

## Sunburst Chart



## DEPARTMENT OF COMMERCE (Aided) CERTIFICATE COURSE DETAILS

### NAME OF THE COURSE

Certificate course on Excel for Business Decisions

### COURSE CODE

MCMC02

### YEAR TO START

2021

### COURSE DETAILS

Eligibility: Plus Two.

Course Duration: Three Months

Total Hours : 30 Hours

Course Fee: 1000

### COURSE COORDINATOR

Dr JOSHEENA JOSE

### OFFERED BY

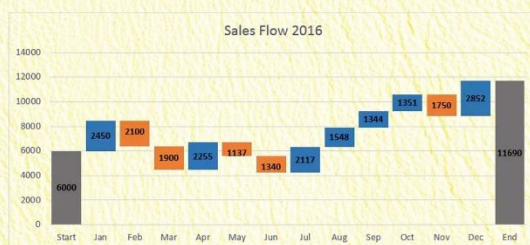
PG Department of Commerce  
Christ College (Autonomous) Irinjalakuda

### ABOUT COLLEGE

Christ College (Autonomous), Irinjalakuda established in the year 1956 by CMI fathers has always been a place where young generations are moulded towards a bright future. College has excellent infrastructure, with state of the art laboratories, seminar rooms and lecture halls. The campus is Wi-Fi enabled. Presently College is home for 4500+ students, 200 teaching staff and 45 supporting staff. The strength of the College lies in its hardworking and tech savvy teachers who are eager to involve in all matters of students. The lush green campus with gardens and open gym is moving towards the next phase on education both offline and online.

### WHAT IS THE COURSE?

The best way to learn Excel is to use Excel. In this course, learners will solve a broad range of business problems as they apply the Excel skills and techniques they learn along the way. This provides learners with countless opportunities to practice their Excel skills while discovering new and useful productivity features of Excel for a variety of business contexts..





## SCOPE OF THE COURSE

This course is designed for Individuals seeking jobs, college students, working professionals, data analysts and anyone who is willing to gain knowledge about Excel applications.

## LEARNING OUTCOMES

- The students will learn the basic workings and key features of Excel to help students analyze their data.
- The students will be able to create an Excel chart in a variety of chart types including scatter plot, pie charts, and more.
- The students will learn various techniques such as descriptive statistics, and review the variety of Excel add-ins available to use this powerful tool to organize, analyze, and transform your data into actionable insights.

## COURSE OUTLINE

- The Analysis ToolPak in Excel  
Add-in program that provides data analysis tools for financial, statistical and data analysis.

## COURSE MODULES

### Module 1

Basic Excel Functions - Types of Functions Data Sorting, Filtering and Data Validation (5Hrs)

### Module 2

Data Visualization in Excel

Overview of chart types – column/bar charts, line/area , pie, doughnut charts, scatter plots. (5 Hrs)

### Module 3

Statistical functions in Excel. Analysis ToolPak: Histogram - Descriptive Statistics - ANOVA - F-Test - t-Test - Moving Average - Exponential Smoothing - Correlation -Regression(10 Hrs)

### Module 4

Financial modelling and Data Analysis in Excel PMT-NPV-IRR-CAGR- NPER - PV - FV (10 Hrs)

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