UG Curriculum

PROGRAM	BA	BA(Hon)	B.Com	B.Com(Hon)	M.Com	MA - Eng	MA- Eco	MA- Psy
Tick ✓								

SEMESTER	1	2	3	4	5	6	7	8
Tick ✓								

SPECIALIZATIONS									
BA	Eco	Eng	Psy	Gen					
Tick ✓									
BCOM	Costing	Banking	Entrep	MKT	Fin & Acc	Mgt Acc	HRM	Bus Analytics	Gen
Tick ✓									

Name of the Department	Skills Development
Name of Head of Department	Dr.Neelofar Raina
Title of the Course	Ms- Excel
Course Code	SKL04
Type of Course (New / Revised)	Revised
Number of Credits	3
Date of Approval by BoS	26/10/21
Date of Implementation	2021

Course Outcomes
1. Reproduce relevant Excel skills during dealing with large amount of data in real-life situations at their professional levels.
2. Interpret data, generating reports, and taking calculated decisions

3. Analyze of data for better decision making as well as for summarizing and presenting it in systematic way.

4. Develop and apply their own formulas to ease out calculations in their day-to-day work at personal as well as at professional level.

5. Facilitate personal and professional growth

	DETAILS OF SYLLABUS	
UNIT NUMBER	DETAILS	NUMBER OF LECTURES
1	**Fundamentals of MS- Excel** • Excel Interface • Cell • Toolbars	**3**
2	**Formatting and editing of Text** • Copy, Cut and Paste Special • Basic Formulae • Working with Formula • cell References • Filter • Sorting • Conditional Formatting • Merging of cells • Wrap Text • Comment • Hyperlink • Exercises	**10**
3	**Charts and Tables** • Insert Tables • Insert Images and Shapes, Smart Art • Symbols • Text To tables • **Pivot Tables** • Adding Slicers • Insert Charts • Dashboard • Exercises	**10**

![Symbiosis College of Arts and Commerce logo]

SYMBIOSIS COLLEGE OF ARTS AND COMMERCE
An Empowered Autonomous College | Under Savitribai Phule Pune University
Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | COllege with Potential for Excellence

4	**Functions** • Use of Different Functions • Sum • average • Date and Time • Text Functions • V lookup • Cell References • Exercises	10
5	• **Working with Data** • Removing Duplicates • Text to Column • Importing External data • Sub totals • Data Validation • Grouping and Ungrouping of data • Analysis of data	9
6	• Different View in Excel • Page Setup • Printing In Excel • Protection of Data	3
Total Number of Lectures		**45**

Reference List

1. **Microsoft Excel 2019 Formulas and Functions, Book by Paul McFedries**
2. Microsoft Excel 2019 - Training book with many Exercises: From the Beginning to Advanced Applications

Dr. Neelofar Raina
Head of Department
Centre For Skill Development