



Estd. 1962
NAAC 'A++' Grade

SHIVAJI UNIVERSITY, KOLHAPUR-416 004. MAHARASHTRA
PHONE : EPABX-2609000 website- www.unishivaji.ac.in
FAX 0091-0231-2691533 & 0091-0231-2692333 – BOS - 2609094
शिवाजी विद्यापीठ, कोल्हापूर – 416004.

दुरध्वनी (ईपीएबीएक्स) २६०९०००० (अभ्यास मंडळे विभाग- २६०९०९४)
फॅक्स : ००९१-०२३१-२६९१५३३ व २६९२३३३.e-mail:bos@unishivaji.ac.in

Ref./SU/BOS/Com & Mgmt./

Date : 18/07/2022

Nb 00409

To,

The Principal/Co-ordinator/Director
All Affiliated (Commerce & Management) Colleges/Institutions,
Shivaji University, Kolhapur

**Subject : Regarding Syllabi of MS-Excel (Value Added Course) under the
Faculty of Commerce & Management.**

Sir/Madam,

With reference to the subject mentioned above, I am directed to inform you that the University authorities have accepted and granted approval to the Syllabi of MS-Excel (Value Added Course) under the Faculty of Commerce & Management.

This syllabi shall be implemented from the academic year 2022-2023 onwards. A soft copy containing the syllabus is attached herewith and it is also available on university website www.unishivaji.ac.in (Online Syllabus).

You are therefore, requested to bring this to the notice of all Students and Teachers concerned.

Thanking you,

Yours faithfully,

Dy. Registrar

Encl : As above

Copy to,

1. I/c Dean, Faculty of Commerce & Management
2. Chairman, Board of Studies
3. Director, BOEE
4. Appointment Section
5. P. G. Admission Section
6. O. E. I Section
7. Affiliation Section (U.G./P.G.)
8. Computer Center/I.T.
9. Eligibility Section
10. Distance Education, SUK
11. P.G. Seminar Section

for information

for information and necessary action.

SHIVAJI UNIVERSITY, KOLHAPUR
MBA UNIT
Department of Commerce and Management
Value Added Course

BASIC AND ADVANCED EXCEL

Course Outcomes:	After completion of this course students will able to - 1. Understand working and use of MS- EXCEL at workplace. 2. Make use of MS- Excel for data feeding and formatting. 3. Apply tool for data visualization. 4. Analyse data for business decision making. 5. Apply data validation techniques.	
Marks : 50	Syllabus Contents	
Unit 1	Basics of Excel Excel Introduction, Manage Workbook Options and Settings, Create Tables, Perform Operations with Formulas and Functions (Basic functions, Mathematical functions, Date and Time functions), Formatting and Proofing, Sorting and Filtering (Multiple-level sorting, Custom sorting, AutoFilter), Create Charts and Objects, Protecting Excel, Printing Workbook	15 Hours
Unit 2	Advanced Excel What If Analysis (Goal Seek, Data Tables, Scenario Manager), Apply Custom Data Formats and Layouts, Create Advanced functions and Formulas (Logical Functions, Lookup functions, Reference functions, Power Functions), Data validation (Inbuilt and custom validation), Working with Templates, Create Advanced Charts and Tables, Using VBA Macro, New Features of Excel	15 Hours
Reference Books	1. Excel 2019 Bible, 1 st Edition, by <u>Michael Alexander, Richard Kusleika, John Walkenbach</u> 2. Microsoft Excel 2019 Data Analysis and Business Modeling (Business Skills), 6 th Edition, by Wayne Winston 3. https://www.tutorialspoint.com 4. https://www.corporatefinanceinstitute.com	

Assessment Method

- The division of the 50 marks allotted to assessment is as follows-
 - One test will be conducted of MCQ type questions which will be of 30 marks.
 - The practical examination will be conducted for remaining 20 marks.