



# ST. WILFRED'S COLLEGE OF ARTS, COMMERCE & SCIENCE

*(Affiliated to Mumbai University)*

Opp. Ayush Resort, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Navi Mumbai-410206  
Ph. No. +91-8655678500, 9699625148 • College Code 1033 • E-mail: stwilfred.acs@gmail.com • website : www.stwilfreds.org

## Value Added Course

**“Data Analytics for Business Certificate Program Course”**

**5 February, 2021 to 18 March, 2021**

**Coordinated By- Department of Information Technology &  
Computer Science**

**Faculty Name- Ms. ManishaKasar**



**St. Wilfred's college of Arts, Commerce & Science**



*Principal*  
**PRINCIPAL**  
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Arts, Commerce & Science



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Ref. No.

Date: 08/12/2020

## NOTICE

It is to inform all the members of Program Academic Advisory Cell (PAAC) that there will be a meeting on 08/12/2020 at 12.00 PM in Seminar Room to discuss about the various academic activities for the upcoming session. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

**Principal**



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## Meeting Minutes

Date: 08/12/2020

Time: 12:00 PM

Place: Seminar Room

### Attendees:

S.No.	Name	Designation	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

### Agenda:

1. To organize Alumni, meet and farewell for the final year students.
2. To conduct student exit survey.
3. To discuss important questions for examination.
4. Soft skills training for placement and internship.
5. Analysis of slow learner and their mentoring.
6. To discuss about the conduction of practical examination.
7. Submission of dissertation and projects by students.
8. To organize seminars by final year students.
9. To conduct remedial classes for weak learners on difficult topics on Saturdays.
10. To organize science exhibition, Panache, departmental quizzes, Industrial trips, surveys etc.
11. To organize Value added courses for Semester 2<sup>nd</sup> Students

### Minutes:

The meeting was called to order by Principal at 12.PM in Seminar Room. The attendees were welcomed, and the agenda for the meeting was presented.

1. **To organize Alumni, meet and farewell for the final year students:** The Principal proposed organizing an Alumni meet to facilitate interactions between current students and successful graduates. The event will serve as an opportunity for networking, mentorship, and sharing experiences. Additionally, a farewell program will be arranged to bid farewell to the final year students and celebrate their achievements. The specific dates and details of these events will be decided in consultation with the concerned faculty members and student representatives.



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2. **To conduct student exit survey:** The Principal suggested conducting a student exit survey to gather feedback from graduating students. The survey will focus on their overall college experience, including academic programs, infrastructure, faculty support, extracurricular activities, and placement opportunities. The feedback received will help in assessing the college's strengths and areas for improvement.
3. **To discuss important questions for examination:** The Principal highlighted the need to discuss and finalize the important questions for the upcoming University examination. Faculty members were encouraged to collaborate and share their expertise in determining the key topics and questions that students should focus on during their exam preparation. This will ensure that students are well-prepared for the examination.
4. **Soft skills training for placement and internship:** To enhance students' employability and prepare them for the professional world, the Principal proposed conducting soft skills training programs. These programs will focus on improving students' communication skills, teamwork abilities, time management, and overall personality development.
5. The training will specifically target placement and internship opportunities, equipping students with the necessary skills to succeed in their future careers.
6. **Analysis of slow learners and their mentoring:** The Principal emphasized the importance of identifying and addressing the needs of slow learners. It was suggested to analyze the performance and progress of such students and provide them with personalized mentoring and support. Faculty members were requested to closely monitor the academic progress of slow learners and implement strategies to help them overcome their challenges.
7. **To discuss the conduction of practical examination:** The Principal proposed a discussion on the conduction of practical examinations. The logistics, evaluation criteria, and assessment procedures for the practical exams will be determined and communicated to the faculty members. It was emphasized that the practical examinations should provide a fair and comprehensive assessment of students' practical knowledge and skills.
8. **Submission of dissertations and projects by students:** The Principal reminded the faculty members about the submission deadline for dissertations and projects by the students. Clear instructions and guidelines regarding the format, content, and submission process should be provided to the students to ensure a smooth submission process.
9. **To organize seminars by final year students:** To showcase the research and academic achievements of the final year students, the Principal suggested organizing seminars where they can present their findings and share their knowledge with the college community. This will provide a platform for intellectual exchange and foster a culture of academic engagement.



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10. **To conduct remedial classes for weak learners on difficult topics on Saturdays:** The Principal recommended organizing remedial classes on Saturdays to provide additional support to weak learners. These classes will focus on addressing difficult topics and concepts, helping students overcome their challenges and improve their understanding. Faculty members were encouraged to volunteer and contribute to these remedial classes.
11. **To organize science exhibition, Panache, departmental quizzes, industrial trips, surveys, etc.:** The Principal proposed organizing various extracurricular activities and events, such as science exhibitions, cultural events like Panache, departmental quizzes, industrial trips, and surveys. These activities will provide students with opportunities for practical learning, creative expression, and holistic development.
12. **To organize Value added courses for Semester 2<sup>nd</sup> Students**  
The Principal elaborated on the importance of providing value-added courses to enhance the academic experience and skill set of students. Various suggestions were put forth regarding the types of value-added courses that could be beneficial for Semester 2<sup>nd</sup> students. Suggestions included courses related to communication skills, coding, financial literacy, and career development.

## Action Items:

1. The Principal will coordinate with faculty members and student representatives to finalize the dates and details of the Alumni meet and farewell program.
2. Faculty members will develop and conduct the student exit survey, ensuring comprehensive feedback is collected.
3. Faculty members will collaborate to finalize important questions for the upcoming UOR examination.
4. The administration will organize soft skills training programs, focusing on placement and internship opportunities.
5. Faculty members will identify slow learners, provide personalized mentoring, and monitor their progress.
6. Faculty members will discuss and plan the conduction of UOR practical examinations, ensuring fairness and thorough assessment.
7. The administration will remind students about the submission deadline for dissertations and projects, providing clear guidelines.
8. The administration will facilitate the organization of seminars by final year students, allowing them to showcase their research and knowledge.
9. Faculty members will schedule remedial classes for weak learners on Saturdays, focusing on difficult topics.
10. The administration will coordinate the organization of science exhibitions, Panache, departmental quizzes, industrial trips, surveys, and other extracurricular activities.
11. The Academic Committee will compile a list of potential value-added courses based on the suggestions provided during the meeting.

These action items will be followed up on in subsequent meetings to track progress and ensure the successful implementation of the proposed agendas.

Closing:



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Principal expressed gratitude to the staff members for their active participation and valuable input during the meeting. It was emphasized that their collaboration and dedication are essential in implementing the discussed agendas successfully. The staff members were encouraged to further develop and refine these proposals and work collectively towards the holistic development of the students.

The meeting concluded at 02.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

**Principal**



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Date- 01/02/2020

## Notice

We are pleased to inform all the students that the Value Added Course (VAC)-  
**Data Analytics For Business Course** classes will commence from **February 5, 2020**. This course is designed to provide additional skills and knowledge beyond the regular curriculum, enhancing your learning experience and improving your career prospects.

### Details of the VAC Classes:

Start Date: February 5, 2020

Timings: 3:00 PM to 4:00 PM (Monday to Saturday)

Faculty Coordinator- Ms. Manisha Kasar

**Principal**

CC-

HOD of all departments



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Date- 01/02/2020

## Circular

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## Value Added Course: Data Analytics for Business certificate program Course Program Expected Outcomes

### On completion of the course, student will be able to-

- Participants will gain a solid understanding of the fundamentals of data analytics, including data types, data sources.
- Participants will develop proficiency in using popular data analytics tools such as Microsoft Excel, SQL databases.
- Participants will learn statistical analysis techniques commonly used in business analytics, including descriptive statistics.
- Participants will be introduced to data mining and machine learning techniques for predictive analytics, including classification.
- Participants will learn how to design and develop business intelligence dashboards and reports to communicate insights derived from data analysis effectively to stakeholders and decision-makers.
- Participants will understand the role of data in driving decision-making processes within organizations and develop skills to extract actionable insights from data to support strategic planning and decision-making.
- Participants will learn about data governance frameworks, data quality management, data privacy regulations.
- Participants will learn project management methodologies and best practices for implementing data analytics projects within organizations.
- Participants will develop effective communication and presentation skills to convey complex data analysis findings and insights to non-technical stakeholders in a clear.



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## Value Added Course: Data Analytics for Business Certificate Program

### COURSE OUTCOME

Subject	Data Analytics for Business certificate program
CO1	Learn how to gather, clean, and organize data effectively for analysis, ensuring its accuracy and reliability
CO2	Develop skills in presenting data visually through charts, graphs, and dashboards to communicate insights clearly to stakeholders.
CO3	practical experience using popular data analytics tools like Excel, SQL, and visualization software.



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## Value Added Course Data Analytics for Business Certificate (5 February, 2021 to 18 March, 2021)

### Syllabus

Topic	Week Days
<ul style="list-style-type: none"><li>• Overview of data analytics and its applications in business.</li><li>• Introduction to data types, data sources, and data collection methods.</li><li>• Introduction to data analysis tools: Microsoft Excel and SQL databases.</li></ul>	Monday-Saturday
<ul style="list-style-type: none"><li>• Data cleaning techniques: handling missing data, data outliers, and duplicates.</li><li>• Data preprocessing techniques: data normalization, data transformation, and feature engineering</li><li>• Hands-on exercise: cleaning and preprocessing real-world datasets using Excel and SQL.</li></ul>	Monday-Saturday
<ul style="list-style-type: none"><li>• Importance of data visualization in data analytics.</li><li>• Principles of effective data visualization</li><li>• Introduction to data visualization tools: Tableau or Power BI.</li></ul>	Monday-Saturday
<ul style="list-style-type: none"><li>• Descriptive statistics: measures of central tendency, variability, and distribution.</li><li>• Inferential statistics: hypothesis testing, confidence intervals, and p-values.</li><li>• Correlation analysis and regression analysis for business applications.</li></ul>	Monday-Saturday
<ul style="list-style-type: none"><li>• Introduction to predictive analytics and machine learning.</li><li>• Classification algorithms: logistic regression, decision trees, and random forests.</li><li>• Clustering algorithms: k-means clustering and hierarchical clustering.</li></ul>	Monday-Saturday



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## Syllabus: Data Analytics for Business certificate program Course

### Unit-I

1. Overview of data analytics and its applications in business.
2. Introduction to data types, data sources, and data collection methods.
3. Introduction to data analysis tools: Microsoft Excel and SQL databases.

### Unit-II

1. Data cleaning techniques: handling missing data, data outliers, and duplicates.
2. Data preprocessing techniques: data normalization, data transformation, and feature engineering
3. Hands-on exercise: cleaning and preprocessing real-world datasets using Excel and SQL.

### Unit-III

1. Importance of data visualization in data analytics.
2. Principles of effective data visualization
3. Introduction to data visualization tools: Tableau or Power BI.

### Unit-IV

1. Descriptive statistics: measures of central tendency, variability, and distribution.
2. Inferential statistics: hypothesis testing, confidence intervals, and p-values.
3. Correlation analysis and regression analysis for business applications.

### Unit-V

1. Introduction to predictive analytics and machine learning.
2. Classification algorithms: logistic regression, decision trees, and random forests.
3. Clustering algorithms: k-means clustering and hierarchical clustering.



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## Time Table

### Data Analytics for Business Certificate Program Course

w.e.f:05-02-2020

Days	Subject	Time
Monday	<b>Data Analytics for Business certificate program Course</b>	03:00-04:00PM
Tuesday	<b>Data Analytics for Business certificate program Course</b>	03:00-04:00PM
Wednesday	<b>Data Analytics for Business certificate program Course</b>	03:00-04:00PM
Thursday	<b>Data Analytics for Business certificate program Course</b>	03:00-04:00PM
Friday	<b>Data Analytics for Business certificate program Course</b>	03:00-04:00PM
Saturday	<b>Data Analytics for Business certificate program Course</b>	03:00-04:00PM

**PRINCIPAL**

**Copy to:**

- Vice Principal
- Deans
- HOD's of all Departments



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## Lesson Plan

### Data Analytics for Business certificate program Course

Unit	Topic	Weekdays	Allotment
Unit-I	Overview of data analytics and its applications in business. Introduction to data types, data sources, and data collection methods	Monday-Saturday	03:00-04:00PM
Unit-I	Introduction to data analysis tools: Microsoft Excel and SQL databases.	Monday-Saturday	03:00-04:00PM
Unit-II	Data cleaning techniques: handling missing data, data outliers, and duplicates.	Monday-Saturday	03:00-04:00PM
Unit-II	Hands-on exercise: cleaning and preprocessing real-world datasets using Excel and SQL.	Monday-Saturday	03:00-04:00PM
Unit-III	Importance of data visualization in data analytics. Principles of effective data visualization	Monday-Saturday	03:00-04:00PM
Unit-III	Introduction to data visualization tools: Tableau or Power BI.	Monday-Saturday	03:00-04:00PM
Unit-IV	Descriptive statistics: measures of central tendency, variability, and distribution. Inferential statistics: hypothesis testing, confidence intervals, and p-values	Monday-Saturday	03:00-04:00PM
Unit-IV	Correlation analysis and regression analysis for business applications	Monday-Saturday	03:00-04:00PM
Unit-V	Introduction to predictive analytics and machine learning. Classification algorithms: logistic regression, decision trees, and random forests.	Monday-Saturday	
Unit-V	Clustering algorithms: k-means clustering and hierarchical clustering	Monday-Saturday	03:00-04:00PM



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## APPLICATION FORM

### Add On Course-"Data Analytics for Business certificate program Course"

Student's Name : .....

Father's Name : .....

Class : .....

Percentage of Marks obtained in Last Qualifying Examination: .....

Date of Admission in this Institution: .....

Phone No. : .....

Mobile : .....

### DETAILS OF ADD ON COURSES

Parent's Signature: .....  
.....

Student's Signature:

Date:

Date:

Reference

Signature of Counsellor: .....

Name of Counsellor : .....

Remarks of Counsellor : .....

Remarks of Principal : .....



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## Data Analytics for Business Certificate Program Course

5 February, 2021 to 18 March, 2021

### Enrolled List:-

S. No.	Class	Name
1.	B.Com.	Hrishav Rajiv Mishra
2.	B.Com.	Mule SarasvatiSangram
3.	B.Com.	OswalMeghaMukesh
4.	B.Com.	NehaSadanandPatil
5.	B.Com.	PawarPrajakta Ashok
6.	B.Com.	Prabalkar Manish Sunil
7.	B.Com.	QureshiSaadNisar
8.	B.Com.	Rathod Amar Laxman
9.	B.Com.	SangleAlishahRizwan
10.	B.Com.	Shettigri Krishna Mallesh
11.	B.Com.	TanviShriwardhankar
12.	B.Com.	Thakur SamikshaKashinath
13.	B.Com.	PandharePrem Vijay
14.	B.Com.	LogadeRuchita Vilas
15.	B.Com.	RathodSakshiAvinash
16.	B.Com.	JagtapShreya Vilas
17.	B.Com.	MunotShrutiPramod
18.	B.Com.	TandelShubhangi Anil
19.	B.Com.	Barmare Sidra Ishaque
20.	B.Com.	ShaikhSimranRafique
21.	B.Com.	JadhavSubodhChandrakant
22.	B.Com. (A&F)	IshikaDharmendraAhalawat
23.	B.Com. (A&F)	Shah LokeshJagdish
24.	B.Com. (A&F)	Prajapati Mahesh Himmat
25.	B.Com. (A&F)	GuravManaliEknath
26.	B.Com. (A&F)	BhosaleManasManoj
27.	B.Com. (A&F)	KhghureManpreetkaur
28.	B.Com. (A&F)	ChandaneOmkarLaxman
29.	B.Com. (A&F)	Arolkar Pratik Suresh
30.	B.Com. (A&F)	KanikiPremkumarSiddaram
31.	B.Com. (A&F)	DhakrasPrityPramod
32.	B.Com. (A&F)	IshikaDharmendraAhalawat
33.	B.Com. (A&F)	UdaykumarParmeshwar
34.	B.Com. (A&F)	GharatSuparna Suresh
35.	B.Com. (A&F)	GoyalKhushal Rajesh
36.	B.Com. (A&F)	KhambeManasi Vijay
37.	B.Com. (A&F)	Nadar Jennifer John
38.	B.Com. (A&F)	NavalePrathamesh Kailas
39.	B.Com. (A&F)	PawanarkarSaloni Bharat
40.	B.Com. (A&F)	PawarVaishnaviRajendra



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S. No.	Class	Name
41.	B.Com. (B. & I.)	GautamVikaskumar
42.	B.Com. (B. & I.)	GhagPournima Suresh
43.	B.Com. (B. & I.)	KadamShrushtiAmol
44.	B.Com. (B. & I.)	Kadam Prasad Deepak
45.	B.Com. (B. & I.)	KarankalePoonam Sanjay
46.	B.Com. (B. & I.)	PalkarVaishnaviArun
47.	B.Com. (B. & I.)	ThorvePrajaktaRajendra
48.	B.M.S.	Ganiga Manish Jayraj
49.	B.M.S.	SalunkeMayur Rajesh
50.	B.M.S.	ShaikhMohdJunedNaseem
51.	B.M.S.	KhatibNamiraSuleman
52.	B.M.S.	PrarthanaAmarsingh Rajput
53.	B.M.S.	ChoudharyPruthviraj
54.	B.M.S.	Rahul Shankar Shelar
55.	B.M.S.	RituKumari
56.	B.M.S.	Shah Sahid Ali Sadik Ali
57.	B.M.S.	MunotSahilKishor
58.	B.M.S.	GhuleSahilDaulat
59.	B.M.S.	HilamSandeshSantosh
60.	B.M.S.	Ganiga Manish Jayraj
61.	B.M.S.	ChorageSaurabh Sanjay
62.	B.M.S.	Pal Seema Suresh
63.	B.M.S.	ParabSejalSatyavan
64.	B.M.S.	Sable SejalSandeep
65.	B.M.S.	Singh ShubhamAwadhesh
66.	B.M.S.	ShubhamSantoshPalkar
67.	B.M.S.	PatilSiddeshChandrakant
68.	B.M.S.	ChowdhariSnehdipSandip
69.	B.M.S.	Thompson Solomon Geoffery
70.	B.M.S.	SubodhWaingankar



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