

**SES'S L. S. RAHEJA COLLEGE OF ARTS AND
COMMERCE
(AUTONOMOUS)**



Syllabus of Advanced Excel-I under NEP 2020 vertical (OE) with effect from 2024-25

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: I	
Course: Advanced Excel-I Academic Year: 2024-2025 Batch: 2024-2027				Code: UGBAIOE224	
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:					
<ul style="list-style-type: none"> To give skills with regards to MS Excel so that they are able to manage and analyse data. 					
Learning Outcomes:					
<ul style="list-style-type: none"> 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:					
<p>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,</p> <ul style="list-style-type: none"> 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 for Advance Excel Each lecture session would be of one hour duration (30 Sessions)

Module	Module Content	Module Wise Pedagogy Used	Module Wise Duration
I	<p>Excel Introduction: Creating and navigating worksheets and adding information to worksheets Types of data, entering different types of data such as texts, numbers, dates, functions Quick 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 rows Find and replace values. spell check. Formatting cells, Numbers, Date, Time, Font, colors, Borders, Fills Multiple spreadsheets Adding, removing hiding and renaming worksheets Add headers / footers to a workbook. Page breaks, preview Creating formulas, inserting functions, cell reference, absolute. , Relative (within a worksheet, other worksheets and other workbooks) Functions</p>		7+8
II	<p>Financial functions: FV, PV, PMT, PPMT, IPMT, NPER, RATE Mathematical and statistical functions, round, round down, roundup, ceiling, floor, int, max, min, mod, sqrt, abs, sum, count, average Data analysis Sorting, subtotal Excel: Analyzing Data with PivotTables Create, modify, and format PivotTables. 7</p>		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 $5*3=15$