
Course Module
For
Value Added Course

Evaluation Pattern: On the basis of practical exam followed by viva voce


Total Duration required: 30 Hours

Course Structure

S.No.	Contents Deliverance	Learning Outcomes
1	Working on Data in Spreadsheets: Applying Logic in Decision Making (10 hours)	Understand spreadsheet functions to efficiently perform calculations related to real-world operations
2	Excel for Problem Solving (10 hours)	Identify real-world problems using data using spreadsheets.
3	Data Visualization with MS-Excel (10 hours)	Identify real-world problems using data using spreadsheets.

References:

- L.Winston Wayne, Microsoft Excel: Data Analysis and Business Model
- Michael Alexander, Microsoft Excel Bible
- <https://www.theexcelxperts.com/importance-excel-business/>
- https://www.youtube.com/watch?v=eIN40JN7sro&ab_channel=LeilaGharani


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