



College of Arts,
Science &
Commerce (Autonomous)

RISE WITH EDUCATION

NAAC REACCREDITED - 'A' GRADE

**SIES College of Arts, Science and Commerce
(Autonomous)**

Affiliated to University of Mumbai

Syllabus under NEP effective from June 2024

Programme: B.Sc.

Subject: Information Technology

Skill Enhancement Course

Class: SYBSc(IT)

Semester : IV

**Course Name
Advanced Excel**

**Choice Based Credit System (CBCS)
with effect from the academic year 2024-25**

**Semester IV
Skill Enhancement Course**

This course is offered to students of BSc(IT) in Semester IV, who have chosen Information Technology as Major & Minor subject

Name of Programme: Bachelor of Science Subject: Information Technology						
Class	Semester	Course Code	Course Name	No. of lectures/Practical per week	Credits	Marks
SYBSc(IT)	IV	SIUITSE221	Advanced Excel	1L + 1P	2	50
P (Practical) = 2 Hours per week						

Course Name: Advanced Excel Credits: 2 Type: Theory and Practical		
Expected Course Outcomes		
On completion of this course, students will be able to		
<ol style="list-style-type: none"> 1. Illustrate the use of locks on cells and worksheets, remember shortcut keys to work on various functions on the data in excel workbook. 2. Apply the use of countif function and use IF structure on the data set in excel. 3. Construct subsets of actual data set by using sorting and filters. 		
Prerequisite	Basics of Excel	15 Lectures
Unit I	Locking Cells and Protecting a Worksheet, Moving Worksheets (Spreadsheets), Important Excel shortcuts, Advanced Spreadsheet Modification, what is the COUNT Function? The COUNTIF Function, Logical Function – IF, Data Sorting, Filter, References, Lookup function, Data Validation, Macros.	

References

1. Excel Formulas and Functions: Cool Tips and Tricks With Formulas in Excel, By Sima Alex, 2019
2. EXCEL 2022: Become an Expert Quickly and Master Microsoft Excel Formulas and Functions from Basic to Advanced, with the Latest Tips and Tricks By Linda Steph, 2022

Scheme of Evaluation:

I) Continuous Internal Evaluation (50 Marks)	
Class Test	20 Marks
Practical exam	30 Marks