

**St. Joseph's College of Commerce (Autonomous)**  
**#163, Brigade Road, Bangalore – 560 025**  
**LESSON PLAN – IV Semester BCOM**

**Subject Name: MS EXCEL**

**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	UNIT & OBJECTIVES	NO OF LECTURE HOURS	TEACHING METHODS	EVALUATION/ LEARNING CONFIRMATION
<b>I</b>	<b>INTRODUCTION TO MS EXCEL 2013</b>	<b>10 Hours</b>		
	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, Concatenate Function and & Function-Merging Cells with Formulas	1	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>II</b>	<b>DATA SUBTOTAL, DATA CONSOLIDATION, DATA VALIDATION</b>	<b>10 Hours</b>		
	Based on cell values (text length, whole no., dates	1	Lab classes	Practical test
	Based on Formulas	2	Lab classes	Practical test
	List Dropdown	1	Lab classes	Practical test
	Circle Invalid Data	1	Lab classes	Practical test
	Macro	2	Lab classes	Practical test
	Application of Countif, Average, Sumif	2	Lab classes	Practical test
Combining different spreadsheet using data consolidation	1	Lab classes	Practical test	
<b>III</b>	<b>PIVOT TABLE &amp; PIVOT CHARTS</b>	<b>6 Hours</b>		
	Pivot Charts	1	Lab classes	Practical test

	Calculated Fields	<b>2</b>	Lab classes	Practical test
	Calculated Items	<b>1</b>	Lab classes	Practical test
	Grouping	<b>1</b>	Lab classes	Practical test
	Formatting: Number/Conditional	<b>1</b>	Lab classes	Practical test
<b>IV</b>	<b>LOOKUP</b>	<b>2 Hours</b>		
	V lookup, H lookup	<b>1</b>	Lab classes	Practical test
	Matching, Index, Offset	<b>1</b>	Lab classes	Practical test
<b>V</b>	<b>REPORTING</b>	<b>2 Hours</b>		
	Sample, Bar charts	<b>1</b>	Lab classes	Practical test
	Pie charts	<b>1</b>	Lab classes	Practical test

### Methods of Working in the lab class

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

### Assessment

- i. 30 Marks CIA (Practical assignments)
- ii. 70 Marks ESE (Practical exam in the computer lab)