	Faheema														
18	Adithya K														
19	Rishana K														

Signature of teachers who had engaged the sessions : Akshaya-B

Signature of HoD : Jasna-kv

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Name: .....

Roll. No: .....

MES KEVEEYAM COLLEGE VALANCHERY

Certificate Course Examination

CC/BCA/41—Introduction to Data Analysis using Spread sheet

Time : 1.15 Hrs **Maximum Marks: 30**

PART A
Answer all questions
Each question carries 2 marks

1. Define Protecting cells
2. What is PDF
3. Define Excel short cuts
4. Define Page layout
5. What is Formatting cells

PART B
Answer any two questions
Each question carries 5 marks

5. Write a note on Page layout and Printer properties
6. Explain Inserting pictures in worksheet
7. What is pivot tables

PART C
Answer any one question
Each question carries 10marks

8. Explain Difference between Excel 2003, 2007,2010 and 2013.
9. How to calculate profitability and find anomalies.

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SHORT TERM COURSE ON Introduction to Data Analysis using Spreadsheet (CC/BCA/23-24/03)		
Sl.No	**Student Name**	**Mark**
1	SHIFA K A	25
2	ASNA K V	24
3	MOHAMMED NASHIM P	30
4	RINSHA K P	28
5	SHAHANA BANU K	22
6	LIBA HANOON U	19
7	SYED SHAHABAS	19
8	SAFA THESNI K	26
9	THASREEFA V	27
10	AHABANA K P	29
11	REEMA	27
12	AISWARYA	24
13	ANU PRIYA	26
14	POOJA M	28
15	RINU C	25
16	SAMEEHA	23
17	FAHEEMA	23
18	ADITHYA K	28
19	RISHANA K	29

Jasna. kv

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Certificate

This is to certify that Shifa KA has successfully completed the certificate course on

" INTRODUCTION TO DATA ANALYSIS USING SPREADSHEET " conducted by the

Department of COMPUTER APPLICATION, MES Keveeyam College, Valanchery

during the academic year 2023-24.

Ms. Jameela. M. K
Co-ordinator

Course Facilitator

Head of the Department
HOD
Dept of Computer Application
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Valanchery, 676552
Malappuram District

Prof. Dr. K. P. Vinod Kumar
Principal
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Certificate

This is to certify that Rinu C has successfully completed the certificate course on

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during the academic year 2023-24.

Ms. Jameela. M. K
Co-ordinator

Course Facilitator

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M.E.S. K.V.M. College Valanchery Date