

B.A -I

SEMESTER-I

BA-SEC-01: Data Analysis using Excel

Credits 3-0-0

Internal Evaluation: 20

Time: 1.5 Hours ?

External: 30,

Practical: 50

Total Marks 100

Instructions for Paper Setter:

The internal examination will be conducted for a total of 30 marks and will be divided into three sections. **Section A** will consist of objective-type questions (MCQs) carrying 10 marks. **Section B** will include short-answer questions carrying 10 marks. **Section C** will consist of long-answer/descriptive questions carrying 10 marks. Students are expected to attempt all questions as instructed in the question paper. The Practical examination of Excel functions for practical tasks based on the prescribed syllabus.

UNIT-I

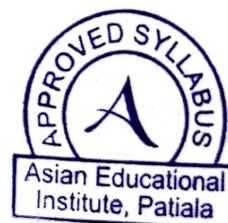
Introduction to Excel, Understanding Advanced Features of Excel: Text functions (Concatenate, Left, Right, Mid, Length, Proper, Upper, Lower, Trim, Replace, Substitute), Logical functions (including nested functions) Data Filter and Sort. Creating Dynamic Models.

Understanding basic mathematical functions, Describing data: Descriptive statistics, Moving Average, Random Number generator, Rank and Percentile, Variance, Standard deviation, Illustrating data using Scatter Plot, Bar chart.

UNIT-II

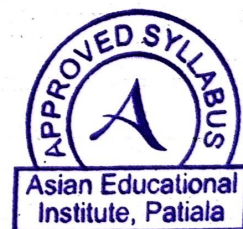
Computation of debt or loan repayment using excel, amortization functions i.e. PMT, IPMT, PPMT

Data Analysis: Estimating a simple and multiple regression using Data Analysis Tool Pack, Plotting a simple and multiple regression, plotting the least square residuals, Prediction using Excel.



Suggested Readings:

1. Danielle Stein Fairhurst "Financial Modeling in Excel for Dummies" 2017
2. Oluwa Shmuel , "Hands-On Financial Modeling with Microsoft Excel 2019: Build practical models for forecasting, valuation, trading, and growth analysis using Excel", Pack Publishing, 2019
3. Paul Pignataro " Financial Modeling and Valuation: A Practical Guide to Investment Banking and Private Equity" (Wiley Finance) Hardcover – 2013
4. Barlow, John F. "Excel Models for Business and Operations Management". Wiley India Pvt. Limited, 2nd Edition, 2005.



ASIAN EDUCATIONAL INSTITUTE
(AN AUTONOMOUS COLLEGE)
BA SEM-II (SESSION:2026-27)
BA-SEC- 02: DESKTOP PUBLISHING USING WORD

Total Marks: 100

External Examination: 50

Internal Assessment: 20

Practical:30

Maximum Time: 3 Hr.

Minimum Pass Marks: 35%

Lectures to be delivered: 55-60Hrs

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Credits: 3

INSTRUCTIONS FOR STUDENTS

internal Assessment: Students are required to submit all the assignments given by the course instructor from time-to-time during the semester. The total marks obtained by the students in the internal assessment will be the sum of marks obtained in each assignment.

For University Examination; Students will appear for the end-semester final practical examination and evaluation will be done on the basis of Practical work, Lab records and viva-voce of the student.

COURSE OBJECTIVES

course provides a comprehensive Introduction to desktop publishing (DTP) using Microsoft Word. essential concepts, practical skills, and advanced techniques to create professional documents, Including newsletters, brochures, reports, and more. The course Is designed for beginners and Intermediate users who want to utilize Word's DTP capabilities for personal, academic, or professional projects.

Course Contents

Activity 1: Introduction to Desktop Publishing: Overview of Desktop Publishing, differences between word Processing end Desktop Publishing, Introduction to Microsoft Word's DTP Features, setting up the Workspace and Preferences.

Activity 2: Basic Document Design and Layout: Creating and Saving Documents, using Templates for Quick Start, Page Setup: Margins, Orientation, and Paper Size, basic Text Formatting: Fonts, Sizes, and Styles.

Activity 3: Working with Text and Paragraphs: Advanced Text Formatting: Drop Caps, Text Effects, Paragraph Formatting: Alignment, Line Spacing, and Indents, using Styles for Consisted (like Formatting, creating and Modifying Lists: Bullets and Numbering.

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Activity 4: Images and Graphics: Inserting and Formatting Images, using Shapes, Icons, and SmartArt, Text Wrapping and Positioning Images, creating and Modifying Charts and Graphs.

Activity 5: Working with Tables: Creating and Formatting Tables, Table Design and Layout Options, using Tables for Layout Purposes, advanced Table Features: Sorting, Formulas, and Nested Tables.

Activity 6: Advanced Document Design: Using Sections for Complex Documents, Headers, Footers, and Page Numbering, creating and Using Columns, inserting and Formatting Text Boxes.

Activity 7: Creating Professional Documents: Designing Newsletters: Layout and Content Organization, creating Brochures and Flyers: Using Columns and Sections, Designing Reports: Covers, Table of Contents, and Indexes, creating Business Documents: Letters, Invoices, and @pposals.

Recommended Texts

1. For Open Source: Documentation Team, LibreOffice. Getting Started with Libre Office 6.0. Australia, Friends of OpenDocument, Incorporated, 2019. or Proprietary: Working In Microsoft Office-Richard Mansfield-Tata McGraw Hill Education.

The break up of marks for the course:

1	Internal Assessment	10 Marks
2	Viva Voce	10 Marks
3	Lab Record, Program Development Execution (External Evaluation)	10 Marks

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