

St. Joseph's College of Commerce (Autonomous)

#163, Brigade Road, Bangalore – 560 025

LESSON PLAN – II BBA (A, B, C &D) & III B.COM (A, B, C, D, E, & TT)

Faculty Name: L S Sridhar

Subject Name:

Lecture hours: 8

Objective: The objective is to teach the advance 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 interfaces with academics.

S.No	OBJECTIVES	NO OF LECTURE HRS	TEACHING METHODS	EVALUATION /LEARNING CONFIRMATION
1	Features of all function keys from F1 to F12 with control, alt and shift function	1	Lab classes	Practical test
2	Advanced short cut keys for Data Subtotal, Data Consolidation, Data Validation Combining different spreadsheet using data consolidation like what if analysis	1	Lab classes	Practical test
3	Date calculation, conversion of words to figures etc 50 short keys can be utilized.	1	Lab classes	Practical test
4	Pivot Table and Pivot Charts Introduction Pivot Charts with real time data and project development.	1	Lab classes	Practical test
5	Lookup real time data and project development to prepare balance sheet and profit and loss account from trial balance in one minute.	2	Lab classes	Practical test
6	Reporting sample using advanced excels formulas with all the arithmetic functions.	2	Lab classes	Practical test

	Preparation of costing data using excel sheet with advanced formulation.			
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Methods of working in lab class

- 1) Collecting the share prices of 5 companies from www.moneycontrol.com
- 2) The collected data will be validate and use different methods to present the data (Tables, Charts, etc.,)
- 4) The collected data are analyzed (like basic mathematical and Statistical tools)
- 5) The students have to present their report based their collect data.

Assessment

- 1) 30 marks CIA (practical assignments)
- 2) 70 marks ESE (Practical exam in the computer lab)

St. Joseph's College of Commerce (Autonomous)

#163, Brigade Road, Bangalore – 560 025

LESSON PLAN – II BCOM (C)

Faculty Name: L S Sridhar

Subject Name:

Lecture hours: 30

Objective: The objective is to teach the advance 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 interfaces with academics.

S.No	OBJECTIVES	NO OF LECTURE HRS	TEACHING METHODS	EVALUATION /LEARNING CONFIRMATION
1	Features of all function keys from F1 to F12 with control, alt and shift function	10	Lab classes	Practical test
2	Advanced short cut keys for Data Subtotal, Data Consolidation, Data Validation Combining different spreadsheet using data consolidation like what if analysis	4	Lab classes	Practical test
3	Date calculation, conversion of words to figures etc 50 short keys can be utilized.	6	Lab classes	Practical test
4	Pivot Table and Pivot Charts Introduction Pivot Charts with real time data and project development.	4	Lab classes	Practical test
5	Lookup real time data and project development to prepare balance sheet and profit and loss account from trial balance in one minute.	4	Lab classes	Practical test
6	Reporting sample using advanced excels formulas	2	Lab classes	Practical test

	with all the arithmetic functions. Preparation of costing data using excel sheet with advanced formulation.			
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Methods of working in lab class

- 1) Collecting the share prices of 5 companies from www.moneycontrol.com
- 2) The collected data will be validate and use different methods to present the data (Tables, Charts, etc.,)
- 4) The collected data are analyzed (like basic mathematical and Statistical tools)
- 5) The students have to present their report based their collect data.

Assessment

- 1) 30 marks CIA (practical assignments)
- 2) 70 marks ESE (Practical exam in the computer lab)

St. Joseph's College of Commerce (Autonomous)

#163, Brigade Road, Bangalore – 560 025

LESSON PLAN – II BCOM (TT)

Faculty Name: L S Sridhar

Subject Name:

Lecture hours: 30

Objective: The objective is to teach the advance 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 interfaces with academics.

S.No	OBJECTIVES	NO OF LECTURE HRS	TEACHING METHODS	EVALUATION /LEARNING CONFIRMATION
1	Features of all function keys from F1 to F12 with control, alt and shift function	10	Lab classes	Practical test
2	Advanced short cut keys for Data Subtotal, Data Consolidation, Data Validation Combining different spreadsheet using data consolidation like what if analysis	4	Lab classes	Practical test
3	Date calculation, conversion of words to figures etc 50 short keys can be utilized.	6	Lab classes	Practical test
4	Pivot Table and Pivot Charts Introduction Pivot Charts with real time data and project development.	4	Lab classes	Practical test
5	Lookup real time data and project development to prepare balance sheet and profit and loss account from trial balance in one minute.	4	Lab classes	Practical test

6	Reporting sample using advanced excels formulas with all the arithmetic functions. Preparation of costing data using excel sheet with advanced formulation.	2	Lab classes	Practical test
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Methods of working in lab class

- 1) Collecting the share prices of 5 companies from www.moneycontrol.com
- 2) The collected data will be validate and use different methods to present the data (Tables, Charts, etc.,)
- 4) The collected data are analyzed (like basic mathematical and Statistical tools)
- 5) The students have to present their report based their collect data.

Assessment

- 1) 30 marks CIA (practical assignments)
- 2) 70 marks ESE (Practical exam in the computer lab)