



GITAM INSTITUTE OF MANAGEMENT (GIM)
Gandhi Institute of Technology and Management (GITAM)
 (Declared as Deemed to be University u/s 3 of UGC Act. 1956)
 Visakhapatnam – 45.

Course Code:MBH 122	Course Title: MS-EXCEL	
Semester: II	Course Type: Core	Credits:3
Home Programme(s):BBA ()	Batch/Academic Year: 2020-2021	
Course Leader: Srinu Setti		

Course description and learning objectives

Excel is an electronic spreadsheet program that is used for storing, organizing and manipulating data. It is usually used in performing a large variety of computations on the data and thus helping the companies to maximise the value of their data. With features provided by Excel, many business firms see it as a vital tool for administration and effective running of a business.

Learning objectives:

- To acquaint the students with Excel
- To provide hands on experience with Excel skills related to business modeling.

On successful completion of this course, students will be able to:

	Course Outcomes	Assessment
CO1	Understand the concept of range and use it in building excel formulas	A1,A2,A3,A4,A5
CO2	Understand the usage of different functions in MS Excel	A1,A2,A3,A4,A5
CO 3	Perform multidimensional and what-if analysis using MS Excel	A3,A4,A5
CO 4	Solve basic optimization problems with solver add-in	A3,A4,A5

Course outline and indicative content

Unit I (6 sessions) (CO1, CO2, L1 & L2)

Excel Range and Formulae -Range – Naming range, Building basic formulae, Creating advanced formulae, Using range names in formulae, Troubleshooting formulae

Unit II (10 sessions)(CO2, L2& L3)

Functions: Text Functions, Logical and Information Functions, Lookup Functions, Date and Time Functions, Math and Statistical Functions, Database Functions.

Unit III (3 sessions)(CO2, CO3, L2, L3 & L4)

Pivot Tables and Charts: Creating PivotTables, manipulating PivotTable, Changing calculated value fields, PivotTable Styles, Grouping, sorting and filtering PivotTables, Working with Pivot Charts

Unit IV (3 sessions)(CO3, CO4, L3 & L4)

What – IF Analysis: Using Data Tables, Using Scenario Manager, Using Goal Seek

Unit V (3 sessions)(CO3, CO4, L3, L4 & L5)

Working with Solver: Using Solver, Marketing Mix problem, Transportation Problem, HR scheduling, Investment Decision

Assessment methods

Task	Task type	Task mode	Weightage (%)
A1: Internal I lab exam	Individual	Written /Execution in Excel	30
A2: Coursera	Individual	Presentations / Q&A/Viva	10
A3: Case Analysis	Individual	Written /Execution in Excel	20

A4: Internal II lab exam	Individual	Written /Execution in Excel	30
A5:Record	Individual	Written /Execution in Excel	10

Mapping COs-Blooms levels- Assessment Tools

Knowledge dimension / Cognitive dimension	L1. Remember	L2. Understand	L3. Apply	L4. Analyze	L5. Evaluate	L6. Create
Factual Knowledge		CO1 (A1,A2,A3, A4,A5)				
Conceptual Knowledge			CO2 (A1,A2,A3 ,A4,A5)			
Procedural Knowledge		CO1 (A1,A2,A3, A4,A5)	CO2 (A1,A2,A3 ,A4,A5)	CO3 (A3,A4, A5)	CO4 (A2,A3,A 4,A5)	
Meta Cognitive Knowledge				CO3 (A3,A4, A5)	CO4 (A2,A3,A 4,A5)	CO4 (A2,A3, A4,A5)

Learning and teaching activities

Classroom Teaching on Excel spreadsheet, Application in real life situation, Problem Solving, Lab sessions in the form of Assignment where each student gets hands on experience, Presentation which includes student's execution and viva voce and etc.

Teaching and learning resources

E-Resources, E-Books, Websites, E-Library, Hands on experience, Recordings of each online session and Excel spreadsheet taught in the class are available in glearn.

CO PO Mapping

This is to map the level of relevance of the Course Outcome (CO) with Programme Outcome (PO).

0= No Relevance; 1= Low Relevance; 2= Medium Relevance; 3= High Relevance

CO PO Mapping	PO1	PO2	PO3	PO4	PO5	PO6	Sum
	CO1	1	1	2	2	1	1
CO2	0	0	2	1	1	2	6
CO3	0	0	2	1	1	2	6
CO4	0	0	2	1	1	2	6
Target Level Max.	1	1	8	5	4	7	26

BBA (MA) - Program Outcomes

1. Ability to understand the concepts of business and application of information technology in day-to-day business activities.
2. Will understand the law relating to Indian Income Tax and its application for computation of tax liability and for effective tax planning.
3. Evaluate the risks associated with the entity's business and develop strategies for mitigating the risk.
4. Master the use of Excel for managing finance in a digital world.
5. Apply the techniques of Management Accounting for achieving effective and efficient decision-making.