

ACADEMY OF MARITIME DEEMED TO BE UNIVERSITY (Under Section 3 of UGC Act 1956)

DEPARTMENT OF INFORMATION TECHNOLOGY

VALUE ADDED COURSE DETAIL

ACADEMIC YEAR-2019 - 20

1	Course Name	Advanced Excel
2	Course offered by	Department Of Information Technology
3	Co-Ordinator	Dr K.Komathy
4	Instructor	Mr Dharma Prakash, Top Freshers
5	Branch	BBA., B.Com., MBA
6	Class	II & III Years
7	Number of Students per batch	38 Students
8	Duration	2 Months
9	No. of Hrs /Week	30 Hrs
10	Prerequisite	Nil
11	Course Brochure	Copies Attached
12	About the Course	The course is targeted towards skill development and employability of maritime students.
13	Course Objective	To enable them to work on Excel as well as train the students on data analytics using excel.
14	Course Outcome	After completion of the course, the students will be able To get hands-on experience to enable them embrace the importance of analysing data, forecasting and making decisions
15	Topics Covered	Syllabus Attached
16	Learning References	Web link attached
17	Assessment Method	Mini Projects
18	Attendance Sheet	Copies Attached
19	Photograph	Copies Attached
20	Certificate Copies	Copies Attached
21	Feedback About The Course	Copies Attached
22	Action Taken Report	Copies Attached

HEAD, Department of Information Technology
ACADEMY-OF MARITIME EDUCATION AND TRAINING
(Declared as Deemed to be University u/s 3 of UGC Act. 1956)
135, East Coast Road,
Kanathur - 603112, Chennai, India.
Ph: 91-44-27472157/904/155, Fax: +91-44-27472804
E-mail: amet@vsnl.com
Website: ametindia com www.ametyniy.co.in

Website: ametindia.com. www.ametuniv.ac.in

TOPICS TO BE COVERED

S.No	Topics to be Covered	Duration in Hours
1.	Basic Microsoft Excel · Spreadsheet basics · Creating, editing, saving and printing spreadsheets · Working with functions & formulae · Graphically representing data	2
ci	Charts & Graphs - Analyzing data: Data Menu, Subtotal, and Filtering Data - Working with functions & formulae Formatting worksheets, Securing & Protecting spreadsheets.	61
. eş	Formulas & Macros Formulas · Use the Function Wizard, Common functions · (AVERAGE, MIN, MAX, COUNT, COUNTA, ROUND, INT) · Nested functions . Name cells /ranges /constants · Relative, Absolute, Mixed cell references.: >,<= operators	61
4.	Logical functions using IF, ${\rm AND.~OR.~NOT}$. The LOOKUP function , Date and time functions , ${\rm Annotating~formulas}$	5
Ď.	Project for relevant Application for Management	61
6.	Data Analysis - Sub Total Reports. Auto Filter - Password Protecting Worksheets - Linking Multiple Sheets - Sheet Referencing - Linking Between Word/Excel/PPT	7
7.	Functions: LOOKUP, VLOBKUP, HLOOKUP, COUNTIF, SUMIF. What-if-analysis - GOAL SEEK - NESTED IF - Reporting - Character Functions - Date Functions - Age Calculations - Consolidation of Data - Data Validation	64
∞i	Project for relevant Application for Management	61
69	Pivot Tables - Enter the Pivot Table Data - Create the Pivot Table - Adding Data to the Pivot Table - Filtering the Pivot Table Data	2
10.	Change the Pivot Table Data - Analyze Data Columns in Pivot Tables - Adjust Data to Analyze	5
11.	Project for relevant Application for Management	61
13.	Macro's (Int) - Macros - Definition and use, Record a macro - Assign a macro. Run a macro - Store a macro.	67
13.	Introduction to VBA Prog -Develop the Worksheet - Plan a worksheet, Row and Column labels -	61
14.	Split worksheet Nox Nar, Copy data and formulas - Display Imove toolbars, Enhance worksheet Appearance	61
15.	Project for relevant Application for Management	C1
	TOTAL DURATION OF THE COURSE	30 Hours







VALUE ADDED COURSE - 2019 - 20

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ADVANCED EXCEL July to November 2019



Organized by

DEPARTMENT OF INFORMATION TECHNOLOGY

B

TOP FRESHERS TECHNOLOGIES PVT. LTD,

CHENNAI.

VALUE ADDED COURSE DETAIL

ACADEMIC YEAR-2019 – 20

Course Name: ADVANCED EXCEL

Syllabus

S.No	Topics to be Covered	Session Duration
1.	Basic Microsoft Excel - Spreadsheet basics - Creating, editing, saving and printing spreadsheets - Working with functions & formulae - Graphically representing data	in Hours
2.	Charts & Graphs - Analyzing data: Data Menu, Subtotal, and Filtering Data - Working with functions & formulae Formatting worksheets, Securing & Protecting spreadsheets.	2
3.	Formulas & Macros Formulas - Use the Function Wizard, Common functions - (AVERAGE, MIN, MAX, COUNT, COUNTA, ROUND, INT) - Nested functions, Name cells /ranges /constants - Relative, Absolute, Mixed cell references: >,<,= operators	2
4.	Logical functions using IF, AND, OR, NOT - The LOOKUP function, Date and time functions, Annotating formulas	2
5.	Project for relevant Application for Management	2
6.	Data Analysis - Sub Total Reports, Auto Filter - Password Protecting Worksheets - Linking Multiple Sheets - Sheet Referencing - Linking Between Word/Excel/PPT	2
7.	Functions: LOOKUP, VLOOKUP, HLOOKUP, COUNTIF, SUMIF - What-if-analysis - GOAL SEEK - NESTED IF - Reporting - Character Functions - Date Functions - Age Calculations - Consolidation of Data - Data Validation	2
8.	Project for relevant Application for Management	2
9.	Pivot Tables - Enter the Pivot Table Data - Create the Pivot Table - Adding Data to the Pivot Table - Filtering the Pivot Table Data	2
10.	Change the Pivot Table Data - Analyze Data Columns in Pivot Tables - Adjust Data to Analyze	2 '
11.	Project for relevant Application for Management	2
12.	Macro's (Int) - Macros - Definition and use, Record a macro - Assign a macro, Run a macro - Store a macro,	2
13.	Introduction to VBA Prog -Develop the Worksheet - Plan a worksheet, Row and Column labels -	2
14.	Split worksheet /box /bar, Copy data and formulas - Display /move toolbars, Enhance worksheet Appearance	.2
15.	Project for relevant Application for Management	2
	TOTAL DURATION OF THE COURSE	30 Hour

Learning References

- Excel Basics In 30 Minutes (2nd Edition): The beginner's guide to Microsoft Excel and Google Sheets Jan 2015
- 2. https://www.udemy.com/course/useful-excel-for-beginners/
- 3. https://www.coursera.org/learn/excel-essentials
- 4. https://www.excel-easy.com/basics.html
- 5. https://www.tutorialspoint.com/excel/index.htm
- 6. https://spreadsheeto.com/how-to-use-excel/
- 7. https://www.guru99.com/excel-tutorials.html
- 8. https://www.udemy.com/course/learn-microsoft-excel-pivot-tables/
- 9. https://www.coursera.org/lecture/excel-analysis/pivot-tables-RR2ht



VALUE ADDED COURSE DEPARTMENT OF INFORMATION TECHNOLOGY ACADEMIC YEAR-2019 - 20 Attendance Details

Course Name

: Advance Excel

Name of the Dept : MBA, BBA, B.Com

S.No	Roll No	Name Of the Students	11.11-19				J .	18.11.19		13.11.17	13:11:19	14.11.19	15.19	(1:19	11.19	61.11	15.11.19
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4	MBA1028	CLEMENT NIKHIL DSOUZA	1	1	1	A	. /	1	1	1	1	1	1	1	1	11	. /
5	MBA1035	MANISHA M	1	1	1	1	1	1	1	1	1	1	1	1	P	,	, ,
6	MBA1037	MYTHREYEE H	1	1	1	1	1	1	1	1	,	1	1	1	,		P /
7	MBA1041	RESHMA JENIFER A	1	1	1	,	1	1	,	1	,	,	1		1 0	- /	
8	MBA1044	SATHYAMOORTHY V	1	1	1	1	1	<u> </u>	1	,	1	/	1	/		/	/
9	MBA1057	AKSHAY VINOD	1	,	1	1	^	1	/	1	1	/-	,	/	/ /	1	//
10	MBA1062	CHANDINI C KANTH	,	/	,	1	1	1	/	,	,	/	1	/	/ /	/	1
11	MBA1067	JEO K SABU	1	1	1	1	,	1	1	,	/	,	,	1 /		/	1
12	MBA1077	SAJIN S TAUBE	,	1	,	1	1	1	1	1	1	,	,	/ /	0 0	1	/
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14	MBA1084	ATHUL PRAKASH	,	,	A	1	1	,	/	1	/	/	,	1		/	1
15	BBA0208	ATHULYA R S NAIR	1	1	1	1	,	/	/	1	,	1	/	/	/	1	/
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17	BBA0260	PRAVEEN KUMAR S	1	1	1	1	1	1	/	,	1	1	-	1/	, + '	/	1
18	BBA0198	AISHWARYA TWINKLE P R	1	1	1	,	,		/	1	(1	,	/	1	-	/
19	BBA0242	MEGHA V	,	,	_	,	+	1	/	,	/	8	<i>f</i>	//		/	1
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21	BBA0295	VIVEKANANDAN E	1	,	1	,	1	1	1	,	,	/	,	/ /	1	1 6	/
22	BBA0219	GAUTHAM KISHORE	1	,	,	1	1	1	1	/	1	,	1	/ /	/	/	/
23	BBA0195	ABITHARAN R	/	,	1	/	1	1	1	1	/	+	+	/ /	1	+	7
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28	BBA0383	ISWARYA.S	1	A	,	1	1	1	1	1	1	1	1	/	1	/	,	
29	BBA0390	MANIGANDAN.S	',	7	1	1	^	,	,	1	1	1	,	1	1	/	1	1
30	BBA0399	RAKSHANA	1	1	1	1	1	,	1	1	_	/	,	1	/	/	/	1
31	BBA0408	SUGANDH	1	,	1	1	1	^	/	,	1	/	1	/	-	/	/	/
32	BBA0416	ARUN NARAYAN SHARMA	1	1	1	1	,	,	/	1	1	,	1	1	/	/	/	/
33	BBA0400	RISHITH VISHAL.J	/	1	1		,	1	/	1	1	1	1	/	1	/	/	/
34	BBA0382	S. HARIHARAN	1	1	,	1	1		/	/	1	1	1	_/_	/	/	/	/
35	BBA0413	K. VISHWA	,	1	1	^	1	-	1	/		/ F	1		/	/		/
36	LCA007	MONISA.S	1	1	1	/		1	_/_	/	/	/	,	1	1	1	/	/
37	LCA009	ARAVIND.A	- /	1	,	1	/	A	/	1	/	/	,	_/	<u>/</u>	1	/	/
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Note: One Entry Consider As 2 Hours

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VALUE ADDED COURSE DETAIL

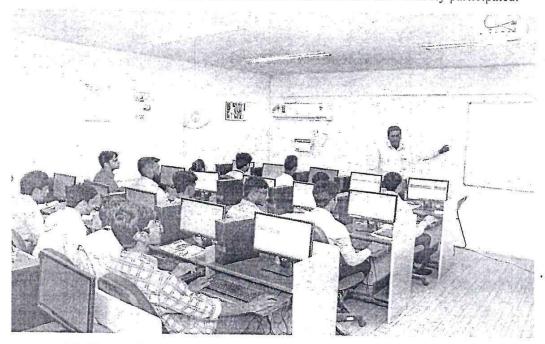
ACADEMIC YEAR-2019 – 20

Course Name: ADVANCED EXCEL

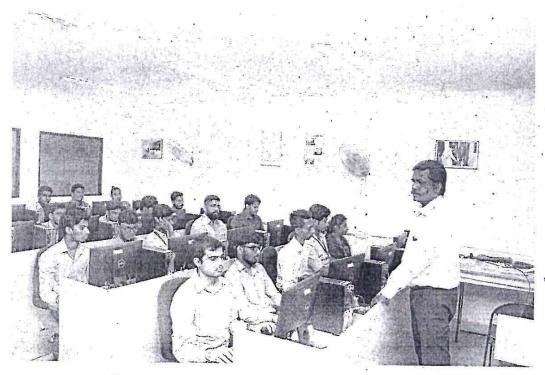
Venue: IT LAB



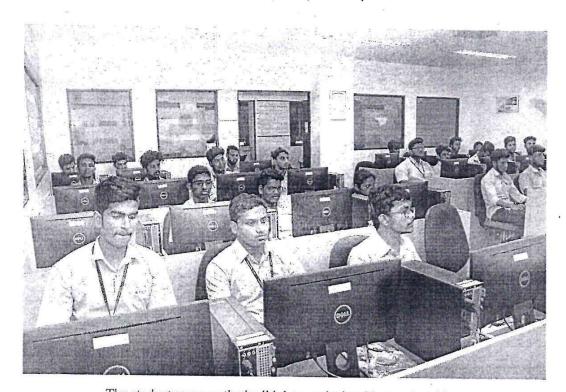
Mr Dharma Prakash, Trainer handled session and students were actively participated.



Mr Dharma Prakash, Trainer demonstrated pivot table with sample data



The students were actively participated the practical session



The students were actively did data analysis with sample tables.





ACADEMY OF MARITIME EDUCATION AND TRAINING DEEMED TO BE UNIVERSITY (Under Section 3 of UGC Act 1956)



Certificate

TEBIN CHERIAN CHRISTREER

with Outstanding / Excellent / Above Average performance at AMET, Chennai. MBA (Shipping and hogistics management). Tiyear, AMET Web Design/Excel Basic/Excel Advanced for 30 hours has participated in the Value Added Program on

Training Coordinator Top Freshers



Registrar AMET





ACADEMY OF MARITIME EDUCATION AND TRAINING DEEMED TO BE UNIVERSITY (Under Section 3 of UGC Act 1956)



Certificate

Manisa: S

..B..com.(Lagustics.+..Computer.Appulations)W.yebr.,..Amet...

has participated in the Value Added Program on

Web Design/Excel Basic/Excel Advanced for 30 hours

with Outstanding / Excellent / Above Average performance at AMET, Chennai.

Training Coordinator Top Freshers



Registrar

AMET





ACADEMY OF MARITIME EDUCATION AND TRAINING

DEEMED TO BE UNIVERSITY

(Under Section 3 of UCC Act 1956)



Certificate

Втницуя R.S. Мык

BBA. (SHIPPING. L. LOGISTICS.). D. YEAR, ... AMET

Web Design/Excel Basie/Excel Advanced for 30 hours has participated in the Value Added Program on

with Outstanding / Excellent / Above Average performance at AMET, Chennai.

Training Coordinator Top Freshers



Registrar AMET





ACADEMY OF MARITIME EDUCATION AND TRAINING
DEEMED TO BE UNIVERSITY
(Under Section 3 of UGC Act 1956)



Certificate

for 30 hours with Outstanding / Excellent / Above Average performance has participated in the Value Added Program on "Web Design" at AMET, Chennai.



Registrar AMET

Training Coordinator Top Freshers

Value Added Course in IT - Feedback Form

This survey is designed to assess the Value Added Course attended by the students * Required Course Title * O Web Design O Excel for Managers -Basic Excel for Managers - Advanced Your Discipline of Study * O Nautical Science O BBA O MBA **ВСОМ** The purpose of the Course in your own words * Your answer It is useful in analysing. the Datas.

Please evaluate the course delivery *

	Excellent	Very Good	Adequate	Poor	Very Poor
The course was organized on the whole was:	\otimes	0	0	0	0
The course content was:	\emptyset	0	0	0	0
The instructor was very knowledgeable in the subject matter taught.	0	0	0	0	0
The instructions/directions given during class were effective and helpful.	0	0	0	. 0	0
Course was designed to suit the level of knowledge of students	0	0	0	0	0
Clarity of instructor's voice was:	0	0	0	0	0
I would consider taking another class taught by the same instructor.	0	\emptyset	0	0	0
Encouragement by the instructor to the student to express his views was:	0	0	0	0	0
The instructions/directions given during class were effective and helpful		0	0	0	0
Relevance of course content for applying in your field of working was:	. Ø ·	0	0	0	0
I am able to apply the knowledge/skills that I learned in class to situations outside a classroom.		S	0	0	0
Overall, I was very satisfied with the class.	0	0	0	0	0

In future, your suggestion of titles for such Value Added Courses in Information Technology is: *

Your answer

Digital Marusetting

Value Added Course in IT - Feedback Form

THIS	survey is designed	to assess the	value Audeu	Course attended	by the stude	zins,
					1,00	

*Required
Course Title *
O Web Design
Excel for Managers -Basic
Excel for Managers - Advanced
Your Discipline of Study *
O Nautical Science
ВВА
О мва
Овсом
The purpose of the Course in your own words * Your answer Data Analysis. is the main purpose of this course

Please evaluate the course delivery *

		HOLLOWICE WORLD			
*	Excellent	Very Good	Adequate	Poor	Very Poor
The course was organized on the whole was:	0	0	0	0	0
The course content was:	0		0	0	0
The instructor was very knowledgeable in the subject matter taught.	0	0	0	0	0
The instructions/directions given during class were effective and helpful.	0	0	0	0	0
Course was designed to suit the level of knowledge of students	0	0	0	0	0
Clarity of instructor's voice was:	\emptyset	0	0	0	
I would consider taking another class taught by the same instructor.	\emptyset	0	0	0	0
Encouragement by the instructor to the student to express his views was:	0	0	0	0	0
The instructions/directions given during class were effective and helpful	0	0	0 .	0	0
Relevance of course content for applying in your field of working was:	0	0	0	0	0
I am able to apply the knowledge/skills that I learned in class to situations outside a classroom.	.0	0	0	0	0
Overall, I was very satisfied with the class	0	\odot	0	0	0

In future, your suggestion of titles for such Value Added Courses in Information Technology is: *

Youranswer Web design, Digital mosketing

Value Added Course in IT - Feedback Form

This survey is designed to assess the Value Added Course attended by the students
* Required
Course Title *
O Web Design
Excel for Managers -Basic
Excel for Managers - Advanced
Your Discipline of Study *
O Nautical Science
ВВА
О мва
Овсом
The purpose of the Course in your own words *
Your answer
It is used for Analysis of Data

Please evaluate the course delivery *

	une cours	e delivery	•		
	Excellent	Very Good	Adequate	Poor	Very Poor
The course was organized on the whole was:	8	0	0	0	0
The course content was:	0	8	0	0	0
The instructor was very knowledgeable in the subject matter taught.	Ø	0	0,	0	0
The instructions/directions given during class were effective and helpful.	⊘	0	0	0	0
Course was designed to suit the level of knowledge of students	97	0	0	0	0
Clarity of instructor's voice was:	0	0	0	0	0
I would consider taking another class taught by the same instructor.	\Diamond	0	0	0	0
Encouragement by the instructor to the student to express his views was:	8	0	0	0	0
The instructions/directions given during class were effective and helpful	0	0	0 :	0	0
Relevance of course content for applying in your field of working was:	·Ö	8	0	0	0
I am able to apply the knowledge/skills that I learned in class to situations outside a classroom.	· •	0	0	0	0
Overall, I was very satisfied with the class.	6	0	·O	0	0

In future, your suggestion of titles for such Value Added Courses in Information Technology is: *

Your answer Web design,
PYTHON Language

Value Added Course in IT - Feedback Form

This survey is designed to assess the Value Added Course attended by the students
* Required
Course Title *
O Web Design
Excel for Managers -Basic
Excel for Managers - Advanced
Your Discipline of Study *
O Nautical Science
О вва
⊗ MBA
Овсом
The purpose of the Course in your own words * Your answer The Course is used analyse the darka and verifyed the individual charactorists.

Please evaluate the course delivery *

	Excellent	Very Good	Adequate	Poor	Very Poor
The course was organized on the whole was:	0	0	0	0	0
The course content was:	0	0	0	0	0
The instructor was very knowledgeable in the subject matter taught.	0	0	0	0	0
The instructions/directions given during class were effective and helpful.		0	0	0	0
Course was designed to suit the level of knowledge of students	Q	0	0	0	0
Clarity of instructor's voice was:	0	8	0	0	0
I would consider taking another class taught by the same instructor.	6	0	0	0	0
Encouragement by the instructor to the student to express his views was:	6	0	0	0	0
The instructions/directions given during class were effective and helpful	V	0	0	0	0
Relevance of course content for applying in your field of working was:	Q,,	8	0	0	0
I am able to apply the knowledge/skills that I learned in class to situations outside a classroom.	8	0	0	0	0
Overall, I was very satisfied with the class.	8	0	0 .	0	0

In future, your suggestion of titles for such Value Added Courses in Information Technology is: *

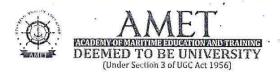
Your answer

eb designing

Orgital man Reting

Value Added Course -Advance Excel Feedback Alalysis Neutral Agree 13% Strongly Agree Metral Neutral Disagree

Strongly Agree 79% ■ Strongly Disagree



VALUE ADDED COURSE DETAIL DEPARTMENT OF INFORMATION TECHNOLOGY

ACADEMIC YEAR-2019 - 20

Course Name: Advanced Excel

ACTION TAKEN REPORT

FEEDBACK: POINTS SCORED (Out of 10) = 8.6/10

ACTION TAKEN

Based on the feedback analysis, the students gave a positive statement about the value added course on Advanced Excel. The students were asked more Business Data Analysis Tools in this regards we are planning to introduce above mentioned courses forth coming semesters.

HOD / IT

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	CAT	EGORY-WISE I	POINT	S DISTRIBUTION (on	a scale of 10)	
	915111		PO	INTS RANGE		
10 - 9	Excellent	8.9 - 7.5	1:	Satisfactory	Below 7.4	Needs Counseling