As Per NEP 2020

Tolani College of Commerce (Autonomous)

Knowledge is Supreme

Title of the Course: <u>Advanced Excel</u>

Programme : Bachelor of Science (Information Technology) Semester I

Syllabus for 2 credit Course

From the academic year-2024-2025

Name of the Course: Advanced Excel

Sr. No.	Heading	Particulars
1	**Description of the course :**	Advanced Excel" typically refers to an elevated level of proficiency in using Microsoft Excel, a popular spreadsheet software. Individuals with advanced Excel skills are adept at leveraging the software's powerful features to analyze data, create complex models, automate tasks, and generate insightful reports. Here's a more detailed description of advanced Excel skills:
2	**Vertical :**	Vocational Skill Course
3	**Type :**	Theory and Practical
4	**Credit**:	2 credits (1 Credit = Theory and 1 Credit = Project Work)
5	**Hours Allotted :**	30 Hours
6	**Marks Allotted**:	50 Marks Continuous Evaluation: 20 Marks Semester-End: 30 Marks
7	**Course Objectives**: 1. To provide learners with an overall introduction and formulas of MS Excel 2. To familiarize learners with useful features of Ms excel	
8	**Course Outcomes**: **1.** Understand the horizon and scope of MS Excel basic features and formulas **2.** Effective use of Excel with its strong features	

9	**Modules**:-

Module 1: Fundamental Concepts and Formulas in Excel (15 Hours)

- Creating/Saving and editing spreadsheets Drawing charts.
- Using Basic Functions: text, math & trig, statistical, date & time, database, financial, logical Using Advanced Functions:
- Use of VLookup/HLookup Data analysis – sorting data, filtering data (AutoFilter, Advanced Filter) creating sub-totals and grand totals.

Module 2: Processing data in Excel (15 Hours)

- Data consolidation. Data Validation,
- Graphical representation of Data,
- **Functions:** Statistical, conditional, string , Integer

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Reference Books:

- **Author:** Greg Harvey **Title:** Excel 2019 All-in-One For Dummies **Publisher:** Wiley **Year : 2018**
- **Author :** Michael Alexander, Dick Kusleika**, Title:** Microsoft Excel 365 Bible**, Publisher:** Wiley **Year:**2022

1	**Internal Continuous Assessment: 40%**	**Semester End Examination : 60%**
12	**Continuous Evaluation through:**	Practical Assessment
13	**Format of Question Paper:**	

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE/Practical)
Scheme of Evaluation Pattern

Sub-components	Maximum Marks	Conditions for passing
1) Project	15	A learner must be present for each of the sub-components.
2) Journal and Viva	5	
Total	20	

Table 1B: Scheme of Semester End Examination (SEE) Evaluation
Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   **Duration: I Hrs.**

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		**Attempt any 3**	
	a)		15
	b)		
	c)		
	d)		
	e)		
2)		**Attempt any 3**	
	a)		15
	b)		
	c)		
	d)		
	e)		