

**SVKM's Narsee Monjee College of Commerce & Economics**

<b>Program: B.Com</b>				<b>Semester : II</b>	
<b>Course : Advance Excel</b>				<b>Code:</b>	
<b>Teaching Scheme</b>				<b>Evaluation Scheme</b>	
<b>Lectures</b>	<b>Practicals</b>	<b>Tutorials</b>	<b>Credits</b>	<b>Internal Continuous Assessment (ICA) (weightage)</b>	<b>Term End Examinations (TEE) (weightage)</b>
<b>15</b>	<b>30</b>	<b>00</b>	<b>02</b>	<b>25 Marks</b>	<b>75 Marks</b>
<b>Internal Component</b>					
<b>Class Test (Duration 30 Mins)</b>			<b>Projects / Assignments</b>	<b>Class Participation</b>	
<b>10 Marks</b>			<b>15 Marks</b>	<b>-</b>	
<b>Learning Objectives :</b>					
1. To give skills with regards to MS Excel so that they are able to manage and analyze data.					
<b>Learning Outcomes :</b> Learners will attain the ability to apply the knowledge of computing to appropriate disciplines Apply logical skills to programming in a variety of languages.					
<b>Pedagogy:</b>					
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,					
<ol style="list-style-type: none"> <li>1. Adaptive teaching methods.</li> <li>2. To invoke Computational thinking in problem solving.</li> <li>3. Classroom session with applications in MS-excel in Tutorial Lecture.</li> <li>4. Students would be given project/field work for better understanding of the concepts.</li> </ol>					
<b>Detailed Syllabus: ( per session plan )</b>					
<b>Session Outline For Computer Systems And Applications</b>					
<b>Each lecture session would be of one hour duration (60 sessions)</b>					

<b>Module</b>	<b>Module Content</b>	<b>Duration</b>
I	Creating formulas , inserting functions, cell reference, absolute ,Relative(within a worksheet , other worksheets and other workbooks) Functions Financial functions: FV, PV, PMT, PPMT,IPMT, NPER,RATE Mathematical and statistical functions, round, rounddown, roundup, ceiling, floor, int, max,min, mod,sqrt,abs,sum,count,average	7

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	<p>String functions LEFT, RIGHT, MID, LEN, UPPER, LOWER, PROPER, TRIM, Date functions, TODAY, NOW, DATE, TIME, DAY, MONTH, YEAR, WEEKDAY, DAYS360 Statistical functions COUNTA, COUNTBLANK, CORREL, LARGE, SMALL, Database functions LOOKUP, VLOOKUP, HLOOKUP</p> <p><b>Data analysis</b> <b>Sorting, subtotal</b> <b>Excel: Analyzing Data with PivotTables</b> <b>Create, modify, and format PivotTables.</b></p>	
II	<p>Conditional logic functions IF, NESTED IF, COUNTIF, SUMIF, AVERAGEIF CHARTS Various Charts i.e. Bar Charts / Pie Charts / Line Charts Manage Primary and Secondary Axis Using scenarios, creating and managing a scenario What if Analysis Using Goal seek. Using Solver.</p>	8
<p><b>Details of Internal Continuous Assessment (ICA)</b></p> <p><b>Machine Test Marks : 16</b> <b>Journal: 04</b> Machine Test is 1 Hour test carrying 2 compulsory question from unit 2,3 and 4. Journal contains the programs carried out through out the semester.</p> <p><b>Term End Examination Question Paper Pattern</b> <b>Total Marks: 30</b> Q1 Answer any <b>two</b> out of the following Three questions    7.5*2=15 Q2 Answer any <b>two</b> out of the following Three questions    7.5*2=15</p>		

**Prepared by:**

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**Approved by:**

**VC Nominee:** Dr. Anant Phirke

**Subject Expert**  
**( outside parent University):** Prof. Meena Patil (SNDT University.)  
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(Principal)