

TECNIA INSTITUTE OF ADVANCED STUDIES

GRADE "A" INSTITUTE

Department of ICT

TIAS/MCA/VAC/2023-24/ACAD/15

Dated: 15/12/2023

Academic Session: 2023-24

Course Completion Certificate

This is to certify that the course module for Value Added Course, entitled Certificate Course in Data Analytics Using Excel scheduled from 05.10.2023 to 15.12.2023 comprising of 30 hours deliverance has been completed by the resource person Dr. Vinay Kumar Nassa with the module contents as under:

S.No.	Contents Deliverance	Learning Outcomes
1	Introduction to Excel (2Hrs)	Understand the fundamental concepts and Techniques used in data analysis, including data manipulation, cleaning, and exploration.
2	Basic Formulas and Functions (3Hrs)	Understanding complex functions: Students will be able to comprehend and apply advanced functions
3	Formatting and Styling (3Hrs)	Learners developed the ability to solve complex problems using nested functions, array formulas.
4	Data Management (2 Hrs)	Mastery of functions like FORECAST, TREND, and GROWTH will enable students to build predictive models and perform forecasting analysis in Excel.
5	Charts and Graphs (3 Hrs)	Students will be able to create visually appealing and effective charts and graphs to communicate data insights clearly and concisely.
6	Advanced Formulas and Functions (3Hrs)	Participants will develop the ability to use advanced formulas and functions like INDEX-MATCH, SUMPRODUCT, and array formulas to perform complex data analysis tasks efficiently.
7	PivotTables and PivotCharts (3 Hrs)	Students will be able to create pivot tables in Excel to summarize, analyze, and present data from large datasets efficiently.

8	Data Analysis Tools (2 Hrs)	Learners will develop skills in cleaning and transforming raw data using tools like data validation, text-to-columns, and conditional formatting to prepare data for analysis.
9	Automation with Macros (2Hrs)	Students will be able to record, edit, and run macros in Excel to automate repetitive tasks and streamline data processing workflows.
10	Collaboration and Data Sharing (2 Hrs)	Students will be proficient in using collaboration tools within Excel such as co-authoring, comments, and sharing features to work on spreadsheets with teams in real-time.
11	Excel Tips and Tricks (2 Hrs)	Applying data analytics concepts to real-world scenarios, such as marketing analysis, financial modeling, and operational performance tracking, to solve practical business problems using Excel.
12.	Final Project and Review (4 Hrs)	

All the above contents are delivered to the best of my knowledge and belief and nothing is withheld.

Signature



Name of Faculty: Dr. Vinay Nassa

Dated: 15/12/2023

Submitted to HoD-MCA, Department of Information Communication and Technology

Students' Declaration

We would like to declare, that the course module for Value Added Course for the Certificate Course in Data Analytics using Excel scheduled from 05-10-2023 to 15.12.2023 comprising of 30 hours, has been completed by the resource person Dr. Vinay Kumar Nassa, Professor & Dean in Department of Information Communication and Technology to our satisfaction and is able to help in developing our domain knowledge and capacity building.

S.No.	Enrollment No.	Student's Name	Signature
1	00117004423	BHAVYA CHOUDHARY	<u>Bhavya</u>
2	00217004423	HITESH	<u>Hitesh</u>
3	35117004423	MANISHA SINHA	<u>Manisha</u>
4	35217004423	HARSHIT BANSAL	<u>Harshit</u>
5	70117004423	HIMANSHU TYAGI	<u>Himanshu Tyagi</u>
6	00217002022	PRIYA KUMARI	<u>Priya</u>
7	01617002022	MD ADNAN	<u>Md Adnan</u>
8	01717002022	ANUSHKA	<u>Anushka</u>
9	01817002022	AVIRAL RASTOGI	<u>Aviral</u>
10	02117002022	ARANYA SINGLA	<u>Aranya</u>
11	02417002022	NAVEEN SANGWAN	<u>Naveen</u>
12	03217002022	AKSHITA SHARMA	<u>Ak</u>
13	04117002022	FAGUN CHAUHAN	<u>Fagun</u>
14	04417002022	SHIVANGI GARG	<u>Shivangi</u>
15	04617002022	SIDRA TABASSUM	<u>Sidra Si</u>
16	04717002022	AANCHAL	<u>Aanchal</u>
17	35317002022	KHUSHI SHARMA	<u>Bhushi</u>
18	35617002022	JHANVI KHANNA	<u>Jhanna</u>
19	00121302022	ROHIT TANWAR	<u>R</u>
20	00221302022	DALEEP SINGH RAWAT	<u>Daleep</u>
21	02321302022	NIKITA SONI	<u>Nikita</u>
22	03121302022	SHAURYA SHARMA	<u>Shaurya</u>

23	03421302022	SANYA VERMA	Sanya
24	03821302022	RUKAIYA MOLLA	Rukaya
25	00621302022	MANKIRAT SINGH	Mankirat
26	35321302022	MANYA MITTAL	Manya
27	01017002022	DEV MOHAN SHARMA	Dev
28	01117002022	AVINASH THAKUR	Avinash
29	01217002022	NAV VERMA	Nav
30	01317002022	SAMPIPTA CHAWLA	Sampita
31	01417002022	TUSHAR SINGH	Tushar
32	02517002022	KHUSHI VERMA	Khushi
33	02617002022	ABHISHEK KUMAR SHARMA	Abhishek
34	02817002022	KUNAL KUHAR	Kunal
35	02917002022	BHAVIK ANEJA	Bhavik
36	03417002022	PAYAL	Payal
37	03717002022	DAMYA RANA	Damy
38	04017002022	VEDIKA MEHTA	Vedika
39	04317002022	HIBA SALEEM	Hiba Saleem
40	04817002022	SHIVAM TIWARI	Shiv
41	04917002022	HIMANSHI	Himanshi
42	35117002022	HIMANSHI AGGARWAL	Himanshi
43	00421302022	PARTH GOYAL	Parth Goyal
44	00721302022	PHALGUNI KANSAL	Phalguni Kansal
45	01921302022	YASH SHARMA	Yash
46	02721302022	GOPAL KUMAR	Gopal
47	02821302022	AMRITA SONI	Amrita
48	03721302022	SANA	Sana
49	02921302022	AKSHIT CHAWLA	Akshit
50	02521302022	KARTIK BATRA	Kartik
51	02221302022	SAGAR PARASHER	Sagar Parasher