

CITY COLLEGE

Affiliated to the University of Calcutta 102/1, Raja Rammohan Sarani, Kolkata - 700009 Phone: 033 2350 1565, Office: 033 2360 7463 E-mail: principal.citycollege@gmail.com

Website: www.citycollegekolkata.org GST No.: 19CALC00619D1DE

Date:03.02.2024

NOTICE

This is for information for the students of Semester 5 that IQAC, City College will be organizing a Value-Added Course (VAC) on Soft Skills entitled "Advanced Excel" from 19-02-2024 at room no. 7B (IQAC room) in our college campus. The course will have a total duration of 30 hours, spanning 10 working days, and students will be provided with certificates after successful completion of the course. The course will be conducted from 11 AM to 2 PM.

Resource Persons-

- 1. Mr. Sandipan Das, Assistant Professor and Head, Dept. of Economics, City College
- 2. Dr. Pamela Paul, SACT-I, Dept. of Economics, City College

Interested students are asked to get in touch with the Course Coordinator Dr. Nitai Raychoudhury (Librarian, City College) during working hours and get their names registered by filling up the following registration form. The maximum intake capacity is 20-25 students for the said course and enrolment will be on first come first served basis.

**Students must bring their own Laptop.

Registration Link:

https://forms.gle/Uc2pLR11s78iUMmQ7

City College, Kolkata - 09.

Name: Value Added Course on Advanced Excel

Duration: 30 Hours

Date: 19.02.2024 to 05.03.2024

Number of Enrolment: 21

Number of Students who Completed the Course: 10

Report

21 students are initially registered for the Value added course of Advanced MS-Excel which is organized jointly by IQAC and Department of Economics, City College. Prof. Sandipan Das, HoD, Department of Economics and Dr. Pamela Paul was the resource person of the whole course. The students are selected for the course on the basis of first come first served mode. 10 of the enrolled students successfully completed the course. In this 30 hours course, the learners are very enthusiastic and are exposed to various aspects of basic Statistics and from the basic to advance tools of Microsoft Excel. All the participants are encouraged to prepare and present their own presentations in excel format. There was a continuous evaluation mechanism in the course through which the learners have the opportunity to update and improve themselves. The assessments were duly analysed. All the participants performed well. They were very satisfied with the course. The resource persons and the Principal of the college have delivered short speeches at the valedictory session on 07.03.2024.



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CITY COLLEGE

City College

Department of Economics

Lesson Plain of Value Added Course in Advance Excel

Date: 19.02.2024-10.3.2024

Day	Date	Class Topic
Day - 1	19.02.2024	Introduction Basic Idea of Statistics and Data Modelling
Day -2	20.02.2024	Basic Excel: Worksheet related features, Formulation, Basic features of MS- Excel
Day -3	21.02.2024	Visualisation of Basic Statistics in excel Data plotted in Charts and Diagrams
Day -4	22.02.2024	Basic Statics and Basic Idea of Frequency Distribution
Day -5	28.02.2024	Formulas and Functions Operational function, Logical function Text Function, Summering Function, Mathematical function with application
Day -6	29.02.2024	Pivot Table and Its application Basic function and formulation and Application
Day -7	01.03.2024	Concept of Central Tendency and Dispersion Formulation and Application
Day -8	02.03.2024	Correlation and Regression Formulation and Application
Day -9	09.02.2024	Sampling, Hypothesis, Inference Basic Concept and Formulation
Day -10	10.02.2024	Basic concept of Forecasting

Sandipan Der.

HEAD
Department of Economics
City College, Kolkata

Pamelos Paul 19/02/2024.

Resource Person

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2	Afruza Khatoon	210703	Economics	5	5 Female				
u	3 Amisha kumari	210703		5	5 Female				
4	4 Kinkinee ghosh	210710	Economics	5	5 Female	Embine Glash Le	Lines Wash	Linkings that Kinkings Glock	Kinking Gra
5	Sanchari Mondel	214903	B.Sc. General	5	5 Female	\rightarrow			1
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11	Sudhanshu Paswan	210603	Economics	5	5 Male	Sudhanden Ramonfled	hugher famice	Sudhard has	Sudharhu have
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13	13 PALLABI HALDER	211915 History	History	5	5 Female				
14	14 Akash Mandal	211809	History	5	5 Male				
15	15 Rohita mondal	214933	B.Sc. General	5	5 Female				
16	16 Avinaba Paul	213834	B.A. General	5	5 Male				
17	Barnali Das	214937	B.Sc. General	5	5 Female				
18	18 Sahin Parveen	211903 History	History	5	5 Female	Dalin Parvein Dalin	in Ponover	Dalim Poor ven	Dalin Pogreson
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3	Amisha kumari	210703	Economics	5	5 Female				
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14	14 Akash Mandal	211809 History	History	5	5 Male				
15	Rohita mondal	214933	B.Sc. General	5	5 Female				
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Atalpasa chalipaty



102/1, Raja Rammohan Sarani, Kolkata 700009



Value Added Course

ADVANCED EXCEL

Jointly Organised by

The Department of Economics and IQAC, City College

Certificate of Participation

This acknowledges that	has successfully
participated with the Grade in the Value Added Cour	se of 30 hours on
"Advanced Excel" jointly organised by the Department of Ecor	nomics and IQAC,
City College held from 19th February 2024 to 5th March 2024.	

Head
Dept. of Economics

Metai Rayclor Sing Programme Coordinator

Coordinator IQAC

Principal
City College























