

**DEPARTMENT OF ECONOMICS**  
**VALUE ADDED COURSE**  
**EXCEL FOR DATA ANALYSIS**

**Hours: 30**

**Course Outcome:**

At the end of this course, the students will be able to

CO.1. Students Learn Statistical Tools for analysis

CO.2. Students Learn to analyse the quantitative and qualitative data

CO.3. To understand from basic level to advanced level in Ms office Excel

CO.4. To understand the data types and to be able to analyse the data

CO.5. To understand Create and Modify worksheet content

**Unit: I**

**6 hrs**

**Basics in Excel - I**

Create workbooks - Modify workbook content - Modify worksheet content - Zoom in on a worksheet - Arrange multiple workbook windows - Add buttons to the Quick Access Toolbar - Customize the ribbon - Maximize usable space in the program window - Enter and revise data - Move data within a workbook - Find and replace data.

**Unit: II**

**6 hrs**

**Basics in Excel - II**

Correct and expand upon worksheet data - Define Excel tables - Format cells. Add images to worksheets - Add headers and footers to printed pages - Prepare worksheets for printing - Print worksheets - Print parts of worksheets - Print charts

**Unit III**

**6 hrs**

**Intermediate Course on Excel**

Create formulas to calculate values - Manipulate worksheet data - Define valid sets of values for ranges of cells - Sort worksheet data - Organize data into levels - Link to data in other worksheets and workbooks - Consolidate multiple sets of data into a single workbook - Group multiple sets of data.

**Unit IV**

**6 hrs**

**Advanced Course on Excel I**

Analyse data by using descriptive statistics - Analyse data dynamically by using PivotTables - Filter, show, and hide PivotTable data - Edit PivotTables - Format PivotTables.

**Unit V**

**6 hrs**

**Advanced Course on Excel II**

Create charts - Customize the appearance of charts - Find trends in your data - Create dynamic charts by using Pivot Charts - Create diagrams by using Smart Art - Create shapes and mathematical equations - Create hyperlinks - Paste charts into other documents.

**Books for References:**

1. Mastering MS Office: Computer Skill Development - Bittu Kumar, Amazon Asia-Pacific Holdings Private Limited, 1<sup>st</sup> Edition, 2018.
2. Microsoft Office 2016 Step by Step, Joan Lambert, Amazon Asia-Pacific Holdings Private Limited, 1<sup>st</sup> Edition, 2018.

**VALUE ADDED COURSE**  
**ECONOMICS FOR COMPETITIVE EXAMINATIONS**

**Hours: 30**

**Course Outcome:**

At the end of this course, the students will be able to

- CO.1. To provide a summary form of understanding of basic concepts in economics required to prepare for competitive examinations
- CO.2. To induce interest among the students for further exploration of the basic concepts in economics.
- CO.3. The students would come out with a fundamental knowledge on glossary needed to understand economics.
- CO.4. The students would acquire interest in learning various branches of economics.
- CO.5. The Students would get courage to face the economics section of any competitive examinations.

**UNIT I**

**6 hrs**

**Micro Economics:**

Economics-Micro Economics-Utility-Total Utility-Marginal Utility-Market-Market forces-Demand-Law of Demand-Demand Schedule-Demand Curve-Elasticity of Demand-Supply-Law of Supply-Supply Schedule-Supply Curve-Elasticity of Supply- Production-Factors of Production-Factor Prices-Cost of Production-Total Production-Average Production-Marginal Production-Total Cost-Fixed Cost-Variable Cost-Average Cost- Average Fixed Cost-Average Variable Cost-Marginal Cost-Revenue-Total Revenue-Average Revenue-Marginal Revenue.

**UNIT II**

**6 hrs**

**Macro Economics**

Macro Economics – Gross Domestic Product –Gross National income - Nominal GDP – Real GDP – GDP deflator, Per capita income, Personal income – disposable income - Methods of Calculating National income – Transfer Payments – Trade cycle Concepts – inflation – Deflation – Stagflation – Macro Economic Policy – Monetary Policy and its tools – Money supply – Monetary measures – Money market and Capital market.

**UNIT III**

**6 hrs**

**Economic Development**

Economic Development and Growth, Capitalism-Communism-Mixed Economy Sustainable Development – Externality – Poverty-Unemployment-Less developed, developing and developed countries – LPG – NITI Aayog – Human development index-density of population-urbanisation-climate change-IMF-World Bank-GATT-WTO

**UNIT IV**

**6 hrs**

**Fiscal Economics**

Fiscal Economics-Public Finance-Public Revenue-Taxation-Tax-Direct tax–indirect tax-Progressive taxation– Proportional taxation Regressive taxation –Tax shifting, avoidance and

evasion-GST -Taxable capacity- Impact of tax-Incidence of tax--Public Debt-- Internal Debt – External Debt-Public Expenditure- Plan & Non Plan, expenditure -Fiscal Policy: Instruments - Budget-Surplus Budget-Deficit Budget- Primary Deficit -Fiscal Deficit-Revenue Deficit- Deficit Financing-Federal Finance-Finance Commission -[Fiscal Responsibility and Budget Management Act](#)

## **UNIT V**

### **International Economics:**

**6 hrs**

Trade – International Trade – Division of labour – Specialisation – Free Trade – Protectionism – Tariff – Quota – Terms of Trade – BOT –Trade Balance- BOP – Current Account – Capital Account – Debit – Credit – BOP Disequilibrium-Exchange Rate – Fixed Exchange Rate – Flexible Exchange Rate –Devaluation-Revaluation-Appreciation-Depreciation-Dumping- Foreign Exchange Reserve – International Liquidity-Economic Integration-Globalisation-FDI – FPI – Convertibility of rupee.

### **Books for Reference:**

1. H.L. Ahuja, Modern Economics, S.Chand & Company Pvt.Ltd, Ramnagar, NewDelhi – 110055, 17<sup>th</sup> Edition, 2013.
2. M. L. Jhingan, International Economics, Virundha Publications (P)Ltd, Delhi, 6<sup>th</sup> Edition, 2010.
3. Dr.S.K.Singh, Public Finance, S.Chand & Company Pvt.Ltd, Ramnagar, NewDelhi – 110055, 9<sup>th</sup> Edition, 2014.