



Program	Master of Business Administration (MBA)	Semester - 3
Type of Course	Skill Enhancement Course	
Prerequisite		
Rationale	-	
Effective From A.Y.	2024-25	

Teaching Scheme (Contact Hours)				Examination Scheme				
Lecture	Tutorial	Lab	Credit	Theory Marks		Practical Marks		Total Marks
				T	T	P	P	
2	-	-	2	25	-	-	-	75

SEE - Semester End Examination, T - Internal Theory, P - Internal Practical

Course Content		T - Teaching Hours W - Weightage	
Sr.	Topics	T	W
1	Module I Introduction: <ul style="list-style-type: none"> • Introduction to Basics. • Basic Functions. • Advanced Paste Special Techniques. • New in Excel 2019/2021/2024 & 365. • Sorting & Filtering. • Printing Workbooks 	10	33
2	Module II Advanced Excel: <ul style="list-style-type: none"> • What If Analysis. • Logical Functions. • Data Validation. • Lookup Functions. • Pivot Tables. • Charts and slicers. • Excel Dashboard 	10	33
3	Module III VBA Macro: <ul style="list-style-type: none"> • Introduction to VBA. • Variables in VBA. • Message Box and Input Box Functions. • If and select statements. • Looping in VBA. • Mail Functions – VBA 	10	34
Total		30	100

Suggested Distribution Of Theory Marks Using Bloom's Taxonomy				
Level	Understanding	Application	Analyze	Create
Weightage	25	25	25	25

NOTE : This specification table shall be treated as a general guideline for the students and the teachers. The actual distribution of marks in the question paper may vary slightly from above table.



Course Outcomes

At the end of this course, students will be able to:

CO1	Understand the varied advanced tools & utilities of MS Excel
CO2	Learn to analyze data to make informed decisions
CO3	Learn to automate repetitive tasks to save time
CO4	Learn to create professional spreadsheets for personal or business use

CO PO Mapping

CO	CO - 1	CO - 2	CO - 3	CO - 4
PO - 1	3	2	2	3
PO - 2	2	3	2	2
PO - 3	0	0	2	1
PO - 4	1	1	1	2
PO - 5	1	2	3	2

Reference Books

1.	Advance Excel 2016 Training Guide (TextBook) By Ritu Arora BPB Publications Latest
2.	Advanced Excel Formulas: Unleashing Brilliance with Excel Formulas By Alan Murray Apress Latest