



AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING
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)
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Kanathur - 603112, Chennai, India.
Ph: 91-44-27472157/904/155, Fax: +91-44-27472804
E-mail: amet@vsnl.com
Website: ametindia.com. www.ametuniv.ac.in

TOPICS TO BE COVERED

S.No	Topics to be Covered	Session Duration in Hours
1.	Basic Microsoft Excel - Spreadsheet basics - Creating, editing, saving and printing spreadsheets - Working with functions & formulae - Graphically representing data	2
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 Hours



VALUE ADDED COURSE – 2019 - 20

On

ADVANCED EXCEL

July to November 2019



Organized by

DEPARTMENT OF INFORMATION TECHNOLOGY

&

TOP FRESHERS TECHNOLOGIES PVT. LTD,

CHENNAI.

VALUE ADDED COURSE DETAIL

ACADEMIC YEAR-2019 – 20

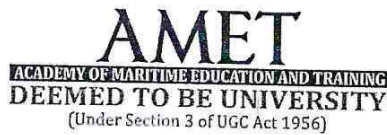
Course Name: ADVANCED EXCEL

Syllabus

S.No	Topics to be Covered	Session Duration in Hours
1.	Basic Microsoft Excel - Spreadsheet basics - Creating, editing, saving and printing spreadsheets - Working with functions & formulae - Graphically representing data	2
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 Hours

Learning References

1. 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>

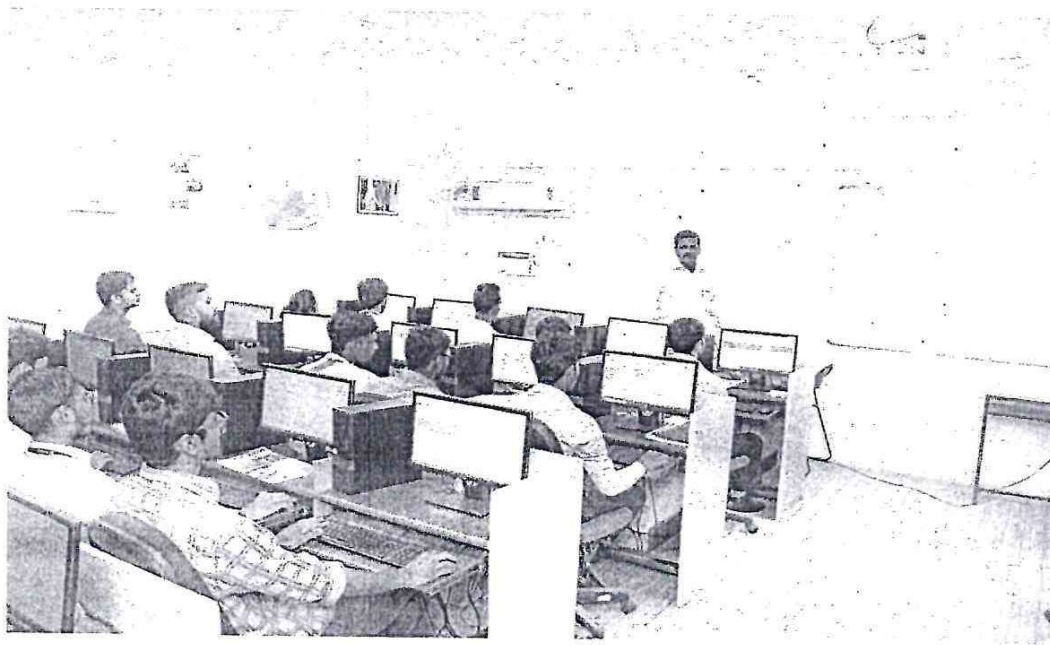
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VALUE ADDED COURSE DETAIL

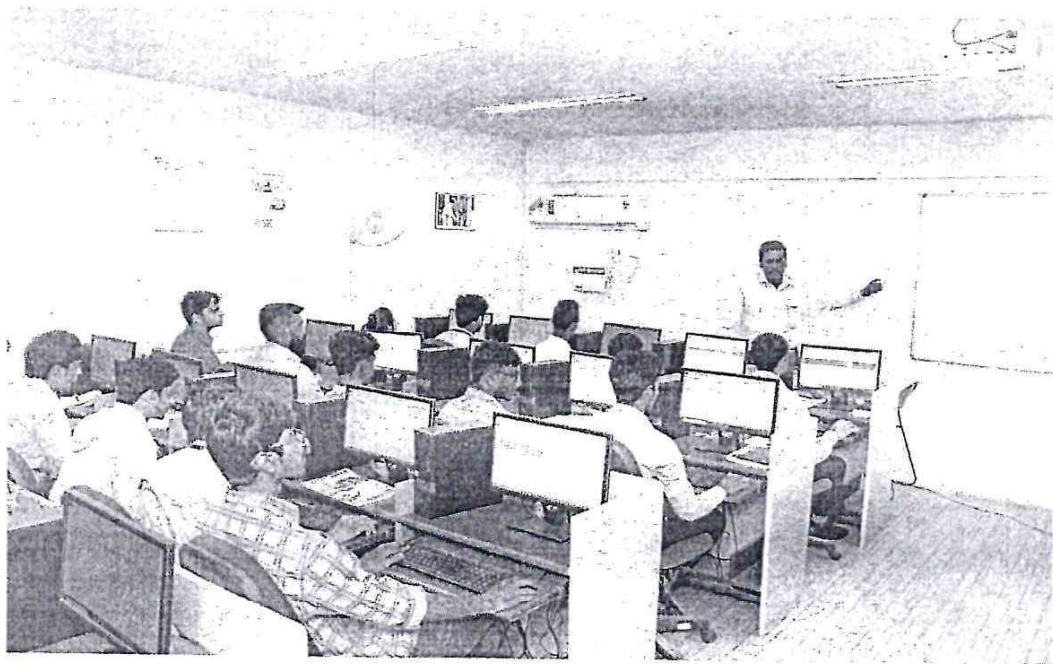
ACADEMIC YEAR-2019 – 20

Course Name: ADVANCED EXCEL

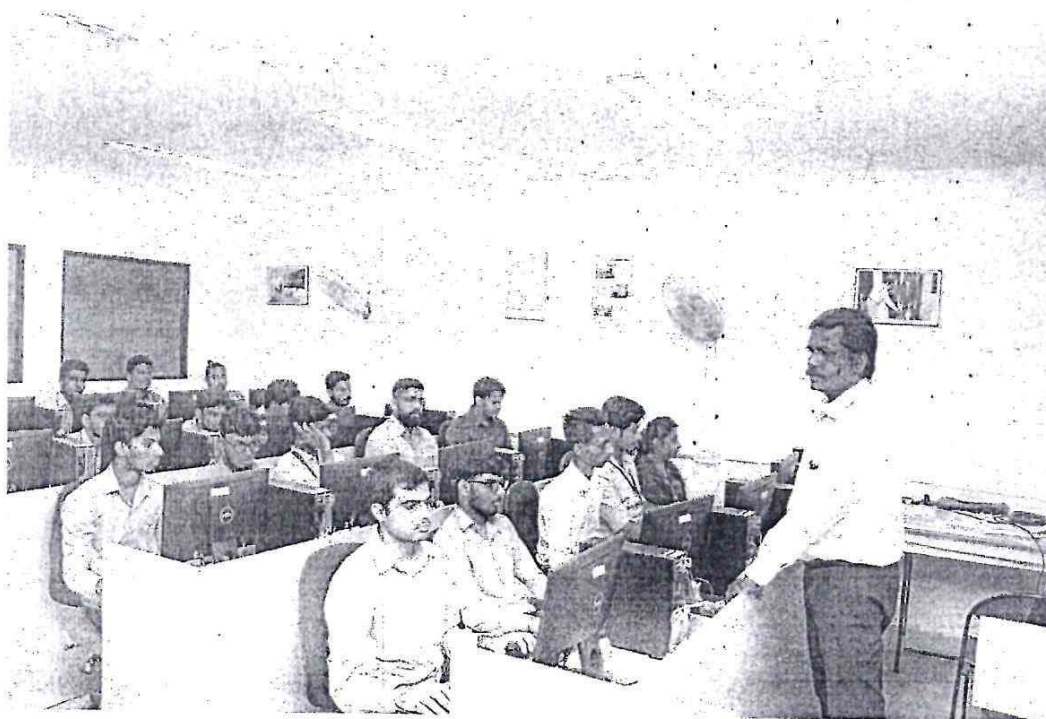
Venue: IT LAB



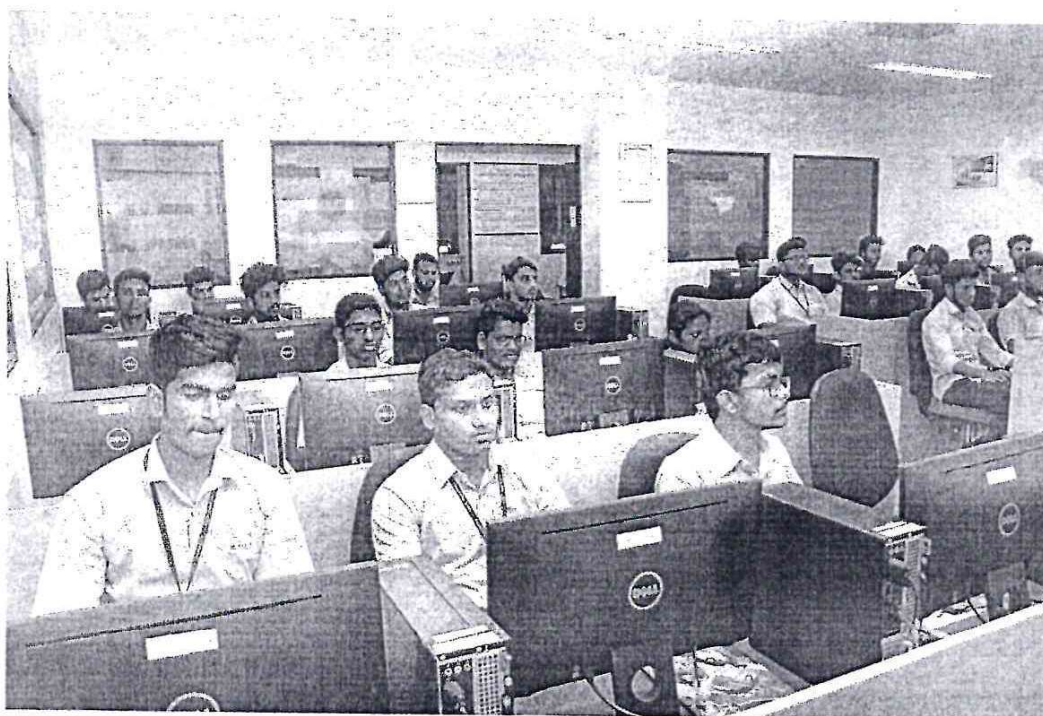
Mr Dharma Prakash, Trainer handled session and students were actively participated.



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.



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Certificate

FERBIN.....*CHERIAN*.....*CHRISTOPHER*.....

MBA.....(*Shipping*.....and.....*logistics*.....management.) *II year*., 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.

[Signature]
Training Coordinator
Top Freshers



[Signature]
Registrar
AMET



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Certificate


.....
MONISA: S.....

...B.COM...LOGISTICS...COMPUTER APPLICATIONS...III YEAR...AMET....

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Training Coordinator
Top Freshers




Registrar
AMET



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Certificate


.....**ATHULYA R. S. NAIR**.....

BBA (SHIPPING & LOGISTICS), II YEAR, 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



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Certificate

.....

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

Training Coordinator
Top Freshers



Registrar
AMET

Value Added Course in IT - Feedback Form

This survey is designed to assess the Value Added Course attended by the students

* Required

Course Title *

☐ Web Design

☐ Excel for Managers - Basic

☒ Excel for Managers - Advanced

Your Discipline of Study *

☐ Nautical Science

☐ BBA

☐ MBA

☒ BCOM

The purpose of the Course in your own words *

Your answer

It is useful in analysing
the Data's.

Please evaluate the course delivery *

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

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

Your answer

Digital marketing,
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 *

- ☐ Web Design
- ☐ Excel for Managers -Basic
- ☒ Excel for Managers - Advanced

Your Discipline of Study *

- ☐ Nautical Science
- ☒ BBA
- ☐ MBA
- ☐ BCOM

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 *

	Excellent	Very Good	Adequate	Poor	Very Poor
The course was organized on the whole was:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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In future, your suggestion of titles for such Value Added Courses in Information Technology is: *

Your answer Web design, Digital marketing.

Value Added Course in IT - Feedback Form

This survey is designed to assess the Value Added Course attended by the students

* Required

Course Title *

- ☐ Web Design
- ☐ Excel for Managers - Basic
- ☒ Excel for Managers - Advanced

Your Discipline of Study *

- ☐ Nautical Science
- ☒ BBA
- ☐ MBA
- ☐ BCOM

The purpose of the Course in your own words *

Your answer

It is used for Analysis of Data.

Please evaluate the course delivery *

	Excellent	Very Good	Adequate	Poor	Very Poor
The course was organized on the whole was:	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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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 *

- ☐ Web Design
- ☐ Excel for Managers -Basic
- ☒ Excel for Managers - Advanced

Your Discipline of Study *

- ☐ Nautical Science
- ☐ BBA
- ☒ MBA
- ☐ BCOM

The purpose of the Course in your own words *

Your answer

The Course is used analyse the data and Verified the individual characteristics.

Please evaluate the course delivery *

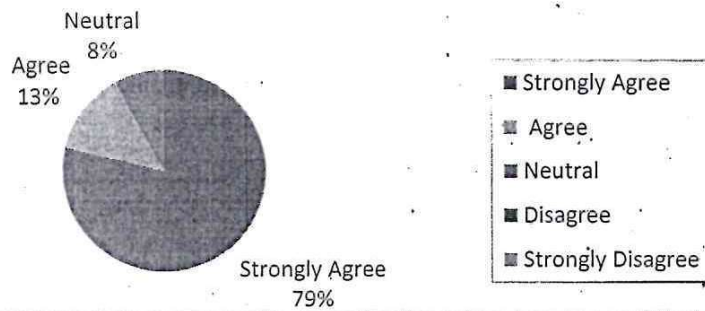
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In future, your suggestion of titles for such Value Added Courses in Information Technology is: *

Your answer

Web designing, Digital marketing

Value Added Course -Advance Excel Feedback Alalysis





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VALUE ADDED COURSE DETAIL
DEPARTMENT OF INFORMATION TECHNOLOGY

ACADEMIC YEAR-2019 – 20

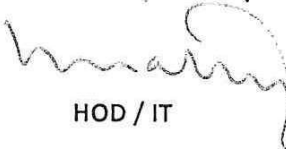
Course Name: Advanced Excel

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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E-mail: amet@vsnl.com
Website: ametindia.com. www.ametuniv.ac.in

CATEGORY-WISE POINTS DISTRIBUTION (on a scale of 10)						
POINTS RANGE						
10 - 9	:	Excellent	8.9 - 7.5	:	Satisfactory	Below 7.4 : Needs Counseling