Seva Sadan College of Arts, Science & Commerce
Affiliated to University of Mumbai
Seva Sadan Marg, Ulhasnagar - 421 003 Maharashtra
Linguistic Minority- Sindhi

Admission Open
Virtual Two Weeks Short Term Course on
Data Collection and Presentation

Course Objective:

The short term course on *Data Collection & Presentation (DCP)* is designed to equip students with the required skill set to conduct research studies, collect data using Google form, analyses data using excel and deliver effective presentation using MS PowerPoint. The students will learn, Create and manage Google form, Use Excel for data analysis, Perform basic operations on data, Sort & filter data using excel, Create chart using Ms. Excel, Use excel chart in MS PowerPoint, Create impressive PowerPoint presentations using advanced audio visual effects.

Course Title: Short term course on Data Collection and Presentation (DCP)

Course Outcome: After successful completion of the course, students will be able to work with Google form, MS Excel and MS PowerPoint. Also, the students will be competent to Create and manage Google form, Use Excel for data analysis, create impressive PowerPoint presentations using advanced audio visual effects.

Duration: Duration of the course is 40 Hours / Two weeks

Course Date: 1st to 12th June, 2021

Course Intake: 30 students

Registration form Link: Interested students can fill in the registration form by clicking on the link; https://forms.gle/h7VVuaSuwiFfnhyb9

Course Registration Fees: Students and Research Scholar: Rs.600
Faculty and other: Rs.850/-

The Registration Fees can be paid by Online
Online Transfer / NEFT / RTGS
Account Name: Seva Sadan College of Arts, Science & Commerce
Axis Bank, Account No. : 605010100043616
IFSC Code: UTIB0000605, Branch: Ulhasnagar, Maharashtra

Course Structure: Theory 25% and Practical 75%

Certificate: After successful completion of the course, e-Certificate will be given all participants.

Online Lecture: Platform - Zoom

Course Contents: Data, types of Data, An overview of Google form, Creating Google form for collecting data, Creating Google Quiz, Managing responses in Google form, Creating response spreadsheet, An overview of the screen, navigation and basic spreadsheet concepts, Various selection techniques, Working with data using excel, Sorting & Filtering Data in MS Excel, Creating various charts in excel, An overview of the screen, navigation and basic presentation concepts, Various views in Ms. PowerPoint, Slide Transitions set up, Using the charts in PowerPoint to present the data, Using animations to make an effective PowerPoint presentation, Tips to deliver an effective presentation.

Faculty:

 - Dr. Vanshika Ahuja M.Com., B.Ed., M.Phil., NET, Ph.D, CMA
 - Asst. Prof. Naisha H Chainani, M.Com, NET, PGDBF
 - Asst. Prof. Manisha Ailani, M.Com., MCPD

Contact Person:

Write to Email - *naisha.chainani2013@gmail.com* / Mobile: 8668281034

Asst. Prof. Naisha H Chainani   Dr Gulabchand Gupta
Course Coordinator   Principal

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