Name of the Programme: Bachelor of Commerce (Honors)
Course Code: COM-150   Title of the Course: Spreadsheet Applications for Business
Number of Credits: 03 (1T+2P)
Effective from AY: 2023-24

Pre-requisites for the Course:	Nil	
Course Objectives:	Objectives of the Course are: 1. To equip learners with skills in describing the data using spreadsheet software for business applications. 2. To equip learners with skills in presenting the data using spreadsheet software for business applications. 3. To equip learners with skills in analyzing the data using spreadsheet software for business applications.	
Content:	**Unit 1: Essential Spreadsheet Functionalities** Planning data layout in spreadsheets, Controlling worksheet view, Working with numeric, text, date data types, Formatting (including conditional formatting), Converting text to columns, Handling duplication in data, Data retrieval using Lookup functions.	15 hours
	Unit 2: Data validation, Presentation and Macros (Practical) Number, date and time validation, text and list validation, Custom validations using formula, Data sorting and filters, Charts and slicers, PivotTables and PivotCharts, Working with macros, Linking worksheets.	30 hours
	Unit 3: Decision Making Support Tools (Practical) Working with Excel formula (Financial, statistical), Logical Functions – Practical applications of IF function, Nested IF, AND, OR, NOT functions, What if analysis – Goal Seek, Scenario analysis, Data Tables, Application of Solver tool, Data Analytics Toolpak for advanced data analysis for decision making. Dashboards - Planning dashboard layout, Static tables and charts on dashboard, Dynamic content in Excel dashboard.	30 hours
Pedagogy:	Software based training, Case studies, assignments, and project work.	
Reference/ Readings:	1. Lalwani, L. (2019). Excel 2019 All-In-One: Master The New Features Of Excel 2019 / Office 365. BPB Publications. 2. Wayne, W. (2019). Microsoft Excel 2019: Data Analysis and Business Model. PHI Learning Pvt. Ltd. 3. Ramirez, A. (2019). Excel Formulas and Functions: Step-By-Step Guide with Examples. Caprioru. 4. Mishra, N. (2019). Excel with Microsoft Excel: Comprehensive & Easy Guide to Learn Advanced MS Excel. Penman Books. 5. Basedin, A. (2017). Top Secrets of Excel Dashboards: Save Your Time with MS Excel! Andrei Basedin.	
Course Outcomes:	After completion of this course, the learners will be able to: **CO 1:** Perform essential spreadsheet functionalities. **CO 2:** Perform data validation, presentation and macros using spreadsheets. **CO 3:** Apply decision making support tools using spreadsheets. **CO 4:** Apply spreadsheet application skills in business.	