Program Overview

(Data Science with Excel)

1. **About the course:**
   The use of Excel is widespread in the industry. It is a very powerful data analysis tool and almost all big and small businesses use Excel in their day-to-day functioning. This is an introductory course in the use of Excel and is designed to give you a working knowledge of Excel with the aim of getting to use it for more advance topics in Business Statistics later. The course is designed keeping in mind two kinds of learners - those who have very little functional knowledge of Excel and those who use Excel regularly but at a peripheral level and wish to enhance their skills. The course takes you from basic operations such as reading data into excel using various data formats, organizing and manipulating data, to some of the more advanced functionality of Excel. All along, Excel functionality is introduced using easy to understand examples which are demonstrated in a way that learners can become comfortable in understanding and applying them.

2. **Course Objective:**
   Upon the successful completion of this course, the student will be able to:
   - Learn how use basic and advance features excel related to data analysis and data processing
   - Learn different formulas used in the industry for reporting and charting
   - Learn how to make interactive dashboards use pivot tables, VLookup, Hlookup etc.
   - Learn how to decode a data science problem and build analytical solutions
   - Learn how use Analytical Tool of excel to do advance statistical and predictive analysis

3. **Job Opportunities:**
   - MIS Analyst
   - Data Analyst
   - Assistant Manager- Analytics
   - SQL developer

4. **Course Outcomes:**
   - Develop the ability to understand business problems, & data using data analytical technics.
   - Understand data – data gathering, data exploration, data manipulation.
   - Analyse the data problem of the industry and bring out a plan to solve their problem with help of analytics

5. **Medium of Instruction or recording:** Hindi and English
6. **Minimum Eligibility:** 12th pass or its equivalent from a recognized Board or University.
7. **Pre-requisite:** No prior knowledge of Programming language/Computer exposure is required.
8. **Duration:** - 60 days

9. Common Pre-requisites:

Hardware (Minimum Specification):

- Processor: Intel i3 8th Generations or Higher
- RAM: 4GB
- Graphic Card: Not Required
- Storage: 256 GB

Software:

- Microsoft Excel 2016, 2019
- Should have some basic knowledge on statistics
- Passion for Excel and online learning
- OS: Windows* Linux* macOS*

10. Course Break-up:

This course is delivered as a blended program. It means it includes Recorded sessions and Live Sessions as well. The duration of each topic (Live or Recorded) varies, depending of the nature and need of the topic.

Course Break-up			
S. NO.	Mode of Delivery	No. of Sessions	Total Duration
1.	Recorded Session	57	647 Mins.
2.	Live Session	4	480 Mins.
3.	Assignment	1	120 Mins.
4.	Assessment (Quiz)	7	140 Mins. (Ideal time)
5.	Total	69	23 Hrs. 20 Mins.

11. Qualifying Marks:

To get the certificate of completion, a student needs to obtain minimum 40 % aggregate marks.

12. Assessment:

Assessment of each student will be done on the basis of their score in Quizzes, assignment submitted, presence and interaction in live classes and finally completion of the course within the stipulated time period or before the expiry of their validity. Assessment and marking in assignments and live classes is done by the faculties of Boston Training Academy.

13. Assignment Submission Deadline:

On or before 7 days from release of assignment.

14. Grading: The grades are allocated as follows.

Grading Criteria		
S. No.	Marks Obtained	Grade
1.	90% and above	A+
2.	80% - 90%	A
3.	70% - 80%	B+

4.	60% - 70%	B
5.	50% - 60%	C+
6.	40 - 50%	C
7.	Less than 40%	Fail

15. **Certification:** Certificate of completion is provided jointly by CSC Academy and Boston Training Academy.