

**FOUR YEAR UNDERGRADUATE PROGRAM(2024–28)**  
**DEPARTMENT OF Commerce and Management**  
**COURSE CURRICULUM**

<b>PART-A: Introduction</b>			
<b>Program:</b> Bachelor in Business Administration <i>(Certificate/ Diploma/Degree/Honors)</i>		<b>Semester-</b> V	<b>Session:</b> 2024-2027
1	<b>CourseCode</b>	<b>BBVAC – 03</b>	
2	<b>CourseTitle</b>	<b>Data Analytics Using MS Excel</b>	
3	<b>CourseType</b>	<b>Value Addition Course [VAC]</b>	
4	<b>Pre-requisite(if, any)</b>	<b>Asper requirement</b>	
5	<b>Course Learning Outcomes(CLO)</b>	<ul style="list-style-type: none"> <li>➤ Learn spreadsheet functions to efficiently perform calculations related to real-world operations.</li> <li>➤ Identify real-world problems of data using spreadsheets.</li> <li>➤ Apply spreadsheets' summarise and report tools to analyze real- world data.</li> </ul>	
6	<b>CreditValue</b>	<b>2Credits</b>	<b>Credit=15 Hours-learning &amp; Observation</b>
7	<b>TotalMarks</b>	<b>Max.Marks: 50</b>	<b>MinPassingMarks: 20</b>
<b>PART-B: Content of the Course</b>			
<b>Total No. of Teaching-learning Periods (01Hr. per period)-30 Periods(30 Hours)</b>			
Unit	Topics(Course contents)		No. of Period
I	Working on Data in Spreadsheets: Applying Logic in Decision Making		08
II	Excel for Problem Solving		07
III	Data Visualisation with MS-Excel		08
IV	Lectures, Hands-on Practice, Case analysis		08
<b>Keywords</b>	<b>Data, MS- Excel, Problem Solving, Spreadsheets.</b>		
<b>PART-C: Learning Resources</b>			
<b>Online Resources-</b>			
<a href="https://www.theexcelexperts.com/importance-excel-business/">https://www.theexcelexperts.com/importance-excel-business/</a>			
<a href="https://www.youtube.com/watch?v=eIN40JN7sro&amp;ab_channel=LeilaGharani">https://www.youtube.com/watch?v=eIN40JN7sro&amp;ab_channel=LeilaGharani</a>			
<b>PART-D: Assessment and Evaluation</b>			
<b>Suggested Continuous Evaluation Methods:</b>			
<b>Maximum Marks:</b>		<b>50 Marks</b>	
<b>Continuous Internal Assessment (CIA):</b>		<b>15 Marks</b>	
<b>End Semester Exam (ESE):</b>		<b>35 Marks</b>	
<b>Continuous Internal Assessment(CIA): (By Course Teacher)</b>	Internal Test / Quiz-(2):10 & 10 Assignment/Seminar +Attendance - 05 Total Marks - 15	Better marks out of the two Test/ Quiz +obtained marks in Assignments shall be considered against 15 Marks	
<b>End Semester Exam(ESE):</b>	Two section- A & B Section A: Q1. Objective-05 x1=05 Mark; Q2. Short answer type-5x2 =10 Marks Section B: Descriptive answer type qts., 1 out of 2 from each unit-4x05=20 Marks		

**Name and Signature of Convenor & Members: (CBOS)**

