

"Education through self-help is our motto"- KARMAVEER
RAYAT SHIKSHAN SANSTHA'S
RAJARSHI CHHATRAPATI SHAHU COLLEGE, KOLHAPUR
DEPARTMENT OF STATISTICS

Organized

Certificate Course in Advanced Excel

Self – Funded under Short Term Courses in the academic year 2025-26

COURSE REPORT

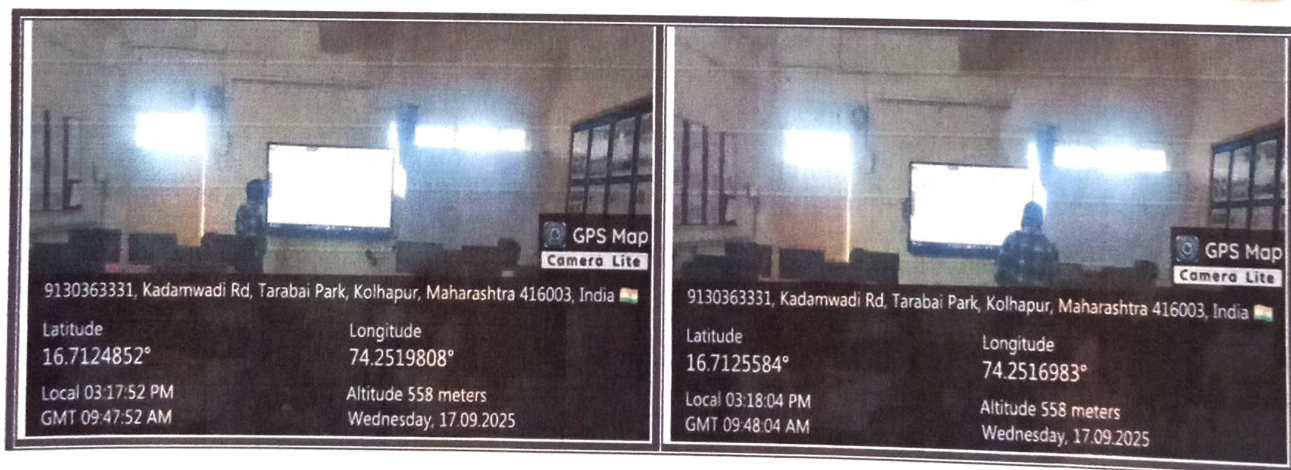
Department of statistics organized the certificate course in Advanced Excel in Statistics for M.Sc.I students for the academic year 2025-26. The main objectives of this course are:

- To use range of Lookup and reference functions.
- To customize the formatting of charts in excel.
- To create and use labels and names in workbook.
- To protect data in worksheets and workbooks.
- To create summaries in your spreadsheets using subtotals.
- To use data linking to create more efficient workbooks.

For this course fee of Rs.500 charged to the students. The course was conducted in the period of 15/09/2025 to 03/10/2025. Total number of beneficiaries for this course is 25. After completion of this course student's knowledge was checked through various computation tasks through assignments. Each student who successfully completed this course was awarded by certificate. Dr. Kurane T.S. (co-ordinator). Smt. Vhatkar D.S. and Mr. Kamble S.S. worked as a Resource person for this course.

Outcomes: The students shall become confident and they acquire the knowledge requires performing analytical activities using MS-Excel.

Total number of beneficiaries is 25.




Dr. T.S. Kurane
Coordinator & Head
Department of Statistics


Dr. D.S. Kumbhar
Incharge,
Short term Courses


Dr. U. S. Shelke
IQAC
Coordinator


Prof. Dr. D. R. Bhosale
I/C Principal
R. C. Shahu College, Kolhapur



"Education through self-help is our motto" KARMAVEER
 Rayat Shikshan Sanstha's
Rajarshi Chhatrapati Shahu College, Kolhapur
Department of Statistics
 Organized
Certificate Course on Advanced Excel
 (Self – Funded)
 Under
 Short Term Courses
 2025-2026
Income and Expenditure Statement

Income	Amount (in Rs.)	Expenditure	Amount (in Rs.)
Particulars		Particulars	
1) Total Participants = 25 (25*500)	12500/-	3) GST 18%	2250/-
		1) Certificate Printing	325/-
		2) Remuneration for Recourse Person Lumsum (40% of Total amount 10250/- is 4100/- is equally distributed into 2 persons+ certificate printing)	
		i) Mr. Kamble S. S.	1888/-
		ii) Smt. Vhatkar D.S.	1888/-
		3)Balance to College	6149/-
Total	12500=00	Total	12500=00



Dr. T.S. Kurane
 Coordinator & Head
 Department of Statistics



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 Incharge
 Short term Courses



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 I/C Principal
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Rayat Shikshan Sanstha's



RAJARSHI CHHATRAPATI SHAHU COLLEGE, KOLHAPUR

NAAC 4th Cycle Reaccredited with A + + (CGPA- 3.78)



DEPARTMENT OF STATISTICS

CERTIFICATE

This is to certify that Prof./Shri/Smt. Atpadkar Devdatt Dadabo of

Rajarshi Chhatrapati Shahu College, Kolhapur has attended and Participated/Delivered a Lecture as Resource Person/ Successfully Completed Certificate Course on **Advanced Excel** organized by Department of Statistics of Rajarshi Chhatrapati Shahu College, Kolhapur from 15/09/2025 to 03/10/2025.

Dr. T. S. Kurane
Coordinator & HOD
Dept. of Statistics

Dr. D. S. Kumbhar
In charge
Short term Courses

Dr. U. S. Shelke
IQAC
Coordinator

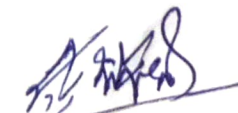
Prof. Dr. D. R. Bhosale
I/C Principal,
R. C. Shahu College, Kolhapur.

**RAYAT SHIKSHAN SANSTHA'S
RAJARSHI CHHTRPATI SHAHU COLLEGE, KOLHAPUR
DEPARTMENT OF STATISTICS
Advanced Excel
2025-26
List of Students**

Roll No.	Name of Student	Fee	Sign
1	Atpadkar Devdatt Atpadkar	500	<u>Atpadkar</u>
2	Bachate Vrushali Narayan	500	<u>Vrushali</u>
3	Baramatkar Jay Vijay	500	<u>Jyabaramatiken</u>
4	Chougule Aditya Arun	500	<u>Chougule</u>
5	Desai Vinit Jaywant	500	<u>VDesai</u>
6	Gaikwad Nikita Satish	500	<u>GN&L</u>
7	Gaikwad Pallavi Prabhakar	500	<u>Pallavi</u>
8	Giri Nitesh Chandrashekhar	500	<u>AK</u>
9	Ingulkar Chhaya Suresh	500	<u>alsIngulkar</u>
10	Jadhav Asmita Netaji	500	<u>Adas</u>
11	Kamble Sanjana Sukumar	500	<u>Sanjana</u>
12	Kandalkar Samiksha Gajanan	500	<u>Samiksha</u>
13	Khan Sabakhatoon Fakhruddin	500	<u>Sabakha</u>
14	Khot Snehal Sudarshan	500	<u>Sut</u>
15	Magadum Sanika Bapu	500	<u>Sanika</u>
16	Mayekar Prathamesh Sanjay	500	<u>Prathamesh</u>
17	Nagarasi Simran Annasab	500	<u>Simran</u>
18	Patil Jyoti Popat	500	<u>Jyoti</u>
19	Patil Umashri Kalagonda	500	<u>UPatil</u>
20	Pawar Swapna Balasaheb	500	<u>Swapna</u>
21	Pedaneekar Purva Dattu	500	<u>Pedaneekar</u>
22	Shaikh Masira Maudud	500	<u>Masira</u>
23	Sutar Pranjali Shivling	500	<u>Sutar</u>
24	Vesane Pooja Gangaram	500	<u>V.Pooja</u>
25	Zapate Rutuja Ananda	500	<u>Rutuja</u>


Head
Department of Statistics
Rajarshi Chh. Shahu College, Kolhapur




H.C. PRINCIPAL
R.C. SHAHU COLLEGE
KOLHAPUR

**RAYAT SHIKSHAN SANSTHA'S
RAJARSHI CHHTRPATI SHAHU COLLEGE, KOLHAPUR
DEPARTMENT OF STATISTICS
M. Sc. I (2025-26)
Certificate Course Exam on Advanced Excel**

Time – 1 Hour

Marks – 50

Name of Student –

Roll No -

Q. Choose Correct Alternative :

(50)

- 1) 1. Which feature is used to apply formatting automatically based on cell values?
A) Cell Styles B) Conditional Formatting
C) Data Validation D) Table Format
- 2) 2. Which Excel tool is used to restrict the type of data entered in a cell?
A) Filter B) Sort C) Data Validation D) Consolidate
- 3) 3. Which option is used to split text into multiple columns?
A) Flash Fill B) Remove Duplicates
C) Text to Columns D) Find and Replace
- 4) 4. What does the RAND() function generate?
A) Integer values B) Random numbers between 0 and 1
C) Random integers only D) Fixed values
- 5) 5. Which function generates random integers between given limits?
A) RAND() B) RANDBETWEEN()
C) COUNT() D) SAMPLE()
- 6) 6. Which Excel function calculates mean of data?
A) AVERAGE() B) MEAN() C) AVG() D) SUM()
- 7) 7. Which function is used to compute standard deviation?
A) VAR() B) STDEV() C) SD() D) DEVSQ()
- 8) 8. PMF and PDF computations in Excel are done using:
A) NORMDIST() B) BINOMDIST()
C) Statistical functions D) All of the above
- 9) 9. Which function gives cumulative distribution value?
A) PDF B) PMF C) CDF D) NORM.DIST(..., TRUE)
- 10) 10. Which logical function returns TRUE if all conditions are true?
A) OR() B) NOT() C) AND() D) IF()
- 11) 11. Which lookup function searches vertically?
A) HLOOKUP() B) VLOOKUP() C) MATCH() D) INDEX()



- 12) 12. Which lookup function searches horizontally?
A) VLOOKUP() B) LOOKUP() C) HLOOKUP() D) XLOOKUP()
- 13) 13. #DIV/0! error occurs when:
A) Cell is empty B) Dividing by zero
C) Wrong formula D) Value not found
- 14) 14. Which chart is best for showing trends over time?
A) Pie Chart B) Column Chart C) Line Chart D) Bar Chart
- 15) 15. Which feature summarizes large datasets dynamically?
A) Charts B) Filters C) Pivot Tables D) Sorting
- 16) 16. Which Excel add-in provides regression and ANOVA?
A) Solver B) Power Pivot C) Analysis ToolPak D) Goal Seek
- 17) 17. Which function combines text from multiple cells?
A) TEXT() B) CONCAT() C) JOIN() D) MERGE()
- 18) 18. Which function extracts specific characters from text?
A) MID() B) LEN() C) FIND() D) REPLACE()
- 19) 19. Which function returns today's date?
A) NOW() B) DATE() C) TODAY() D) TIME()
- 20) 20. Which function calculates difference between two dates?
A) DATEDIF() B) DAYS() C) YEARFRAC() D) All of the above
- 21) 21. What does What-if analysis include?
A) Goal Seek B) Scenario Manager C) Data Tables D) All of the above
- 22) 22. Which feature removes repeated values?
A) Filter B) Sort C) Remove Duplicates D) Consolidate
- 23) 23. Which function is used for database-style calculations?
A) DSUM() B) DCOUNT() C) DAVERAGE() D) All of the above
- 24) 24. Which option links data across workbooks?
A) Consolidate B) External References C) Pivot Table D) Charts
- 25) 25. Which error indicates invalid cell reference?
A) #VALUE! B) #REF! C) #NAME? D) #NUM!



Q. No	Answer
1	B) Conditional Formatting
2	C) Data Validation
3	C) Text to Columns
4	B) Random numbers between 0 and 1
5	B) RANDBETWEEN()
6	A) AVERAGE()
7	B) STDEV()
8	D) All of the above
9	D) NORM.DIST(..., TRUE)
10	C) AND()
11	B) VLOOKUP()
12	C) HLOOKUP()
13	B) Dividing by zero
14	C) Line Chart
15	C) Pivot Tables
16	C) Analysis ToolPak
17	B) CONCAT()
18	A) MID()
19	C) TODAY()
20	D) All of the above
21	D) All of the above
22	C) Remove Duplicates
23	D) All of the above
24	B) External References
25	B) #REF!

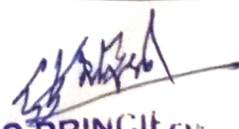


RAYAT SHIKSHAN SANSTHA'S
RAJARSHI CHHTRPATI SHAHU COLLEGE, KOLHAPUR
DEPARTMENT OF STATISTICS
Advanced Excel
2025-26
Result of Students

Roll No.	Name of Student	Class	Marks
1	Atpadkar Devdatt Atpadkar	M.Sc. I	40
2	Bachate Vrushali Narayan	M.Sc. I	34
3	Baramatkar Jay Vijay	M.Sc. I	46
4	Chougule Aditya Arun	M.Sc. I	34
5	Desai Vinit Jaywant	M.Sc. I	34
6	Gaikwad Nikita Satish	M.Sc. I	32
7	Gaikwad Pallavi Prabhakar	M.Sc. I	44
8	Giri Nitesh Chandrashekhar	M.Sc. I	46
9	Ingulkar Chhaya Suresh	M.Sc. I	44
10	Jadhav Asmita Netaji	M.Sc. I	36
11	Kamble Sanjana Sukumar	M.Sc. I	34
12	Kandalkar Samiksha Gajanan	M.Sc. I	38
13	Khan Sabakhatoon Fakhruddin	M.Sc. I	36
14	Khot Snehal Sudarshan	M.Sc. I	38
15	Magadum Sanika Bapu	M.Sc. I	34
16	Mayekar Prathamesh Sanjay	M.Sc. I	36
17	Nagarasi Simran Annasab	M.Sc. I	40
18	Patil Jyoti Popat	M.Sc. I	34
19	Patil Umashri Kalagonda	M.Sc. I	36
20	Pawar Swapna Balasaheb	M.Sc. I	38
21	Pedanekar Purva Dattu	M.Sc. I	36
22	Shaikh Masira Maudud	M.Sc. I	38
23	Sutar Pranjali Shivling	M.Sc. I	44
24	Vesane Pooja Gangaram	M.Sc. I	30
25	Zapate Rutuja Ananda	M.Sc. I	36


Head
 Department of Statistics
 Rajarshi Chh. Shahu College, Kolhapur




I/C PRINCIPAL
R.C. SHAHU COLLEGE
KOLHAPUR

RAYAT SHIKSHAN SANSTHA'S
RAJARSHI CHHATRAPATI SHAHU COLLEGE, KOLHAPUR
DEPARTMENT OF STATISTICS
"Advanced Excel"

M. Sc. I

ROLL NO.	NAME OF STUDENT	DATE									
		15/9/15	16/9/15	17/9/15	18/9/15	19/9/15	20/9/15	21/9/15	22/9/15	23/9/15	24/9/15
1	Atpadkar Devdatt Atpadkar	Atpadkar	Atpadkar	Atpadkar	Atpadkar	Atpadkar	Atpadkar	Atpadkar	Atpadkar	Atpadkar	Atpadkar
2	Bachate Vrushali Narayan	Bachate	Bachate	Bachate	Bachate	Bachate	Bachate	Bachate	Bachate	Bachate	Bachate
3	Baramatikar Jay Vijay	Baramatikar	Baramatikar	Baramatikar	Baramatikar	Baramatikar	Baramatikar	Baramatikar	Baramatikar	Baramatikar	Baramatikar
4	Chougule Aditya Arun	Chougule	Chougule	Chougule	Chougule	Chougule	Chougule	Chougule	Chougule	Chougule	Chougule
5	Desai Vinit Jaywant	Desai	Desai	Desai	Desai	Desai	Desai	Desai	Desai	Desai	Desai
6	Gaikwad Nikita Satish	Gaikwad	Gaikwad	Gaikwad	Gaikwad	Gaikwad	Gaikwad	Gaikwad	Gaikwad	Gaikwad	Gaikwad
7	Gaikwad Pallavi Prabhakar	Gaikwad	Gaikwad	Gaikwad	Gaikwad	Gaikwad	Gaikwad	Gaikwad	Gaikwad	Gaikwad	Gaikwad
8	Giri Nitesh Chandrashekhar	Giri	Giri	Giri	Giri	Giri	Giri	Giri	Giri	Giri	Giri
9	Ingulkar Chhaya Suresh	Ingulkar	Ingulkar	Ingulkar	Ingulkar	Ingulkar	Ingulkar	Ingulkar	Ingulkar	Ingulkar	Ingulkar
10	Jadhav Asmita Netaji	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav	Jadhav
11	Kamble Sanjana Sukumar	Kamble	Kamble	Kamble	Kamble	Kamble	Kamble	Kamble	Kamble	Kamble	Kamble
12	Kandalkar Samiksha Gajanan	Kandalkar	Kandalkar	Kandalkar	Kandalkar	Kandalkar	Kandalkar	Kandalkar	Kandalkar	Kandalkar	Kandalkar
13	Khan Sabakhatoun Fakhruddin	Khan	Khan	Khan	Khan	Khan	Khan	Khan	Khan	Khan	Khan
14	Khot Snehal Sudarshan	Khot	Khot	Khot	Khot	Khot	Khot	Khot	Khot	Khot	Khot
15	Magadum Sanika Babu	Magadum	Magadum	Magadum	Magadum	Magadum	Magadum	Magadum	Magadum	Magadum	Magadum
16	Mayekar Prathamesh Sanjay	Mayekar	Mayekar	Mayekar	Mayekar	Mayekar	Mayekar	Mayekar	Mayekar	Mayekar	Mayekar
17	Nagarasi Simran Annasab	Nagarasi	Nagarasi	Nagarasi	Nagarasi	Nagarasi	Nagarasi	Nagarasi	Nagarasi	Nagarasi	Nagarasi
18	Patil Jyoti Popat	Patil	Patil	Patil	Patil	Patil	Patil	Patil	Patil	Patil	Patil
19	Patil Umashri Kalagonda	Patil	Patil	Patil	Patil	Patil	Patil	Patil	Patil	Patil	Patil
20	Pawar Swapna Balasaheb	Pawar	Pawar	Pawar	Pawar	Pawar	Pawar	Pawar	Pawar	Pawar	Pawar
21	Pedanekar Purva Dattu	Pedanekar	Pedanekar	Pedanekar	Pedanekar	Pedanekar	Pedanekar	Pedanekar	Pedanekar	Pedanekar	Pedanekar
22	Shaikh Masira Maudud	Shaikh	Shaikh	Shaikh	Shaikh	Shaikh	Shaikh	Shaikh	Shaikh	Shaikh	Shaikh
23	Sutar Pranjali Shrivling	Sutar	Sutar	Sutar	Sutar	Sutar	Sutar	Sutar	Sutar	Sutar	Sutar
24	Vesane Pooja Gangaram	Vesane	Vesane	Vesane	Vesane	Vesane	Vesane	Vesane	Vesane	Vesane	Vesane
25	Zapate Rutuja Ananda	Zapate	Zapate	Zapate	Zapate	Zapate	Zapate	Zapate	Zapate	Zapate	Zapate

(Signature)

Head
 Department of Statistics
 Rajarshi Chh. Shahu College, Kolhapur



(Signature)
 ITC PRINCIPAL
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 KOLHAPUR

M. Sc. I

2




VE-PRINCIPAL
R.C. SHAHU COLLEGE
KOLHAPUR

**RAYAT SHIKSHAN SANSTHA'S
RAJARSHI CHHTRPATI SHAHU COLLEGE, KOLHAPUR
DEPARTMENT OF STATISTICS**

Advanced Excel

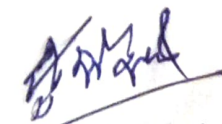
2025-26

List of Students

Roll No.	Name of Student	Sign
1	Atpadkar Devdatt Atpadkar	Atpadkar
2	Bachate Vrushali Narayan	Vrushali
3	Baramatkar Jay Vijay	Jrbaramatkar
4	Chougule Aditya Arun	Chougule
5	Desai Vinit Jaywant	Desai
6	Gaikwad Nikita Satish	Gaikwad
7	Gaikwad Pallavi Prabhakar	Pallavi
8	Giri Nitesh Chandrashekhar	Giri
9	Ingulkar Chhaya Suresh	Ingulkar
10	Jadhav Asmita Netaji	Jadhav
11	Kamble Sanjana Sukumar	Kamble
12	Kandalkar Samiksha Gajanan	SK
13	Khan Sabakhatoon Fakhruddin	Khan
14	Khot Snehal Sudarshan	Khot
15	Magadum Sanika Bapu	Magadum
16	Mayekar Prathamesh Sanjay	Mayekar
17	Nagarasi Simran Annasab	Nagarasi
18	Patil Jyoti Popat	Patil
19	Patil Umashri Kalagonda	Patil
20	Pawar Swapna Balasaheb	Pawar
21	Pedanekar Purva Dattu	Pedanekar
22	Shaikh Masira Maudud	Shaikh
23	Sutar Pranjali Shivling	Sutar
24	Vesane Pooja Gangaram	Vesane
25	Zapate Rutuja Ananda	Zapate


Head
Department of Statistics
Rajarsi Chh. Shahu College, Kolhapur




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KOLHAPUR**

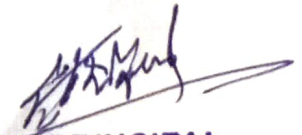
**RAYAT SHIKSHAN SANSTHA'S
RAJARSHI CHHTRPATI SHAHU COLLEGE, KOLHAPUR
DEPARTMENT OF STATISTICS**

**Organized,
Certificate Course on Advanced Excel
2025-26
Enrollment List**

Roll No.	Name of Student	Fee	Receipt No.	Sign
1	Atpadkar Devdatt Atpadkar	500	8930	<i>Atpadkar</i>
2	Bachate Vrushali Narayan	500	8931	<i>Bachate</i>
3	Baramatkar Jay Vijay	500	8932	<i>Baramatkar</i>
4	Chougule Aditya Arun	500	8933	<i>Chougule</i>
5	Desai Vinit Jaywant	500	8934	<i>Desai</i>
6	Gaikwad Nikita Satish	500	8935	<i>Nikita</i>
7	Gaikwad Pallavi Prabhakar	500	8936	<i>Pallavi</i>
8	Giri Nitesh Chandrashekhar	500	8937	<i>Giri</i>
9	Ingulkar Chhaya Suresh	500	8938	<i>Ingulkar</i>
10	Jadhav Asmita Netaji	500	8939	<i>Asmita</i>
11	Kamble Sanjana Sukumar	500	8940	<i>Kamble</i>
12	Kandalkar Samiksha Gajanan	500	8941	<i>Samiksha</i>
13	Khan Sabakhatoon Fakhruddin	500	8942	<i>Saba</i>
14	Khot Snehal Sudarshan	500	8943	<i>Khot</i>
15	Magadum Sanika Bapu	500	8944	<i>Magadum</i>
16	Mayekar Prathamesh Sanjay	500	8945	<i>Mayekar</i>
17	Nagarasi Simran Annasab	500	8946	<i>Nagarasi</i>
18	Patil Jyoti Popat	500	8947	<i>Patil</i>
19	Patil Umashri Kalagonda	500	8948	<i>Patil</i>
20	Pawar Swapna Balasaheb	500	8949	<i>Pawar</i>
21	Pedaneekar Purva Dattu	500	8950	<i>Pedaneekar</i>
22	Shaikh Masira Maudud	500	8951	<i>Shaikh</i>
23	Sutar Pranjali Shivling	500	8952	<i>Sutar</i>
24	Vesane Pooja Gangaram	500	8953	<i>Vesane</i>
25	Zapate Rutuja Ananda	500	8954	<i>Rutuja</i>
Total		12500		


Head
Department of Statistics
Rajarsi Chh. Shahu College, Kolhapur




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KOLHAPUR

**RAYAT SHIKSHAN SANSTHA'S
RAJARSHI CHHTRPATI SHAHU COLLEGE, KOLHAPUR
DEPARTMENT OF STATISTICS**

Organized

**Advanced MS-Excel
(Self - Funded Under COC)**

Time Table 2025-26

	Venue	Date		15/09/25	16/09/25	17/09/25	18/09/25	19/09/25	20/09/25	22/09/25	23/09/25
		Time									
Theory & Practical	Lab 1 (StatLab)	2:30 - 3:30 & 3:30-5:30		DSV	SSK	DSV	SSK	DSV	SSK	DSV	SSK

	Venue	Date		24/09/25	25/09/25	26/09/25	27/09/25	29/09/25	30/09/25	01/10/25	03/10/25
		Time									
Theory & Practical	Lab 1 (StatLab)	2:30 - 3:30 & 3:30-5:30		DSV	SSK	DSV	SSK	DSV	SSK	DSV	SSK

Sr. No.	Name of Lecturer	
	DSV	Smt. Vhatkar D. S.
2	SSK	Mr. Kamble S. S.



Head

**Department of Statistics
Rajarshi Chh. Shahu College, Kolhapur**




**I/C PRINCIPAL
R.C. SHAHU COLLEGE
KOLHAPUR**

**RAYAT SHIKSHAN SANSTHA'S
RAJARSHI CHHATRAPATI SHAHU COLLEGE, KOLHAPUR
DEPARTMENT OF STATISTICS
M.Sc. I (2025-26)**

NOTICE

Date:10/09/2025

All students of M.Sc. I hereby informed that, your “**Advanced Excel Course**” organized by Department of Statistics, will be start from 15/09/2025. The course will be conducted in Statistics lab from 2:30 PM to 5:30 PM. All students are requested to attend the course regularly and actively participate.




Head
Department of Statistics
Rajarshi Chh. Shahu College, Kolhapur



रयत शिक्षण संस्थेचे
राजर्षी छत्रपती शाहू कॉलेज, कोल्हापूर

शॉर्ट टर्म / सीओसी कोर्सेस फी आणि त्याच्या खर्चाबाबतचा ठराव
(शैक्षणिक वर्ष २०२५-२६)

प्रस्ताव : महाविद्यालयातील विद्यार्थ्यांनी पारंपरिक शिक्षणाबरोबरच विविध कौशल्ये आत्मसात करून त्यांनी आत्मनिर्भर व्हावे यासाठी चालू शैक्षणिक वर्षात महाविद्यालयात एकूण २० शॉर्ट टर्म कोर्स व इतर १६ कौशल्य आधारित आणि मूल्यवर्धित कोर्सेस राबविले जात आहेत. या कोर्सेस साठी महाविद्यालयातील विद्यार्थी प्रवेशित होत असतात. इंग्रजी विभागामार्फत चालवला जाणारा बॉश ब्रिज कोर्स (फी. रु. १०००/-) आणि संख्याशास्त्र विभागामार्फत चालविले जाणारे तीन कोर्सेस (फी. प्रत्येकी रु. ५००/-) वगळता इतर सर्व कोर्सेस साठी रु. ३००/- एवढी फी प्रति विद्यार्थी आकारली जाते. सदर प्रत्येक कोर्समधून जमा होणाऱ्या फी पैकी GST व प्रमाणपत्र खर्च वजाकरता उर्वरित रकमेच्या ४०% रक्कम कोर्सच्या मानधनासाठी खर्च करावी व ६०% रक्कम महाविद्यालयाच्या विकासासाठी खर्च करण्यात यावी. रयत शिक्षण संस्थेच्या परिपत्रकानुसार, चालू शैक्षणिक वर्षात कनिष्ठ आणि वरिष्ठ विभागामध्ये कृत्रिम बुद्धिमत्ता (AI) हा कोर्स सुरु करण्यात यावा व सदर कोर्ससाठी वरिष्ठ विभाग (रु. २०००/-) आणि कनिष्ठ विभाग (रु. १५००/-) अशी फी आकारण्यात यावी.

तांत्रिक माहिती: महाविद्यालयात कला, वाणिज्य, विज्ञान, बी.एस्सी.कॉम्प्युटर सायन्स, बी.एस्सी.कॉम्प्युटर सायन्स (बी.सी.एस.) तसेच एम.ए. इंग्लीश, एम.कॉम.(आय.टी). एम. एस्सी.केमिस्ट्री, एम. एस्सी. संख्याशास्त्र इ. विद्याशाखांमध्ये महाविद्यालयाचे शैक्षणिक कामकाज सुरू आहे. चालू शैक्षणिक वर्षात (२०२५-२६) मध्ये महाविद्यालयात एकूण १२८६ विद्यार्थ्यांनी प्रवेश घेतला आहे. तसेच विद्यार्थ्यांना विद्यापीठाच्या अभ्यासक्रमाव्यतिरिक्त त्यांच्या विषयाच्या अनुषंगाने तसेच इतर कौशल्य विकसित व्हावित यासाठी गेली अनेक वर्षे महाविद्यालयातील विद्यार्थिनींना खालील शॉर्ट टर्म व सी. ओ. सी. कोर्सेसची संधी उपलब्ध करून देण्यात आली आहे. यामध्ये

Sr.No	Course Name	Department	Fee
1	Preparation of Household chemicals	Chemistry	300/-
2	Understanding of Basic Electronics Devices	Physics	300/-
3	Biodiversity Conservation	Botany	300/-
4	Vermicomposting Technology	Zoology	300/-
5	Applications of Statistics using MS-EXCEL	Statistics	300 -



6	Exploratory Data Analysis using MS-Excel	Statistics	300/-
7	Advanced Excel	Statistics	500/-
8	Computational Statistics using R- Software	Statistics	500/-
9	Computation of Statistics using open source Software	Statistics	500/-
10	बातमी लेखन	Marathi	300/-
11	अनुवाद मिद्वांत और प्रयोग	Hindi	300/-
12	Bosch- Bridge Course	English	1000/-
13	Surveying	Geography	300/-
14	Secretarial Training	Economics	300/-
15	Introducing forts in Maharashtra	History	300/-
16	Yoga & Meditation	Phy. Education	300/-
17	Entrepreneurship Development	Commerce	300/-
18	Basics to Share Market	Commerce IT	300/-
19	Artificial Intelligence	Sr. College	2000/-
20	Artificial Intelligence	Jr. College	1500/-

यासारखे कोर्सेस उपलब्ध करून दिले जातात. सदर शॉर्ट टर्म व सी. ओ. सी. कोर्सेस पूर्ण करून महाविद्यालयातील विद्यार्थी स्वतःचे व्यवसाय सुरू करून ते स्वावलंबी होऊ शकतात.

सदर कोर्सेस व्यतिरिक्त काही विभागांतर्गत १६ मूल्यवर्धित आणि कौशल्याधारित अभ्यासक्रम चालविले जातात, सदर कोर्सेस याही वर्षी सुरु ठेवण्यात यावेत; यासाठी कोणत्याही प्रकारची फी आकारली जात नाही.

Sr. No	Name of the Course	Name of the Department	Type of Course
01	Flower arrangement	Botany	VAC
02	Apiculture	Zoology	SBC
03	Mathematics to LaTeX	Mathematics	VAC
04	Artificial Intelligence	Computer Science	VAC
05	मुद्रित शोधन	Marathi	SBC
06	प्रयोजनमूलक हिन्दी	Hindi	VAC
07	TCS: Campus to Corporate	English	SBC
08	Tourism	Geography	VAC
09	Social Reformers in Maharashtra	Sociology	VAC
10	Indian Ethics	Philosophy	VAC
11	Consumer Rights	Economics	VAC
12	Work of women social reformers in Maharashtra	History	VAC
13	Panchayat Raj	Pol. Science	VAC
14	Positive Thinking & Emotional Intelligence	Psychology	VAC
15	Nutrition and Diet	Physical Education	VAC
16	Tally	Commerce	SBC

आर्थिक तरतूद : महाविद्यालयामध्ये प्रवेश घेतलेल्या विद्यार्थ्यांपैकी जे विद्यार्थी सदर कोर्सस साठीही प्रवेश घेतात त्या विद्यार्थ्यांकडून प्रति विद्यार्थी प्रति कोर्स साठी रुपये ३००/- या प्रमाणे फी आकारली जाते सदर प्रत्येक कोर्समधून जमा होणाऱ्या फी पैकी GST व प्रमाणपत्र खर्च वजाकरता उर्वरित रकमेच्या ४०% रक्कम कोर्सच्या मानधना साठी खर्च करावी व ६०% रक्कम महाविद्यालयाच्या विकासासाठी खर्च करण्यास यावी.

कार्यालयाचे मत: महाविद्यालयामध्ये सुरू असलेले शॉर्ट टर्म व सी. ओ. सी. कोर्सस हे विद्यार्थ्यांबरोबरच महाविद्यालयाच्या विकासासाठी उपयुक्त आहेत. या माध्यमातून अनेक विद्यार्थ्यांना आपले स्वतंत्र व्यवसाय सुरू केले आहेत. त्यामुळे सदर शॉर्ट टर्म कोर्ससमधून विद्यार्थिनींच्या कौशल्याबरोबरच महाविद्यालयास चांगल्या प्रकारचे उत्पन्न प्राप्त होत असते. सदर उत्पन्नातून प्रत्यक्ष खर्च करण्यात येणाऱ्या ४०% रकमेचे खर्चाची विवरण खालील प्रमाणे करण्यात यावा

१. जमा होणाऱ्या फी पैकी GST व प्रमाणपत्र खर्च वजाकरता उर्वरित रकमेच्या ४०% रक्कम, व कोर्स अध्यापन, मानधन, स्टेशनरी, पुस्तके व अनुषंगिक इतर सर्व खर्च
२. जमा होणाऱ्या फी पैकी GST व प्रमाणपत्र खर्च वजाकरता उर्वरित रकमेच्या ४०% रक्कम वजा करता उर्वरित ६०% रक्कम महाविद्यालयात जमा करावी.

ठराव: महाविद्यालयाच्या सर्व विभागप्रमुख आणि कोर्स समन्वयक यांची मिटींग मा. प्राचार्य यांच्या उपस्थितीत दिनांक २५/०८/२०२५ रोजी पार पडली. सदर मिटींगमध्ये चर्चा करून सर्वानुमते महाविद्यालयामध्ये सुरू असलेले शॉर्ट टर्म व सी. ओ. सी. कोर्सस हे विद्यार्थ्यांबरोबरच महाविद्यालयाच्या विकासासाठी उपयुक्त आहेत. त्यामुळे सदर शॉर्ट टर्म कोर्ससमधून विद्यार्थ्यांच्या कौशल्याबरोबरच महाविद्यालयास चांगल्या प्रकारचे उत्पन्न प्राप्त होत असते. त्यामुळे सदर कोर्सस चालू करावेत व प्रति कोर्सकरिता रुपये ३०० फी घ्यावी व त्या जमा होणाऱ्या एकूण फी च्या मधून GST व प्रमाणपत्र खर्च वजाकरता उर्वरित रकमेच्या ४०% रक्कम ही कोर्स अध्यापन, मानधन, स्टेशनरी, पुस्तके व अनुषंगिक इतर बाबीवर खर्च करावी व उर्वरित उर्वरित ६०% रक्कम महाविद्यालयात जमा करावी. असे सर्वानुमते ठरले. सदर मीटिंग करिता खालील विभाग प्रमुख उपस्थितीत होते.

सूचक: प्रो. डॉ. एम. बी. देसाई

अनुमोदक: प्रो. डॉ. पी. बी. मिश्रा

ठराव सर्वानुमते मंजूर.....



सदर मिटिंग करिता खालील विभागप्रमुख उपस्थितीत होते,

अ. क्र.	विभागप्रमुखाचे नाव	विभाग	सही
01	प्रो. डॉ. पिस्टे पी. बी.	रसायनशास्त्र	
02	प्रो. डॉ. देसाई एम. बी.	अर्थशास्त्र	
03	प्रो. डॉ. खोले एस. सी.	इतिहास	
04	डॉ. उबाळे ए. पी.	मराठी	
05	प्रो. डॉ. पाटील एम. ए.	इंग्रजी	
06	डॉ. लंवगारे जी. एम.	शारीरिक शिक्षण	
07	श्रीमती. मुलाणी एस. पी.	तत्वज्ञान	
08	डॉ. पाटील आर. सी.	हिन्दी	
09	श्रीमती. पुदाले पी. डी.	कॉमर्स	
10	डॉ. पालकर जे. एम.	भूगोल	
11	डॉ. परिट पी. डी.	मानसशास्त्र	
12	डॉ. शेख एस. डी.	वनस्पतीशास्त्र	
13	डॉ. कुंभार डी. एस.	प्राणिशास्त्र	
14	डॉ. कुरणे टी. एस.	संख्याशास्त्र	
15	डॉ. पाटील ए. आर.	भौतिकशास्त्र	
16	श्री. शेडगे एस. डी.	गणित	
17	श्रीमती. माळवेकर डी. ए.	सूक्ष्मजीवशास्त्र	
18	श्रीमती. शेख झेड. जे.	संगणकशास्त्र	

समन्वयक
शॉर्ट टर्म कोर्से कमिटी

प्राचार्य
राजर्षी छत्रपती शाह कॉलेज, कोल्हापूर
I/C PRINCIPAL
R.C. SHAHU COLLEGE
KOLHAPUR





Rayat Shikshan Sanstha's

**RAJARSHI CHHATRAPATI SHAHU COLLEGE,
KOLHAPUR**

Tal.Karveer, Dist.Kolhapur,416003

{NAACAaccredited'A++'Grade(CGPA3.78)/ISO9001:2015Certified}

DEPARTMENT OF STATISTICS

Skill-Based Short Term Course on

“Advanced Excel”



.....Syllabus & Course Information.....

SKILL BASED SHORT TERM COURSE ON

“ADVANCED EXCEL”

INTRODUCTION:

Advanced Excel is a powerful tool used for data analysis, statistical computation, reporting, and decision-making across academics, research, and industry. This course is designed to extend basic Excel knowledge to an advanced level, enabling students to handle large datasets, complex calculations, and automated analysis efficiently.

The course covers advanced formulas and functions including logical, lookup, text, date-time, statistical, and financial functions. Students will learn data analysis tools such as Pivot Tables and Pivot Charts, What-If Analysis (Goal Seek, Scenario Manager, Data Tables), and Data Validation for ensuring accuracy and consistency.

Advanced Excel also emphasizes data visualization through professional charts, dashboards, conditional formatting, and dynamic reports. The course introduces automation using Macros and VBA, allowing repetitive tasks to be executed efficiently and accurately. Additional topics include working with multiple worksheets and workbooks, importing and cleaning data, Power Query, and basic statistical analysis using Excel's built-in tools and functions. Emphasis is placed on practical, real-world applications relevant to statistics, commerce, management, and competitive examinations.

PROGRAMME OUT COMES (PO):

PO-1:Enhanced Data Handling Skills.

PO-2:Mastery of Advanced Functions & Formulas.

PO-3: Ability to Perform Data Analysis.

PO-4:Improved Decision-Making Skills.

PO-5:Problem-Solving and Critical Thinking.

PROGRAMME SPECIFIC OUT COMES (PSO):

PSO-1:Application of Advanced Excel Functions.

PSO-2:Data Analysis & Interpretation.

PSO-3: Creating Professional Reports.

PSO-4:Data Management & Accuracy.

COURSE OUT COMES (CO):

CO-1:Understand Advanced Excel Tools.

CO-2: Apply Complex Functions and Formulas.

CO-3:Perform Data Analysis Effectively.

CO-1: Apply Excel Skills to Real-Life Scenarios



Name of the course: Certificate Course in Advanced Excel

Eligibility: Graduate

Duration: 48 Hours (02Credits)

Medium: English

Admission Criterion: First cum First Serve

Lecture/Practical Timing: 15-16 days in September to October
(3 Hrs. daily = 1 Hr. Theory + 2 Hr. Practical)

Assessment: At the end of the course, examination will be conducted and certificates are issued to the participants who qualify the passing criterion.

Examination Pattern: Theory (MCQ):50Marks (Internal)

Syllabus

Total Credits	02
Total Hours	48
Theory	16
Practical	32

Detailed Syllabus

THEORY SYLLABUS:(16Hrs)

Sr. No.	Name of the Topic	TheoryPeriods (VTT-01)
01	1. Why Microsoft Excel? 1.1 Introduction to Ms-Excel, features of Ms-Excel, starting and ending of Ms-Excel, getting help in Ms-Excel. 1.2 workbooks and worksheets, moving the cell pointer, Excel file operations, opening file entering data, text entry, text editing, copying cells contents, spell check, formatting numbers in cells, cells merging, alignment property page, 1.3 Writing and using formulae in Excel 1.4 Mathematical and Statistical Functions using Excel. a) Absolute value, combination, Exponent, Factorial, multinomial, Random numbers, Square root, sum. b) Statistical Functions: Mean, geometric mean, Harmonic mean, mode, median, quartile, deciles, percentiles, variance.	04
02	2.1 Diagrams: Simple bar diagram, subdivided bar diagram, multiple bar diagram, Pie diagram 2.2 Graphs: Histogram (both equal and unequal class intervals), frequency polygon, ogive curves, empirical distribution function.	03



03	3.1 Measures of central Tendency: Computation of following measures for all types of data. Mean, mode, median, quartiles, Deciles, Percentiles, Geometric mean, Harmonic mean. 3.2 Measures of dispersion: Computation of following measures for all types of data. Range, Quartile Deviation, Variance, Standard Deviation, Coefficient of Variation, Mean Deviation, Mean Squared Deviation.	03
04	Cell formatting, conditional formatting, Data manipulation using EXCEL: sort and filter find and replace, text to columns, remove duplicate, data validation, consolidate, what-if-analysis. Working with Multiple Worksheets and Workbooks. Built-in mathematical and statistical functions for obtaining descriptive statistic, computing PMF/PDF, CDF and quantiles of the well-known distributions, rand and randbetween function, Logical functions: if, and, or, not. Lookup functions: hlookup, vlookup, Formula Errors, Creating and Working with Charts, Database functions, Text functions, Date and time functions, Excel add-ins: analysis tool pack, Pivot tables and charts.	02

PRACTICAL SYLLABUS:(32Hrs.)

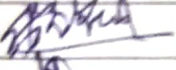
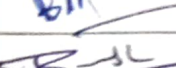
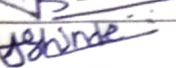
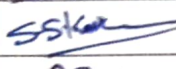
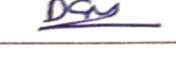
Sr. No.	Aim of the Practical	Practical Periods
01	Introduction to MS-Excel, Workbook & Worksheet Operations	04
02	Writing and Using Formulas and Mathematical Functions in MS-Excel	04
03	Statistical Functions and Measures of Central Tendency using Excel	04
04	Measures of Dispersion using MS-Excel	04
05	Diagrammatic and Graphical Representation of Data using Excel	04
06	Data Manipulation and Conditional Formatting in MS-Excel	04
07	Probability Distributions, Random Numbers and Logical Functions using Excel	04
08	Advanced Excel Tools: Lookup Functions, Pivot Tables and Analysis Tool Pak	04

REFERENCE BOOKS :

1. Held, B., Moriarty, B., & Richardson, T. (2019). Microsoft Excel Functions and Formulas with Excel 2019/Office 365. Mercury Learning and Information.
2. Herkenhoff, L., & Fogli, J. (2013). Applied statistics for business and management using Microsoft Excel. New York: Springer.
3. Weblinks:
<https://support.microsoft.com/en-us/excel>



BOARD OF STUDIES (BOS):

Sr.No.	Name	Designation	Sign.
01	Prof.(Dr.) D. R. Bhosale	I/C. Principal	
02	Dr. U. S. Shelke	IQAC Co-ordinator	
03	Mr. P. S. Chougule	Head, Dept. of Statistics	
04	Dr. T. S. Kurane	Course Coordinator	
05	Dr. S. S. Shinde	Member, M. H. Shinde Mahavidyalaya, Tisangi.	
06	Smt. G. A. Gadhari	Member	
07	Mr. S. S. Kamble	Member	
08	Smt. D. S. Vhtakar	Member	


Course Coordinator
Advanced Excel


Head
Department of Statistics


I/C Principal
Rajarshi Chh. Shahu College,
Kolhapur

