

Course Title:				Data Analysis using MS Excel				
Course Code:				SELSE102				
Course Coordinator				Dr. Kakali Majumdar				
Credits				2				
Evaluation Scheme Total 100 Marks								
Quiz (Total 20 Marks)				Assignment/Project (Total 20 marks) (Minimum Two Assignments or one Project)		Mid-Term	Major Examination	Total
Quiz I (5marks)	Quiz II (5marks)	Quiz III (5marks)	Quiz IV (5marks)			20marks) (1 ½ Hour Duration)	(40 marks) (3 Hour Duration)	100 Marks
WEEKS				TOPICS TO BE COVERED				
Week1				Introduction to MS- Excel				
Week 2				Creating Excel sheet and Data entry in Excel				
Week 3				Row- Column adjustment				
Week 4				Filling data gaps				
Week 5				Handling Pivot tables				
Week 6				Handling Pivot tables				
Week 7				Basic mathematical calculations in Excel: Addition, Subtraction, Multiplication, Division; Data transformation				
Week 8				Basic mathematical calculations in Excel: Differencing, Logarithms, Squares, Plotting Pie, bar, column, Line graphs,				
Week 9				Logical Functions: IF, AND, OR				
Week10				Logical Functions: IF, AND, OR				
Week11 (17th -21st March, 2025)				Mid-Term				
2nd April, 2025				Showing of Mid-Term Answer Sheets				
Week 13				Basic statistical functions – Average: Mean, Median,				
Week14				Basic statistical functions –Mode, Standard Deviation,				
Week15				Basic statistical functions-Correlation, Regression,				

Week 16	Maximum and Minimum
Week 17 (5 th -9 th May, 2025)	Revision Week
Week18(13 th – 22 nd May, 2025)	Major Examinations
29 th May, 2025	Showing of Major Exams Answer Sheets

Course Outcomes:

CO1: Understand basic concepts of MS Excel.

CO2: Understand various functions of Excel.

CO3: Apply various functions of Ms Excel for economic analysis.

Recommended Books:

1. Excel for Beginners by M L Humphrey

2. Excel Formulas and Functions: Step-By-Step Guide with Examples by Ramirez Adam

Calendar of Quizzes/Assignment etc. to be provided as per below details and exact dates to be fixed in consultation with other course coordinators to avoid overlap of Quizzes of different courses.

Component	Date
Quiz-I	27 th -31 st , January 2025
Quiz-II	24 th -28 th February, 2025
Assignment-I	10 th -12 th February, 2025
Mid-Term	17-21 st March, 2025
Assignment-II/ Project Submission	21 st – 24 th April, 2025
Quiz-III	7 th – 11 th April, 2025
Quiz-IV	28 th April-2nd, May, 2025
Major Exam	13 th – 22 nd May, 2025

Note:

1. One surprise Quiz may be fixed out of Quiz-II, Quiz-III or Quiz-IV.
2. In case of any deviation in evaluation methodology for courses such as AEC/VAC/SEC shall be mentioned accordingly. Thus, same shall be approved by the next BOS of school if not done earlier.

Signature of Course Coordinator



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