Certificate

in

SPREADSHEET APPLICATION FOR BUSINESS

Syllabus

COURSE OUTCOME:

After studying the course, the students shall be able to:

CO 1: Understand the role of information technology in business

CO 3: managing the office activities with the help of spreadsheet software

Unit 1: Computer–meaning-definition -types of computers- components- Hardware and Software: Input, Processing, Storage, Output and Communication Hardware –Software: System Software and Application Software – Memory, types - Operating System. **Network and Communications** - Computer Networks – Types of Networks: WAN, MAN, LAN, PAN, CAN Communication Medium: Wired and Wireless – Generations in Communication- Internet Structure, Internet Protocols: TCP/IP, FTP, HTTP, etc. - IP Address - Domain Name System (DNS) – URL - Web Browsers.   [8 Hours]

Unit 2: Introduction to MS Excel- conditional formatting- charts& diagrams- **Logical Functions**: AND, OR,NOT, IF, IFNOT, COUNT, COUNTIF, TRUE- **Text Functions**: UPPER, LOWER, LEFT, RIGHT, TRIM, T, TEXT, LEN, DOLLAR, EXACT; **Date & Time Functions**: DATE, DATEVALUE, DAY, DAYS360, NOW, TIME, TIMEVALUE, WORKDAY, WEEKDAY, YEAR   [10 Hours]

Unit 3: Statistical Functions: Mean, Median, Mode, Standard Deviation, Correlation, Regression- **Lookup and Reference Functions**: HLOOKUP, VLOOKUP, TRANSPOSE, – PIVOT TABLE -HYPERLINK   [6 Hours]

Unit 4: Spreadsheet application for business: Financial Functions: Depreciation (DB, DDB, VDB), Simple Interest (PMT, NPER, INTRATE) - Present Value, Net Present Value, Future Value (PV, NPV, FV) - Internal Rate of Return (IRR, MIRR)   [12 Hours]

Theory: 10 Hours + Practical: 26Hours

Recommended practical: MS Excel

1. Conditional Cell Formatting
2. Analysis and presentation of data using charts in Excel
3. Usage of all Excel Functions in specified in syllabus
4. PIVOT TABLE, Regression

Books Recommended:

1. Excel 2013 Bible: John Walkenbach, Wiley.
2. Microsoft Excel 2013: Data Analysis and Business Modeling: Winston, PHI
3. Financial Analysis and Modeling using Excel and VBA: Chandan Sengupta, Wiley
4. Patrick Blattner, Louie Utrich. Ken Cook & Timothy Dyck, Special Edition Ms Excel, Prentice Hall India Pvt. Ltd.
5. Brealey.&.MyersIS: Financial.Analysis.With.Excel.-.McGraw.Hill.
6. www.excel-easy.com
7. www.excelmadeeasy.com