

<b>INSTITUTE</b>	<b>FACULTY OF MANAGEMENT STUDIES</b>
<b>PROGRAM</b>	<b>BACHELOR OF BUSINESS ADMINISTRATION (HONS.)</b>
<b>SEMESTER</b>	<b>2</b>
<b>COURSE TITLE</b>	<b>ADVANCED EXCEL</b>
<b>COURSE CODE</b>	<b>04BH0202</b>
<b>COURSE CREDITS</b>	<b>3</b>

**Course Outcomes:** After completion of this course, student will be able to:

- 1 Understand & implement complex data operations using MS Excel
- 2 Protect files and worksheets properly
- 3 Tackle complex data analysis with ease
- 4 Create interactive KPI dashboard from scratch
- 5 Convert raw Excel data into information that can be used to create reports

**Pre-requisite of course:** Understand & implement complex data operations using MS Excel ?  
 Protect files and worksheets properly ? Tackle complex data analysis with ease ? Create  
 interactive KPI dashboard from scratch ? Convert raw Excel data into information that can be  
 used to create reports

#### Teaching and Examination Scheme

<b>Theory Hours</b>	<b>Tutorial Hours</b>	<b>Practical Hours</b>	<b>ESE</b>	<b>IA</b>	<b>CSE</b>	<b>Viva</b>	<b>Term Work</b>
3	0	0	0	50	0	50	0

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
1	<b>IMPORTANT EXCEL FUNCTIONS &amp; UTILITIES</b> Creating Table – Sort & Unsort Data – Filter Data – Text to Column – Data Validation – Conditional Formatting– Adding Hyperlinks – Text Functions (TRIM, PROPER, UPPER, LOWER, CONCAT, LEFT, RIGHT, TEXT JOIN), Statistical Functions (COUNT, COUNTA, COUNTBLANK, AVERAGE, MIN, MAX, COUNTIF, COUNTIFS, AVERAGEIF, AVERAGEIFS, MAXIFS, MINIFS) – Logical Functions (IF, NESTED IF, OR, AND, TRUE, FALSE), Math Functions (SUM, SUMIF, SUMIFS) Lookup Functions (VLOOKUP, HLOOKUP, INDEX, MATCH) – New Office 365 Functions (XLOOKUP, FILTER, SORT, UNIQUE)	14

<b>Contents : Unit</b>	<b>Topics</b>	<b>Contact Hours</b>
2	<b>DATA VISUALIZATION USING EXCEL</b> Chart Elements – Creating Dynamic Charts (Column Chart, Map Chart, Bar Chart, Pie Chart, Doughnut Chart, Stacked Chart, Line Chart, Histogram Chart, Tree Chart, Sunburst Chart, Funnel Chart, Scatter & Bubble Chart), Inserting Pivot Table – Using Slicers & Timeline – Creating Pivot Charts – Building Catchy Dashboards	14
3	<b>ADVANCE UTILITIES IN EXCEL</b> Solve problems with Goal Seek & Scenario Manger – Import Text, CSV & Web Data – Introduction to Power Query – Introduction to Macros & VBE – Recording Macro – Difference between Macros & VBA	8
<b>Total Hours</b>		<b>36</b>

**Textbook :**

- 1 Excel 2019 Bible, Michael Alexander, Wiley, 2019
- 2 Learn Excel 2016 Essential Skills with the Smart Method: Courseware Tutorial for Self-Instruction to Beginner and Intermediate Level 2016, Mike Smart, Mike Smart, 2016
- 3 Microsoft Excel 2019 Formulas and Functions, Paul McFedries, Pearson, 2019

**References:**

- 1 Microsoft Excel 2019 Data Analysis and Business Modeling (Business Skills), Microsoft Excel 2019 Data Analysis and Business Modeling (Business Skills), Wayne Winston, Wayne Winston, 2019

**Suggested Theory Distribution:**

The suggested theory distribution as per Bloom's taxonomy is as follows. This distribution serves as guidelines for teachers and students to achieve effective teaching-learning process

Distribution of Theory for course delivery and evaluation					
<b>Remember / Knowledge</b>	<b>Understand</b>	<b>Apply</b>	<b>Analyze</b>	<b>Evaluate</b>	<b>Higher order Thinking</b>
10.00	20.00	25.00	25.00	10.00	0.00

**Instructional Method:**

- 1 Theory