

Rajagiri College of Social Sciences(Autonomous)

Course Plan

Essential Microsoft Skill for Business (VAPS-03)

Course Objective:

This is a basic course on Microsoft spreadsheet program Excel®, where students are taught the basics of MS Excel spreadsheet program, the usefulness of its built-in functions, Excel tables, pivot tables, using MS Excel for charting and its ability to create impactful reports.

Total Hours	Offered During	Recourse Person
30 -40 Hrs.	2nd Semesters MBA-MHRM 2016-17	Prof. Abraham Joseph Email: abrahamjoseph@rajagiri.edu

Session Plan:

Text book chapters	Topic	Teaching Methodology
Module 1	<u>Basics of Excel</u> : Introducing Excel and Spreadsheets, exploring a workbook, closing and workbook, planning a workbook, starting a new workbook, entering text dates and numbers, resizing columns and rows	Brief lecture using PPT and work with case: Game Card
	<u>Excel formulas</u> : Performing calculations with formulas, simplifying formulas and functions, modifying a worksheet, using flash-fill, formatting a worksheet, printing a workbook, viewing worksheet formulas,	
Module 2	<u>Formatting a worksheet</u> : Formatting cell text, formatting numbers, formatting worksheet cells, format cells dialogue box. <u>Designing a printout</u> : Applying cell styles, copying and pasting formats, finding and replacing text and formats, highlighting data with conditional formats, formatting a worksheet for printing.	Brief lecture using PPT and work with case: Morning Bean
Module 3	<u>Formulas and functions</u> : Making worksheet user-friendly, Document formulas and data values, Explore the function syntax, Insert functions from the Formula Library, Perform what-if analysis	Brief lecture using PPT and work with case Wingait Farm

	<u>Cell References and Formulas</u> : Interpreting Error Values, Auto Filling Formulas and Data, Exploring Cell References, Summarizing Data with the Quick Analysis Tool, Working with Dates and Date Functions, Using a Lookup Function, Working with Logical Functions	
Module 4	<u>Chart Elements</u> : Getting started with Excel charts, working with chart elements.	Brief lecture using PPT and work with case <i>Backspace Gear</i>
	<u>Charts, Sparklines and Data Bars</u> : Charting a line chart, Working with axes and gridlines, formatting data markers, formatting plot area, creating a combination chart, editing chart data source, exploring other chart types, creating spark lines, creating data bars	
Module 5	<u>Elements of an Excel Table</u> : Planning a Structured Range of Data, Freezing Rows and Columns, Creating an Excel Table, Maintaining Data in an Excel Table, Sorting Data. <u>Filtering Table Data</u> : Filtering Data, Using the Total Row to Calculate Summary Statistics, Splitting the Worksheet Window into Panes, Inserting Subtotals.	Brief lecture using PPT and work with case <i>Victoria's Veggies</i>
	<u>Pivot Tables and PivotCharts</u> : Analyzing Data with PivotTables, Creating a PivotTable, Filtering a PivotTable, Refreshing a PivotTable, Creating a Recommended PivotTable, Creating a PivotChart	
Module 6	<u>Managing Multiple Worksheets and Workbooks</u> : Create a worksheet group, Format and edit multiple, worksheets at once, Create cell references to other	Brief lecture using PPT and work with case <i>Reveries Urban Centers</i>
	Worksheets, Consolidate information from	
	multiple worksheets using 3-D references, Create and print a worksheet group	
	<u>Links and External References</u> : Create a link to data in another workbook, Create a workbook reference, Learn how to edit links	
Module 6	<u>Templates and Hyperlinks</u> : Insert a hyperlink in a cell, Create a workbook based on an existing template, Create a custom workbook template.	Brief lecture using PPT and work with case <i>Reveries Urban Centers</i>
All modules	Final Quiz	

Assessment Plan:

Evaluation Tools

Assignments: Cases will be given in every class to work out in class as well as at home. Completed work need to be uploaded into Moodle before the next class

Quizzes Will be conducted when a module is completed before the start of the next module. These will be multiple choice Moodle based quizzes

Assignment/presentation.... Schedule

Date	Assignment/presentation	Due date
Session 2	Assignment 1	Session 3
Session 2	Quiz 1	Session 3
Session 4	Assignment 2	Session 5
Session 4	Quiz 2	Session 5
Session 6	Assignment 3	Session 7
Session 8	Assignment 4	Session 9
Session 8	Quiz 3	Session 9
Session 10	Assignment 5	Session 11
Session 10	Quiz 4	Session 11
Session 13	Assignment 6	Post course
Session 1	Final Quiz	Session 14

Grading Structure

Component	Marks
Assignments (PLO 2 Conceptual Knowledge)	35.00%
Quizzes	35.00%
End of course quiz	25.00%
Attendance	5.00%
Total	100.00%

Reference Textbook:-

New Perspectives Microsoft® Excel 2016 The comprehensive Resource *June Jamrich Parsons, Dan Oja, Patrici Carey, Carol A. DesJardins.*

Microsoft Excel 2013: Data Analysis and Business Modeling *Wayne L. Winston* **Microsoft Press**

Learning Outcomes

- CLO - 1: To understand the basics of MS Excel®
- CLO - 2: To learn various in-built functions of MS Excel®
- CLO - 3: To learn how to create charts using MS Excel®
- CLO - 4: Learn how to create and print meaningful reports from MS Excel®
- CLO - 5: Learn how MS Excel® is uses tables, filters and pivot tables to query into large amounts of data

