

**St. Joseph's College of Commerce (Autonomous)**  
**#163, Brigade Road, Bangalore - 560 025**

**LESSON PLAN - II BBA (A,B)**

**Faculty Name: Ramesh Babu Grandhi**

**Subject Name: MS EXCEL DATA ANALYSIS**

**Lecture hours: 30**

**Objective:** The objective is to teach the basic application of MS excel to ensure students have exposure and hands on experience that enables to use the MS office effectively & efficiently preparing them to bridge the gap between the industry interface with academics.

SL. NO	OBJECTIVES	NO OF LECTURE HRS	TEACHING METHODS	EVALUATION/LEARNING CONFIRMATION
	<b>INTRODUCTION TO MS EXCEL 2013</b>	<b>10 Hrs</b>		
UNIT 1	Features of MS Excel 2013	1	Lab classes	Practical test
	Understanding Excel-Excel Options-Customize Ribbon & Quick Access Tool Bar	1	Lab classes	Practical test
	Working on Cell-Importance of F4, Freezing Panes	1	Lab classes	Practical test
	Basic Mathematical Application on MS Excel-Sum, Average, Count	1	Lab classes	Practical test
	Basic Text Functions-Proper, Upper, Lower, Trim, Len, Ceiling, Cell, Combine left,	1	Lab classes	Practical test
	Concatenate Function and & Function-Merging Cells with Formulas	2	Lab classes	Practical test
	Conversion of Text into Columns	1	Lab classes	Practical test
	Conditional Formatting Short keys of function, function keys menu excel	1	Lab classes	Practical test
	Finding Current Date, Current Time, Age Calculation	1	Lab classes	Practical test
		<b>DATA SUBTOTAL, CONSOLIDATION and VALIDATION</b>	<b>10 Hrs</b>	
UNIT 2	Based on cell values (text length, whole no., dates)	2	Lab classes	Practical test
	Based on Formulas	1	Lab classes	Practical test

	List Dropdown	1	Lab classes	Practical test
	Circle Invalid Data and macro	2	Lab classes	Practical test
	Application of COUNTifs, SUMifs, AVERAGE ifs	1	Lab classes	Practical test
	Combining different spreadsheet using data consolidation	2	Lab classes	Practical test
UNIT 3	<b>PIVOT TABLE &amp; PIVOT CHARTS</b>	<b>6 Hrs</b>		
	Pivot Charts	1	Lab classes	Practical test
	Calculated Fields and items	2	Lab classes	Practical test
	Grouping	1	Lab classes	Practical test
	Formatting: Number/Conditional	2	Lab classes	Practical test
UNIT 4	<b>LOOKUP</b>	<b>2 Hrs</b>		
	V lookup,H lookup	1	Lab classes	Practical test
	Matching,Index,Offset	1	Lab classes	Practical test
UNIT 5	<b>REPORTING</b>	<b>2 Hrs</b>		
	Sample, Bar charts	1	Lab classes	Practical test
	Pie charts	1	Lab classes	Practical test

#### Methods of working in lab class

- 1) Collecting the balance sheet of any one company from NSE or BSE ( Five years B/S, Cash flow and Financial ratios)
- 2) Students will enter the data in excel and take the print out of it.
- 3) The collected data will be validate and use different methods to present the data ( Tables, charts ,etc.,)
- 4) The collected data are analyzed with some functions ( like basic mathematical and statistical tools )
- 5) The students have to present their report based their collect data.

#### Assessment

- 1) 50 Marks CIA ( practical assignments)
- 2) 50 Marks ESE ( Practical exam in the computer lab)