

LLOYD BUSINESS SCHOOL

Learning Management through Excel

From Basics to Advance Level



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Course Curriculum: Learning Management through Excel

CERTIFICATION COURSE (300 HRS)

About Course:

With increasing requirement of composite skills which involve business knowledge and scientific and analytical acumen, 'Excel' and its in-depth understanding has become prime most in Management education. An analytics framework through 'Excel' helps in developing insights into business performance based on statistical and business expertise. Advanced Excel plays a very important role in structuring & presenting data so that it looks impressive.

The course aims at promoting the skill set of students for knowledge oriented up-skilling program and industry preparedness in 'Excel'. The course aims to provide high level of understanding and practical hands on experience using basic and advanced 'Excel' capabilities, from standard usage, cell formatting, function, charts, pivot tables and up to the statistical analysis based on 'excel' as a platform.

The objective of this course is to teach participants the usage of excel and its applications for data analysis through dashboards etc.

Course Pedagogy:

The course aims to develop the skills of the students from basic to advanced concepts in Excel. For this the course has been divided in to three:

- 1) Foundation Course I (Basic)
- 2) Foundation Course II (Intermediate)
- 3) Foundation Course III (Advanced)

Course Duration and Evaluation:

**Learning Management
through Excel**
Curriculum Structure –
Trimester Wise

Trimester I	No.	Courses	Hours	Credit	Marks		
					CIA	Exam	Total
I	1	Foundation Course I	40	4	50	50	100
I	2	Foundation Course II	40	4	50	50	100
I	3	Foundation Course III	40	4	50	50	100
		Total	120	12	150	150	300

For each of the Courses (I, II, III):

- Theoretical Concept Building: 25 hrs
- Practical hands on training: 15 hrs
- Total hours per Course (I,II,III) : 40 hrs

FOUNDATION COURSE I: BEGINNERS EXCEL

KEY LEARNING(S)	DURATION	OPTIONAL INSTRUCTIONAL TOOLS
The course is structured as an introduction to Excel for the beginner to learn basic operations of excel.	25 H	EXCEL
CONCEPT MAP OF TOOL	TOOL	EXCEL
Provide high level of understanding and practical hands on experience using basic and advanced Excel capabilities.	LEVEL	BEGINNERS
	TEACHER	TEACHER NAME

CONCEPT #1	CONCEPT #2	CONCEPT #3	CONCEPT #4
Familiarization with the Excel workspace. Workbooks and worksheets	Data types, Basic text and cell formatting, Auto completion of series	cell merging, alignment, wrap, orientation Special paste, Freeze pane	Sort and filter
CONCEPT#5	CONCEPT#6	CONCEPT#7	CONCEPT#8
Cell reference: relative and absolute , Text to columns	Groups and Subtotals Track Changes and Comments	Tables and charts, Sparklines	Conditional formatting
CONCEPT#9	CONCEPT#10		
Basic Mathematical Operations	Basic function and formula		

FOUNDATION COURSE II: EXCEL INTERMEDIATE

CONCEPT MAP OF TOOL

Introduction to different category of functions like Numerical and Statistical, Date and Time, Logical, Lookup and References, Text and Information.

TOOL

EXCEL

LEVEL

INTERMEDIATE

TEACHER

TEACHER NAME

KEY LEARNING(S)

DURATION

OPTIONAL INSTRUCTIONAL TOOLS

The course is structured as an introduction to Excel for the beginner to learn basic operations of excel.

25 H

EXCEL

CONCEPT #1

Numerical function

CONCEPT #2

Logical function

CONCEPT #3

Text Function

CONCEPT #4

Date function

KEY LEARNING(S)

You will be able to do more complex statistical function and use dashboard and pivot table to manipulate information.

CONCEPT#5

Ref functions: vlookup, hlookup

CONCEPT#6

Name Manager, list input, What if Analysis (Goal seek, Scenarios)

CONCEPT#7

Data validation, macro

CONCEPT#8

Slicers

FOUNDATION COURSE III: EXCEL ADVANCE

CONCEPT MAP OF TOOL

Provide high level of understanding and practical hands on experience using basic and advanced Excel capabilities.

TOOL

EXCEL

LEVEL

ADVANCE

TEACHER

TEACHER NAME

CONCEPT #1

Financial function

CONCEPT #2

Statistical function

CONCEPT #3

Pivot table

CONCEPT #4

Dashboard in excel

CONCEPT#5

Security :Protection of Cells, Sheets, and Workbook

CONCEPT#6

Descriptive Statistics: Correlation and regression

CONCEPT#7

Import and Export data

Course Outcomes:

- Comprehensive and rigorous curriculum covering key concepts of basics and advanced concepts in Excel
- Practical implement ability of the learned concepts through projects and assignments.
- Statistical analysis to be conducted through excel
- Functional orientation with excel on data sets for practical enhancement and use of 'Excel' by students.
- Understand and apply basic principles of laying out Excel models for decision making
- Use advanced techniques for report visualizations