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| **Program: B.Com** | **Semester : II** |
| **Course : Advance Excel** |  | **Code:**  |
| **Teaching Scheme** | **Evaluation Scheme** |
| **Lectures** | **Practicals** | **Tutorials** | **Credits** | **Internal Continuous Assessment (ICA)****(weightage)** | **Term End Examinations (TEE)****(weightage)** |
| **15** | **30** | **00** | **02** | **20 Marks** | **30 Marks** |
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| **Internal Component** |
| **Machine Test (Duration 60 Mins)** | **Journal** | **Class Participation** |
| **16 Marks** | **4 Marks** | **-** |

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| **Learning Objectives :** **1.** To give skills with regards to MS Excel so that they are able to manage and analyze data. |
| **Learning Outcomes :** Learners will attain the ability to apply the knowledge of computing to appropriate disciplinesApply logical skills to programming in a variety of languages. |
| **Pedagogy:**The objective of the course is to encourage students to learn and appreciate the use of the various tools of Mathematics and Statistical Techniques with regard to scientific management in businesses. Hence,1. Adaptive teaching methods.
2. To invoke Computational thinking in problem solving.
3. Classroom session with applications in MS-excel in Tutorial Lecture.
4. Students would be given project/field work for better understanding of the concepts.
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| **Detailed Syllabus: ( per session plan )****Session Outline For Computer Systems And Applications****Each lecture session would be of one hour duration (60 sessions)** |

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| **Module** | **Module Content** | **Duration** |
| I | Excel Introduction: Creating and navigating worksheets and adding information to worksheetsTypes of data, entering different types of data such as texts, numbers, dates, functionsQuick way to add data auto complete, auto correct, auto fill, autofit, undo, redo.Moving data, contiguous and non-contiguous selections, selecting with keyboard. Cut, copy, paste, adding and moving columns or rows. Inserting columns and rowsFind and replace values. spell checkFormatting cells, Numbers ,Date, Time, Font, colors, Borders, Fills Multiple spreadsheetsAdding , Removing hiding and renaming worksheetsAdd headers / footers to a workbook. Page breaks, previewCreating formulas , inserting functions, cell reference, absolute ,Relative(within a worksheet , other worksheets and other workbooks)FunctionsFinancial functions: FV, PV, PMT, PPMT,IPMT, NPER,RATEMathematical and statistical functions, round, rounddown, roundup, ceiling, floor, int, max,min, mod,sqrt,abs,sum,count,averageData analysisSorting, subtotalExcel: Analyzing Data with PivotTablesCreate, modify, and format PivotTables.  | 7 |
| II | **ADVANCED SPREAD SHEET**DATA VALIDATION1. Number, Date & Time Validation2. Text and List Validation3. Custom validations based on formula for a cellb) FunctionsDatabase functions LOOKUP, VLOOKUP,HLOOKUPConditional logic functions IF,NESTED IF, COUNTIF, SUMIF, AVERAGEIFString functions LEFT, RIGHT, MID, LEN,UPPER, LOWER, PROPER, TRIM, Date functions, TODAY, NOW, DATE, TIME,DAY,MONTH, YEAR,WEEKDAY, DAYS360Statistical functions COUNTA, COUNTBLANK,CORREL, LARGE, SMALL,Data analysisFilter with customized condition.CHARTS and slicersVarious Charts i.e. Bar Charts / Pie Charts / Line ChartsUsing SLICERS, Filter data with SlicersManage Primary and Secondary AxisUsing scenarios, creating and managing a scenarioWhat if Analysis Using Goal seek. Using Solver. | 8 |
| **Details of Internal Continuous Assessment (ICA)****Machine Test Marks : 16** **Journal: 04**Machine Test is 1 Hour test carrying 2 compulsory question from unit 1 and 2.Journal contains the programs carried out through out the semester.**Term End Examination Question Paper Pattern****Total Marks: 30**Q1 Answer any **two** out of the following Three questions 5\*2=10Q2 Answer any **two** out of the following Three questions 5\*2=10Q3 Answer any **two** out of the following Three questions 5\*2=10 |

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