

DEPARTMENT OF COMMERCE CMS COLLEGE KOTTAYAM (AUTONOMOUS)

ADVANCED EXCEL

Value Added Course for the academic year 2020-21

Course	Details	
Code		
Title	Advanced Excel	
Degree	B.Com	
Branch(s)	Finance	
Year/Semester	1/2	
Туре	Value added course	
Credits	2	
Total Hours	36	Hours per week

1000 C	Course Objectives
1	To impart analytical skills using Excel
2	To interpret and draw inferences from the data using Excel

CO	Expected Course Outcomes	Cognitive	PSO
No.	Upon completion of this course, the students will be able to:	Level	No.
1	To create charts and graphs using Excel	Ap	6
2	To apply various Excel functions	Ap	6

CO-Course Outcome; Cognitive Level: R-Remember; U-Understanding; Ap-Apply; An-Analyze; E-Evaluate; C-Create.

Module	Course Description	Hrs	CO No.
1.0	Excel Charts and Graphs	12	1
1.1	Using Charts-Formatting Charts- Drawing toolbar features -Using 3D Graphs-Using Bar and Line Chart together -Using Secondary Axis in Graphs	4(1 theory + 3 practical)	1
1.2	Sharing Charts with PowerPoint / MS Word,	4(1 theory + 3)	1

	Dynamically -(Data Modified in Excel, Chart would	practical)	
	automatically get updated)		
1.3	Creating Pivot tables- Formatting and customizing Pivot tables-Using advanced options of Pivot tables- Pivot	4(1 theory + 3)	1
	charts- Consolidating data from multiple sheets and files	practical)	I
	using Pivot tables-Using external data sources	•	
2.0	Excel Functions	24	2
2.1	Sum function- Average- Percentage- PMT function- IF		
	Functions-Function Arguments -Built in function-	8(2 theory + 6)	•
	Common functions (AVERAGE, MIN, MAX,	nractical)	2
	COUNT,COUNTA, ROUND, INT)- logical functions	practical)	
	(AND, OR, NOT)		
	Nested functions, Name cells /ranges /constants -	0(0.1	
2.2	lookup and reference functions (VLOOKUP,	8(2 theory + 4)	2
2.2	HLOOKUP, MATCH, INDEX)-Relative, Absolute,	practical)	
	Mixed cell references : >,<,= operators		
	Date and time functions- Text functions-Database	8(2 theory + 4)	
2.3	functions-Power Functions (CountIf, CountIFS, SumIF,	practical	2
	SumIfS)-Annotating formulas	Praetieur	

SUGGESTED READING

1. Walkenbach, John Excel 2016 Bible, Wiley

2. Winston, Wayne Microsoft Excel, Data Analysis and Business Modelling, PHI Learning Private Limited

Teaching Methodology

- 1. Theory and Practical sessions
- 2. Case studies

Evaluation

1.Practical Exam (80 marks)

2. Viva Voce (20 marks)

- 0	0	ŏ	28	27	26	25	24	2 5	31	22	21	20	19	8	17	16	15	14	13	12	=	13	0	00	1	6	5	4				2	1
01	10	191	191	161	161	161	161	171	0	10	191	191	19	19	61	61	19	19	19	15	1-	-	-	-	-	-	-	-	-	10	-	0	
14	4	4	14	14	114	14	17				14		E	E	H	E	Ξ	Ξ	111	E				116	116	116	116	116	116	116	116	PR	
"	32	3	130	129	128	127	120	1	201	124	123	122	120	6111	8114	E	110	411-	411	4	4	-	410	410	410	1410	1410	410	4	141	4	~	
KRI	KEY	OAF	AVF	HAI	GO	FE	E		3	B	£	E	AN N	YY	E	HS	SI	AS A	S	12	3	1	8 6	8	AL	v 9(v 50	4	03 /	02	2		
PAS	IN G	THE	ASA	RITH	PUG	TTY I	VC IS	0.0	NA	XIN	NO	NYM	JAN	NHS	Ē	IN N	EN	NDR	R SO	NAN V		E.E.K	ISM	SHIN	RUN	RCH	RCH	PAR	NUN	VISW	VISW	Nan	
USA	EOF	Vrr S	NKA	AK	OPA	ELSA	NA L		IZA	101	5	OLK	ARA	AVI	IVI	LARN	5	AK	HELD	SAB	NA.	A SU	MO	KS	INIA	NNA	ANA	NA S	101	ARY	ARY	0.9	
NSAI	GEI	80.	RS	l's	KUN	H	- Internet		DAT	A.	ODY	ELD	JAG	3	PYK	PAI		ANI	NGY.	-	VIEN	KEN	KE	3	NAIR	MOI	KM		1	S V	A MC	Tthe	
30	BENJ				AK	NIA			Ē			SOH	OPAI		E	F			1		NUN	1	-		~	HAN/					VIIC	Stuc	
	AMI					1	2	1				1			(PA						1					2					2	lent	
	Z														1.0																		
\vdash	+	+	+	+	+	+	+	_	-						ř																		-
X		P	×			<	×	X	2	×	×	×	×	Þ	×	×	×	k	×	2	x	×	×	×	×	×	×	×	×	8	×	11/12	-
5	×	1	<>	4	~	\diamond		K		4				×	×	4		*	×	X		*		4	×	K.	<	X	2	<	×	7/2	
Þ	4	4	4	*	X	×	4	×	×	-	×	2	×	>	×		*	4	5	20	>×	< ×	X	×	×	×	×	×	×	×	×	5/1/2	-
5	1			*	×	x	*	×	×	×	×	-	-	-	-	\$	2				~	+	L	-	×	×	×	×	~	×	×	2/	
	x	~	~	×	×	0	×		1	\diamond	\$	<			<	~	1	< 5	1		~	0	~		0	~	×	×	×	\times	X	=/1/	
ł	-	-			+	-		+	1	+	+	1	+	+	1		-		+	-	+	+	-		t				-		0	11/1	
t	5	×	×	×	×	Ĩ.	ľ	ľ		~	<p< td=""><td>< P</td><td>2</td><td></td><td></td><td>4</td><td>1</td><td>Ì</td><td>1</td><td></td><td></td><td>P</td><td></td><td></td><td>1</td><td>~</td><td>~</td><td></td><td></td><td></td><td>2</td><td>12</td><td>1</td></p<>	< P	2			4	1	Ì	1			P			1	~	~				2	12	1
-	K	×	×	×	K	×	1	4	4	$ \downarrow $	4	<	~5	2	X	4		X	4	57	4Þ	-	K Y	\$	X	×	5	k	5	<	*	2/1	
	-		-	t	+	t	+	t			1	-	1	1	0	1	1	t	オ	X	~	1	1	t	t	6	L	×	×	V	×	15/	-
	×	X	X	P	P	×	P	5	×	~	X	~		×	2	5	5	2	1	1	-	+	1	7	P	٣	r		_	_		15	1
		L	6					ch	×	×	~	X	×	<	x	~	×	~	2	*	~	xþ	K)	4	×	×	Þ	×	×	×	Ø	2/15	
	P	0	f	Ŧ	-	+	+	+	+	-	-	-	+		-			1		7	1			t		L	K	L	×	×	*	20/	
	X	X	×	P	< >	5	\$>	<	5	\sim	×	0	X	~	×	×	×	2	~]	2	~	4	-	1	r	F	F	F	F	F	-	2	F
	K	L	5	1	5	e		~	×	×	×	×	×	0	×	×	×	×	×	×	×	<	×Þ	4	2	4	×	×	×	K	×	1/15	1
	F	+	+	Ŧ	+	+	+	-	-	-	-	-	Car								-	-	1			L		b	X	K	×	3	
	>	\$	3	41	$< \uparrow$	×þ	< þ	~	×	×	×	×	×	×	7	×	×	~	~		~	~	7	-	T	Ŧ	+	P	-	-	+	Ta 2	F
	t	t	1			1	7	×	×	K	K	X	×	×	×	×	×	×	×	×	×	×	×	55	24	4×	×	×	×	K	×	112	ł
	Ľ	1	1	K)	<	7		-	2	1	F	-	3		1			-	1			-		,		t	5	K	K	×	K	3	
	6	x	4	K	5	z	<	~	×	×	K	×	1	P	×	×	×	r	×	×.	×	~	1	1	1	-	-	Ŧ	-	-	-	1	ł
	ł	-	1	-			-		L	L	K	V	L	k	-	×	6	×	×	k	×	×	Þ	1	<	×	1	2	k	K	r	22	L
		<	×	~	K	×	^	r	7	1	1	1	12	F	F	+	F	-	t	L	t	1				k	t	K	6	h	*	5/2/	
	1	×	×	×	×.	S	x	B	2	>	×	×	×	×	X	X	X	2	Ê	ŕ	F	K	1	×	<u> </u>	4	Ŧ	+	F	F	1	8	ł
		-	1	-	t	t	I.	t	1	t	T	T	L	V	1	X	×	K	×	×	2	×	K	×	×	٢þ	<>	< >	X	×	×	32	
	2	1	X	X.	Ě	X	Ě	F	Y	7	1	Ŧ	f	1	-	+	+	+	1	t	T	T	t	-	1	1	ch.	a	k	×	-	8/2	
		0	X	X	X	×	X	×	5		<>	<>	5	×	X	×	×	X	X	r	P	1	r		-	1	1	1		1	1		*

Department of Commerce

>

W 191114134KRUNINENDILI BAARUEEXXX	_	-	-	-		-	-	-		-	-	-	-	10	-
191114134 KREMINENDIII BANABJEE X <	ち	\$	45	i	5	=	3	30	38	37	36	35	Ĭ	18	
14114 LARENIME BANABLE X <th< td=""><td>161</td><td>191</td><td>141</td><td></td><td>10</td><td>101</td><td>0</td><td>0</td><td>19</td><td>0</td><td>161</td><td>161</td><td>19</td><td>14</td><td></td></th<>	161	191	141		10	101	0	0	19	0	161	161	19	14	
14 LARISHNENDILLI BAAAUDEE X<	1 141	1141	1141	141				141		4	4	141	1111	4	41
AUMINENDIII BAAAUJEE X	47	46	45	44	3	i				0	38	T CE	10 1	10	14 1
NENDILI BANAUJEE X	NAID	JEFIN	ATHI	VISW	MDI	AND	241	MEI	A V LI		1054	AND	TEEM	DA B	RUSH
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	HAN N	SOLA	LRA	ARY	INA	MAX	NVN.	HAN	ON I		ROR	HU M	IN EL	NBY	NENE
	AMA	17	5	NN	NAF	NPB	12	ARAI	V Iro			101	SA SA		A CHINE
NUMBER NOME <				F	-	1		APET	E			1AIKA	M		ANA
								1				Z			UEE
	t			-		6	4	×	×	0	,	<	×	B	×
	T	Ť			2	-		G		-			~	-	K
	1	9	-		-	-	~	L	t	t	L	1		×	5
x x x x x x x x x x x x x x x x x x x	2		SP		×	×	2	2	-	F	F	+		-	F
x x x x x x x x x x x x x x x x x x x	-	1		9	-	2	×	2	×	Ĺ	ľ	1	1	_	2
x x x x x x x x x x x x x x x x x x x	-	4	< >	4	~	×	X	×	4	9	۲	1	<	~	×
× × × × × × × × × × × × × × × × × × ×	F	5	<	~	×	*	0	×	×	1	×	+	<	*	p
× × × × × × × × × × × × × × × × × × ×	+		1		1	-	×	*	×		L	÷	4	*	×
X X X X X X X X X X X X X X X X X X X	f	P	4	-	-	-	1	,	×	L	t			X	×
x x x x x x x x x x x x x x x x x x x	44	1	<		×	×	-	>	-	Ē	Í	1	-		
××××××××××××××××××××××××××××××××××××××	*	5	<	×	×	×	×	×	*	P	ř	7		*	~
× × × × × × × × × × × × × × × × × × ×	R	\$	4	~	2	4	×	×	~	×	ř	t	-	~	*
0x x x x x x x x x x x x x x x x x x x	4	4	*	:	4	5	×	X	×	K	-	;	4	2	~
x x x x x x x x x x x x x x x x x x x	5	1	5	~	~	<	0	x	×	×			4	×	×
x x x x x x x x x x x x x x x x x x x	Ť	1	1		2	1	~	X	0	k	t		~	~	x
xxxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxx	T	-	ł		-	-	-	-	1	t	t	1		~	×
××××××××××××××××××××××××××××××××××××××	1	1	1	1	2	2	×	0	2	2	F	-	-	-	-
××××××××××××××××××××××××××××××××××××××	×		9	0	2	1	<	*	K	*	2	ľ	1	7	×
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	1	1	-	-	×	×	×	0	4	×	ř	K	1	1	5
DXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		X	X	~	0	×	X	×	×	×	×	×	K	5	×
	t	t		1	X	V	X	KI	<	×	k	4	*	>	<

Signature of Faculty in charge

M

Signature of the Head of the Department

Head of the Department Department of Commerce CMS College, Kottayam (Autonomous)

2





MEMORANDUM OF UNDERSTANDING

01.06.2020

ls drawn between;

To,

The Department Of Commerce

CMS College

KOTTAYAM

And

Synergy School of business Skill (SSBS) a division of CADD Centre Training Services Pvt.Ltd

Having its office at

3RD FLOOR

ARAFA TOWER, NEAR SBT MAIN BRANCH TIRUNAKKARA MAIDAN KOTTAYAM 686 001

Whereas,

SSBS, a division of CADD Centreis established to design and deliver a strategic mix of business related skills to host of organization and managers, such that they are able to bring improvements in their own work processes and in turn align with organization goals.

CMS College and Synergy School of Business Skills have decided to partnertogether to deliver the course on Advanced Excel

First Party

Second Party

Broadly the role synergy school of business skills will include:

For Students

- World class Course materials (prepared by synergy for its customers)
- Internationally recognizedCertificate.
- ITACertifiedCorporateTrainer.

For the institution:

- Certificate of association from synergy school of business skills.
- A link to the college website from our website <u>www.synergysbs.co.in</u>
- Permission to use SynergySBS logo as the skill development partner.
- CMS College is welcome to use Synergy SBSstrategically based on the need.

Broadly the role will include:

(As the program would be conducted atCMS College)

- Class room suitable to accommodate the participants.
- Projector, white board, marker andboard cleaner.
- Adequate No of PC'S for the participants with the required software.
- Hardware engineer should be arranged, if encountered with any problem.

Annexure A

ADVANCED EXCEL (LIMITED FOR 45 STUDENTS)

First Party

Second Party

DEPARTMENT OF COMMERCE

Value Added Course on Advanced Excel

A value added course on Advanced Excel was offered for the 2nd year students of B.Com as the 2nd level course of the one that they had completed in the previous semester. This course was conducted during the even semester from January to March 2021. The course was of 36 hours duration, with 26 hours of practical. It was offered with an objective to impart analytical and interpretation skills using Excel. Upon the completion of the course, the student was expected to amalyse data using charts and graphs ans also to use various Excel functions to draw inferences. A total of 45 students enrolled for the course and 45 of them appeared for the written and practical exam. Through the evaluation, the knowledge on the application of Excel to interpret and for drawing inferences was tested.

Minie

Head of the Department Department of Commerce TMS College, Kottayam (Autonomous)