Course Syllabus
Gyanmanjari Institute of Management Studies
Semester-3 (BBA)

Subject: Advanced Computing Tools – BBAXX13208

Type of course: Skill Enhancement Course (SEC)

Prerequisite:
Foundation of Computer Application

Rationale:
This syllabus imparts understanding and how to analyze the data, apply advance excel tools for the data analysis, to acquire and able to prepare professional category of report, charts, analysis and presentations.

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks				Total Marks
					CCE			
CI	T	P	C	SEE	LWA	V	ALA	
0	0	4	2	50	20	10	20	100

Legends: CI-Classroom Instructions; T – Tutorial; P - Practical; C – Credit; SEE - Semester End Evaluation; MSE- Mid Semester Examination; V – Viva; CCE-Continuous and Comprehensive Evaluation; ALA- Active Learning Activities.

2 Credits * 25 Marks = 50 Marks (each credit carries 25 Marks)
SEE 50 Marks will be converted in to 25 Marks
CCE 50 Marks will be converted in to 25 Marks
It is compulsory to pass in each individual component.

Course Content:

Sr.No	Course content	Hrs	% Weightage
1	**Spread Sheet Analysis Part 1** Pivot Table revision, slicers, Data Analysis using slicers, generation of report, performing calculation of field and calculated items, Forecasting using data analysis. Case study of data analysis. Sum if , count if, average if, sum ifs, average ifs, count ifs, NPV, lookup and reference functions. Remove duplicates.	-	25 %
2	**Spread Sheet Analysis Part 2** Conditional Formatting, concept, use and application in daily life, Data Validation techniques and its use. Design Report layout, Subtotal, Grand total, Trace precedents, Grouping of file, Name manager, goal seek. Google Class room, Google Doc, Gmail overview.	-	25%
3	**Spread Sheet- If condition, goal seek, what if analysis** Importing data, type of data, and format of data which can be imported. Converting imported data in to excel. What if analysis. Goal seek, and solver. Case study for the if analysis, goal seek scenario manages and solver. Real time data processing.	-	25 %
4	**Spread Sheet Analysis** Protecting worksheet, work book, how to make error free worksheet. Statistical functions of the excel for frequency distribution, normal distribution, percentile; get pivot data (how to get the data form pivot tables). Google Mail setting, Google form, Google Drive over view.	-	25%

Continuous Assessment:

Sr. No	Active Learning Activities	Marks
1	**Data Analysis** The students will prepare a data report using Pivot Tables on the data assigned by the faculty and upload it on the GMIU Web portal.	10
2	**Report Preparation** The students will prepare a report on the content provided by the faculty in Excel using functions, charts & tables and upload it on the GMIU Web portal.	10
Total		20

Sr. No	Practical's	Unit no	App hours
1	Pivot Table revision, slicers, Data Analysis using slicers, generation of report, performing calculation of field and calculated items, Forecasting using data analysis.	1	6
2	Case study of data analysis.	1	6
3	Sum if, count if, average if, sum ifs, average ifs, count ifs, NPV, lookup and reference functions. Remove duplicates.	1	3
4	Conditional Formatting, concept, use and application in daily life, Data Validation techniques and its use.	2	6
5	Design Report layout, Subtotal, Grand total, Trace precedents, Grouping of file, Name manager, goal seek.	2	8
6	Google Class room, Google Doc, Gmail overview.	2	6
7	Importing data, type of data, and format of data which can be imported.	2	4
8	Converting imported data in to excel. What if analysis. Goal seek, and solver.	2	4
9	Case study for the if analysis, goal seek scenario manages and solver. Real time data processing.	3	3
10	Protecting worksheet, work book, how to make error free worksheet.	3	3

11	Statistical functions of the excel for frequency distribution, normal distribution, percentile; get pivot data (how to get the data form pivot tables).	3	2
12	Google Mail setting, Google form, Google Drive over view.	3	2
13	Applying it in real world scenarios	4	7
	Total		60

Suggested Specification table with Marks (Theory): NA

Distribution of Theory Marks (Revised Bloom's Taxonomy)						
Level	Remembrance (R)	Understanding (U)	Application (A)	Analyze (N)	Evaluate (E)	Create (C)
Weightage	NA	NA	NA	NA	NA	NA

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcome:

After learning the course, the students should be able to:	
CO1	Perform data analysis using advance excel tools
CO2	Generate report using tools and technique of spread sheet
CO3	Apply knowledge of importing and converting data in Excel
CO4	Perform percentile, distribution, how to get the data form pivot table, how to normalized data.

Instructional Method:

The course delivery method will depend upon the requirement of content and the needs of students. The teacher, in addition to conventional teaching methods by black board, may also use any tools such as demonstration, role play, Quiz, brainstorming, MOOCs etc.

From the content 10% topics are suggested for flipped mode instruction. Students will use supplementary resources such as online videos, NPTEL/SWAYAM videos, e-courses. The internal evaluation will be done on the basis of Active Learning Assignment.

Practical/Viva examination will be conducted at the end of semester for evaluation of performance of students in the laboratory.

Reference Books:

[1] Excel 2016 Bible by John Walkenbach Wiley.

[2] Microsoft Excel 2016 Data Analysis and Business Modeling by Wayne L. Winston – Willy Publication

[3] Business Analytics using Excel 2016