



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 223 | Course Title: Advanced Excel | |
| Semester: III | Course Type: Core | Credits: 3 |
| Home Programme(s): | | Batch/Academic Year: 2020-2023 |
| Course Leader: Dr. Oly Mishra | | |

Course description and learning objectives

Advanced Excel is ubiquitous around the world and used by businesses of all sizes to perform financial analysis. Understanding the concepts in Excel would lead to using various functions and formulas to prepare excel sheet and do financial calculations.

Learning objectives:

- To acquaint the students with the Financial and Accounting functions in Excel
- To give hands on experience in preparing Excel sheets
- To enable students to use financial and accounting functions in Excel sheets.

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

| | Course Outcomes | Assessment |
|------|---|-------------------|
| CO1 | Understand different elements in Excel sheet | A1 |
| CO2 | Use the various functions of Excel | A2, A3,A4 |
| CO 3 | Prepare Excel sheets | A2, A3, A4 |
| CO 4 | Perform financial and accounting calculations | A2, A3,A4 |

Course outline and indicative content

Unit I (number of sessions) (CO1, CO2, L1 & L2)

Preparation of Excel Sheet: Balance Sheet, Profit and Loss Statement, Cash Flow Statement, Budget preparation, Calculate Expected Values, Calculate Weighted Grades, Calculate Budget Income statement, Variable Tax or Commission Calculation

Unit II (number of sessions) (CO2, L2& L3)

Financial Functions - I: Future Value (FV), FVSCHEDULE, Present Value (PV), Net Present Value (NPV), PMT, PPMT, Internal Rate of Return (IRR)

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

Financial Functions - II: Modified Internal Rate of Return (MIRR), XIRR, NPER, RATE, EFFECT, NOMINAL, SLN, DB

Unit IV (number of sessions)(CO3, CO4, L3 & L4)

Analysis Tool pack Finance Add-in: ACCRINT, ACCRINTM, CUMIPMT, CUMPRINC, DISC, EFFECT, INTRATE, NOMINAL, XIRR, XNPV, YIELD

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

Accounting and Financial Calculations: Compound Interest, Depreciation, Amortization, Financial Analysis – Present Value of Single Cash Flow, Present Value of an Annuity, Present Value of a Perpetuity, Future Value of a Single Cash Flow with constant interest rate, Future Value of a Single Cash Flow with a Variable Interest Rate, Future Value of an Annuity, Analysis of Single Cash Flow, Analysis of an Annuity

| Assessment methods | | | |
|--------------------|---|--------------------|---------------|
| Task | Task type | Task mode | Weightage (%) |
| A1 | Quiz | Individual | 20 |
| A2 | Assignments / Lab Tasks / Written Test / Coursera Groups* or Individual | Individual / Group | 20 |
| A3 | Record Work | Individual | 10 |
| A4 | Lab Exam | Individual | 50 |

Mapping COs-Blooms levels- Assessment Tools

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

Learning and teaching activities

Classroom Lectures, Application cases, Demonstration, Lab Sessions

Teaching and learning resources

Computer Lab, Microsoft Excel, Textbooks, EBooks, Reference Materials, Web resources

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 | Sum |
|--------------------------|----------|-----------|----------|----------|----------|-----------|
| | CO1 | 2 | 3 | 0 | 1 | 2 |
| CO2 | 2 | 3 | 0 | 1 | 2 | 8 |
| CO3 | 2 | 3 | 0 | 1 | 2 | 8 |
| CO4 | 2 | 3 | 0 | 1 | 2 | 8 |
| Target Level Max. | 8 | 12 | 0 | 4 | 8 | 32 |

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.