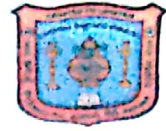




K.H GOVERNMENT DEGREE COLLEGE
DHARMAVARAM



INVITATION

DEPARTMENT OF COMPUTER APPLICATIONS

**CERTIFICATE COURSE ON DATA ANALYSIS
USING EXCEL**

DATE:- 13-06-2019

DURATION:- One Month

VENUE:- Virtual Class

Course Co -Ordinator

T. Ramamohan Reddy
Lecturer in Computer
Applications
K.H.GDC,Dharmavaram

Chairperson

Dr. K. Suresh
Principal
K.H GDC, Dharmavaram



For Registration

**Contact – T. Ramamohan Reddy
Lecturer in Computer Applications**



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DHARMAVARAM**



DEPARTMENT OF COMPUTER APPLICATIONS

A.Y - 2019-20



**Certificate Course
in
Data Analysis using Excel**



K.H.GOVERNMENT DEGREE COLLEGE DHARMAVARAM.

Department of Computer Applications

Minutes of the Department meeting for the Conduct of Certificate Course in
Data Analysis using Excel

Date: 10-06-2019

The Department of Computer Applications has decided to introduce a Certificate Course in Data Analysis using Excel. The Data Analysis Using Excel Certificate Course is designed to equip learners with essential skills for analyzing and interpreting data using Microsoft Excel. Over the course, participants delve into Excel's robust data analysis tools and techniques, starting with fundamental functions and formulas, and advancing to more complex features such as pivot tables, advanced charting, and data visualization. Key topics include data cleaning, statistical analysis, and the use of Excel's built-in functions to perform calculations and generate insights.

The course emphasizes practical application through hands-on exercises and real-world case studies, enabling students to effectively manage and analyze large datasets. By the end of the course, participants will have developed the ability to transform raw data into actionable insights, culminating in a final project that showcases their proficiency. Earning the certificate signifies that learners have achieved a solid understanding of data analysis principles using Excel, preparing them for roles that require data-driven decision-making.

Signature of the Faculty Members


Principal

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K.H. Govt Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P

Department of Computer Applications

Proposal for the introduction of certificate course in Data Analysis using Excel

Date: 11-06-2019

From

T. Ramamohan Reddy
Lecturer in Computer Applications
K.H. Government Degree College
Dharmavaram

To

The Principal
K.H. Government Degree College
Dharmavaram
Sir,

Sub: Department of Computer Applications-Conducting a Certificate Course in
Data Analysis Using Excel Permission sought-request regarding.

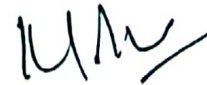
I Would like to request you to kindly grant me permission to run a 4 week certificate course on **Data analysis using Excel** (A hands on training program in Data Analysis using Excel) from 17-06-2019 onwards.

I also request you to kindly launch the Certificate Course.

Thanking you sir,

Yours faithfully,

T. Ramamohan Reddy



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DEPARTMENT OF COMPUTER APPLICATIONS

CIRCULAR

The Department of Computer Applications is conducting certificate course in **Data Analysis using Excel** for the students of all streams B.A / B.Com / B.Sc. The Course commences from 13-06-2019. The Duration of the course is 1 month and there is no registration fee.

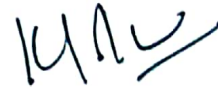
Students will receive e-certificate upon successful completion of the course.

Contact :

T .Ramamohana Reddy
9966358447



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Data Analysis using Excel(2019-2020)

Course Objectives:

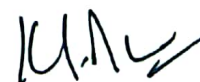
- To get working knowledge of Excel for Data Analysis.
- Perform basic spreadsheet tasks including navigation, data entry, and using formulas.
- Employ data quality techniques to import and clean data in Excel.
- Analyse data in spreadsheets by using filter, sort, look-up functions, as well as pivot tables.

Learning Outcomes:

- Learn new concepts from industry experts
- Gain a foundational understanding of a subject or tool
- Develop job-relevant skills with hands-on projects
- Earn a shareable career certificate

Course Content

Sl. No.	Module	Content
1	Module1	Introduction to Data Analysis using spreadsheets.
2	Module2	Simple Examples
3	Module 3	Cleaning and Wrangling Data using Spreadsheets
4	Module 4	Analysing Data using spreadsheets
5	Module 5	Final Project



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Department of Computer Applications

List of Registered Students in Certificate Course in Data Analysis using Excel
2019-2020

Register Number	Name of the Student	Group	Signature
180045032	ANKE REKHA	III B.com(CA)	Anke Rekha
180045033	BANDAARU KARTHIK	III B.com(CA)	B. Karthik
180045034	BANDI SIVAIAH	III B.com(CA)	Bandi Sivaiah
180045036	BATHYAM KALPANA	III B.com(CA)	B. Kalpana
180045035	BBASIKONDLA MAHENDRA	III B.com(CA)	B. Mahendra
180045037	BHOOME OMPRAKASH	III B.com(CA)	B. Omprakash
180045031	DASARI SREENIVASULU	III B.com(CA)	D. Sreenivasulu
180045039	DUGGILI MALLIKARJUNASWAMY	III B.com(CA)	D. Mallikarjunaswamy
180045040	JINDE BALAJI	III B.com(CA)	Jinde Balaji
180045042	KANUGALA BABU	III B.com(CA)	K. Babu
180045043	KANUGULA MURTHY	III B.com(CA)	K. Murthy
180045044	KODAVANDLAPALLI SWETHA	III B.com(CA)	K. Swetha
180045045	KOTANKARI SAINATH	III B.com(CA)	K. Sainath
180045046	KUNCHAPU SATHOSHKUMAR	III B.com(CA)	K. Sathoshkumar
180045047	MEDAPURAM AMARNATH	III B.com(CA)	M. Amarnath
180045048	NIRUGANTI YERRY SWAMY	III B.com(CA)	N. Swamy
180045049	PAMISSETY RADHA	III B.com(CA)	P. Radha
180045050	PEDDARIKAM NAVEEN	III B.com(CA)	P. Naveen
180045051	RABBA THIRUMALA	III B.com(CA)	R. Thirumala
180045052	SEELA VANI	III B.com(CA)	S. Vani
180045053	SHAIK TIPPUSULTHAN TIPPU SULTHAN	III B.com(CA)	S. Tippusulthan
180045054	TALARI SRIDHAR KUMAR	III B.com(CA)	T. Sridhar Kumar
180045055	THIMMAPURAM GOUSIA	III B.com(CA)	T. Gousia
180045056	YENGALASETTY JAYALAKSHMI	III B.com(CA)	Y. Jayalaxmi
180045057	YETURI VANI	III B.com(CA)	Y. Vani
180045038	BILLA RAJU	III B.com(CA)	B. Raju
180045041	KANDIURI PAVANKALYAN	III B.com(CA)	K. Pavan kalyan
180045031	AASAD APARNA	III B.com(CA)	A. Aparna
	RANGAM RANGASWAMY	II B.com(CA)	R. Rangaswamy
	SAKE NANDINI (W)	II B.com(CA)	S. Nandini
	SAKE NARAYANA SWAMY	II B.com(CA)	S. Narayana Swamy
	SHAIK DADA KHALANDAR	II B.com(CA)	S. Dada khalandar
	SHAIK FAREEDA (W)	II B.com(CA)	S. Fareeda
	SHAIK MUNNEERA	II B.com(CA)	S. Munneera

SIRIGINENI ARUNA JYOTHI (W)	II B.com(CA)	S. Aruna Jyothi
SIRIYALA AMEER BASHA	II B.com(CA)	S. Ameer Basha
THIRUVEEDHULA AMULYA (W)	II B.com(CA)	T. Amulya
U CHANDRASEKHAR	II B.com(CA)	U. Chandrasekhar
URUMALA PRASANNAKUMARI(W)	II B.com(CA)	U.R. Prasadakumari.
VARIMADUGU BABU MOHAN	II B.com(CA)	V. Babu mohan
VEERANALA NAGARAJU	II B.com(CA)	V. Nagaraju

T. B. J.



Principal
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist.) A.P

DEPARTMENT OF COMPUTER APPLICATIONS
ATTENDANCE SHEET FOR CERTIFICATE COURSE 2019-2020

S.No	Register No	Name of the Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1	180045032	ANKE Rehha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	180045033	BANDAARU Karthik	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	180045034	Bandi Sivaiah	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	180045036	BATHYAM Kalpana	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	180045035	BBASIKONDLA Mahendra	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	180045037	BHOOME Omprakash	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	180045031	DASARI Sreenivasulu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	180045039	DUGGILI Mallikarjunaswamy	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	180045040	JINDE Balaji	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	180045042	KANUGALA Babu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	180045043	KANUGULA Murthy	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	180045044	Kodavandlapalli Swetha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	180045045	KOTANKARI Sainath	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	180045046	KUNCHAPU Sathoshkumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	180045047	MEDAPURAM Amarnath	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	180045048	NIRUGANTI Erry Swamy	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	180045049	PAMISSETTY Radha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	180045050	PEDDARIKAM Naveen	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	180045051	RABBA Thirumala	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	180045052	SEELA Vani	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	180045053	SHAIK TIPPUSULTHAN Tippu Sulthan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	180045054	TALARI Sridhar Kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	180045055	THIMMAPURAM Gousia	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	180045056	Yengalasetty Jayalakshmi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	180045057	YETURI Vani	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	180045038	BILLA RAJU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

K.H GOVERNMENT DEGREE COLLEGE, DHARMAVARAM
Data Analysis using Excel Certificate Course(2019-2020)
Participants Feedback Form

1. How would you rate the overall quality of the course content?
 - Excellent
 - Good
 - Average
 - Poor
2. How well did the course cover fundamental Excel functions and formulas for data analysis?
 - Excellent
 - Good
 - Average
 - Poor
3. How effectively did the course address advanced data analysis techniques (e.g., pivot tables, data visualization, macros)?
 - Excellent
 - Good
 - Average
 - Poor
4. How would you rate the instructor's knowledge and expertise in data analysis using Excel?
 - Excellent
 - Good
 - Average
 - Poor
5. How clear and understandable were the explanations and instructions provided during the course?
 - Excellent
 - Good
 - Average
 - Poor
6. How engaging and interactive was the course delivery?
 - Excellent
 - Good
 - Average
 - Poor
7. How useful were the course materials (e.g., worksheets, case studies, reference guides)?
 - Excellent
 - Good
 - Average
 - Poor
8. How well did the course materials support your learning and application of data analysis techniques in Excel?
 - Excellent
 - Good
 - Average
 - Poor

T. Poornima



[Signature]
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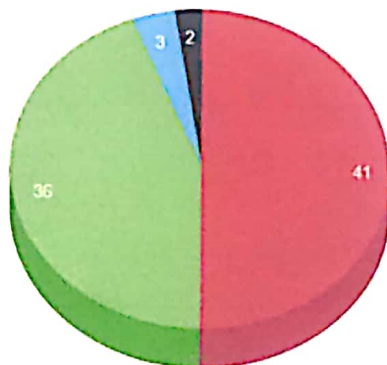
Data Analysis using Excel Certificate Course(2019-2020)

Participants Feedback Form

- Total Students: 41
- Excellent: 36
- Very good: 03
- Good: 02

Pie Chart

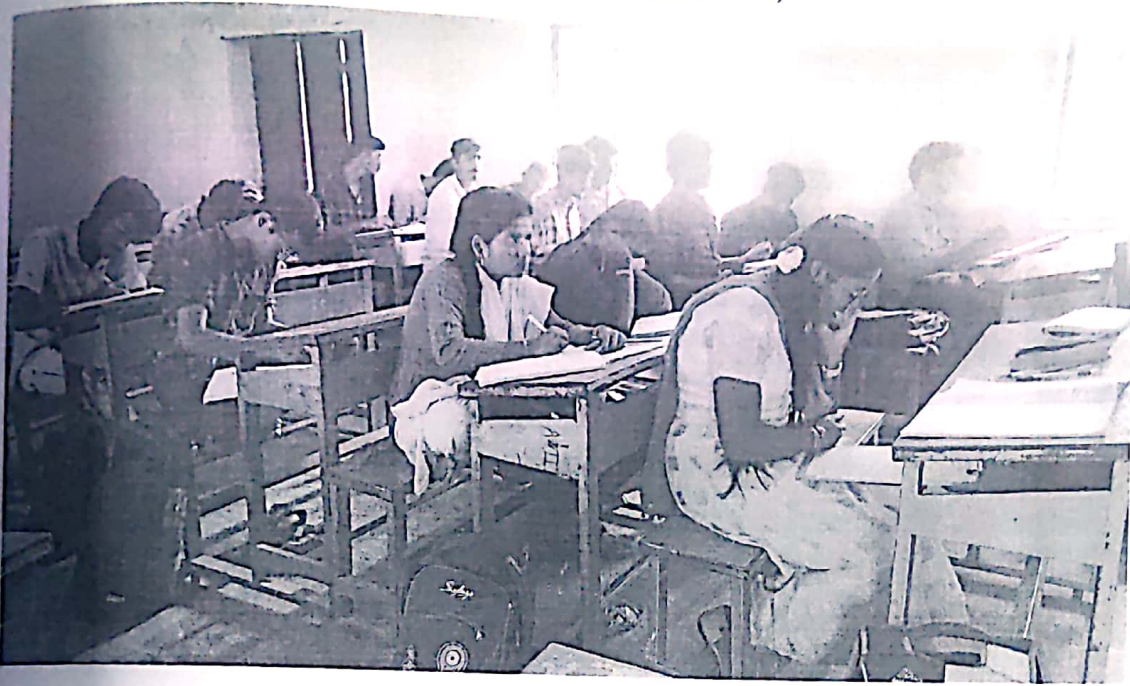
● Total students ● Excellent ● very good ● good



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Certificate course photos (2019-2020)



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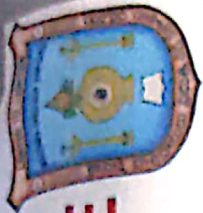


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Affiliated to Sri krishnadevaraya university(Sku) Anantapurm
Department of Computer Applications

Certificate of participation

This is to certify that Mr./Miss/Mrs. _____
Studying _____ successfully completed Data Analysis using Excel
Certificate Course organized by Department of Computer Applications, K.H
Govt. Degree College, Dharmavaram held From _____ to _____

T. Reddy
COORDINATOR

W.M.V.
PRINCIPAL



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