# SES'S L. S. RAHEJA COLLEGE OF ARTS AND COMMERCE

# (AUTONOMOUS)



Syllabus of Advanced Excel-II under NEP 2020 vertical (OE) with effect from 2024-2025

**Programme:** Bachelors in Arts

Department of Mathematics, Statistics and Computer

**HoD/Sr. Person of the Department:** Dr. Seema Ukidve

**Date of approval by the BoS:** 24/04/2024

**Approved by the Academic Council:** 29/04/2024

**Approved by the Governing Body:** 06/05/2024

| Programme: Bachelors of Arts | | | | | Semester: II |
|---|---|---|---|---|---|
| Course: Advanced Excel-II<br>Academic Year: 2024-2025 Batch: 2024-2027 | | | | | Code: UGBAIIOE224 |

| Teaching Scheme | | | | Evaluation Scheme | |
|---|---|---|---|---|---|
| **Lectures** | **Practicals** | **Tutorials** | **Credits** | **Internal Continuous Assessment (ICA) (weightage)** | **Term End Examinations (TE (weightage)** |
| 30 | Nil | Nil | 2 | 20 | 30 |

| | Internal Component | | |
|---|---|---|---|
| | **Class Test** | **Presentation** | **Class Participation** |
| | 10 | 5 | 5 |

**Learning Objectives:**
- To give skills with regards to MS Excel so that they are able to manage and analyse data.

**Learning Outcomes:**

- Learners will attain the ability to apply the knowledge of computing to appropriate disciplines Apply logical skills to Programme ming 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 Statis Techniques with regard to scientific management in businesses. Hence,

- Adaptive teaching methods.
- To invoke Computational thinking in problem solving.
- Classroom session with applications in MS-excel in Tutorial Lecture.
- Students would be given project/field work for better understanding of the concepts.

**Detailed Syllabus: ( per session plan ) Session Outline Advance excel.**
**Each lecture session would be of one hour duration (30 Sessions)**

| Module | Module Content | Module Wise Pedagogy Used | Module Wise Duration |
|---|---|---|---|
| I | **ADVANCED SPREAD SHEET** DATA VALIDATION Number, Date & Time Validation Text and List Validation Custom validations based on formula for a cell. b) Functions Database functions LOOKUP, VLOOKUP, HLOOKUP Conditional logic functions IF, NESTED IF, COUNTIF, SUMIF, AVERAGEIF String functions LEFT, RIGHT, MID, LEN, UPPER, LOWER, PROPER, TRIM, | 7+8 | |
| | Date functions, TODAY, NOW, DATE, TIME, DAY, MONTH, YEAR, WEEKDAY, DAYS360 Statistical functions COUNTA, COUNTBLANK, CORREL, LARGE, SMALL, Data analysis Filter with customized condition. | | |
| II | CHARTS and slicers Various Charts i.e. Bar Charts / Pie Charts / Line Charts Using SLICERS, Filter data with Slicers. Manage Primary and Secondary Axis Using scenarios, creating and managing a scenario What if Analysis Using Goal seek. Using Solver. | 7+8 | |

**Reference Books:**
- Mastering Advanced Excel, BPB Publications (21 July 2023), **ISBN-13 :** 978-9355518651
- Excel 2023, Eclectic Editions Limited (5 February 2023), **ISBN-13 :** 978-1803620343
- Excel Formulas and Functions, Caprioru (2 October 2019), **ISBN-13** : 978-3950485417

# QUESTION PAPER PATTERN

**Details of Internal Continuous Assessment (ICA)**

**Machine Test Marks: 15 Journal: 05**

Machine Test is a 1 Hour test carrying 2 compulsory questions from unit 1 and 2.

Journal contains the Programme s carried out throughout the semester.

**Term End Examination Question Paper Pattern Total Marks: 30**

Q1 Answer any **three** out of the following four questions 5*3=15

Q2 Answer any **three** out of the following four questions 5*3=15