Level 3	Evaluate	30%		30%		30%		30%		30%	
	Create										
	Total	100 %		100 %		100 %		100 %		100%	

CLA – 4 can be from any combination of these: Assignments, Seminars, Tech Talks, Mini-Projects, Case-Studies, Self-Study, MOOCs, Certifications, Conf. Paper etc.,

Course Designers		
Experts from Academic		**Internal Experts**
1.Dr.M.A.Baskar, Professor & Head, Dept. Of Mathematics, Loyola college, Chennai		1. L.Sivakami, SRMIST
2. Dr.P.Dhanavanthan, Professor & Head, Dept. Of statistics, Pondicherry University		2. S.Suruthi, SRMIST

Course Code	UCS20S01J	Course Name	ADVANCED EXCEL	Course Category	S	Skill Enhancement	L	T	P	C
							1	0	1	2

Pre-requisite Courses	Nil	Co-requisite Courses	Nil		Progressive Courses	Nil
Course Offering Department	Computer Science		Data Book / Codes/Standards	Nil		

Course Learning Rationale (CLR):	The purpose of learning this course is to,		Learning		Program Learning Outcomes (PLO)	

		1	2	3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
CLR-1 :	Categorize data in an easy-to-navigate manner																		
CLR-2 :	Do basic and complex mathematical functions	Level of Thinking (Bloom)	Expected Proficiency (%)	Expected Attainment (%)	Engineering Knowledge	Problem Analysis	Design & Development	Analysis, Design, Research	Modern Tool Usage	Society & Culture	Environment & Sustainability	Ethics	Individual & Team Work	Communication	Project Mgt. & Finance	Life Long Learning	PSO – 1	PSO – 2	PSO – 3
CLR-3 :	Turn lots of data into helpful graphics and charts.																		
CLR-4 :	Analyze data and make forecasting predictions																		
CLR-5 :	Create, build, and edit pixilated images																		
CLR-6 :	easily create dashboards, reports, interfaces, charts and formatted data																		
Course Learning Outcomes (CLO):	At the end of this course, learners will be able to:																		
CLO-1 :	Construct formulas, including the use of built-in functions, and relative and absolute references.	2	85	80	H	M	M	M	-	-	-	-	M	-	-	-	H	H	H

CLO-2 :	Enter and edit data.	3	85	80	H	M	M	M	-	-	-	-	M	-	-	-	H	H	H
CLO-3 :	Indicate the names and functions of the Excel interface components.	3	85	80	H	H	H	H	-	-	-	-	M	-	-	-	H	H	H
CLO-4 :	Create and modify charts	3	85	80	H	H	H	H	-	-	-	-	M	-	-	-	H	H	H
CLO-5 :	Preview and print worksheets.	3	85	80	H	M	M	M	-	-	-	-	M	-	-	-	H	H	H
CLO-6 :	Use the Excel online Help feature.	3	85	80	H	M	M	M	-	-	-	-	M	-	-	-	H	H	H

Duration (Hour)		6	6	6	6	6
S-1	SLO-1	Laboratory 1: Working with formulas and functions	Laboratory 2 :IF function Nested IF, IF with AND OR NOT	Laboratory 3:Look Up Functions V-Lookup	Laboratory 4:Data Validation Methods of data validation	Laboratory 5:Protecting a worksheet by Password
	SLO-2				Setting data validation rules	Protecting part of a worksheet
S-2	SLO-1	Laboratory 6: Sorting a database	Laboratory7:Filtering a database Auto Filter	Laboratory 8:Subtotals: Display Subtotal at a single level	Laboratory 9:Pivot table: Format a Pivot table Report	Laboratory10:Create a graph using Pivot data
	SLO-2	Simple Sort Multilevel sort	Number, Text or Date Filter	Displaying nested subtotals	Top/Bottom Report	Slicer
S-3	SLO-1	Laboratory 11:Conditional formatting Using Cells	Laboratory 12:What if Analysis tools:	Laboratory 13: Links between different Worksheets	Laboratory 14:Creating Hyperlinks	Laboratory 15:Working with charts: Creating charts using chart tools
	SLO-2					
S-4	SLO-1	Laboratory 16 :Merging Workgroups	Laboratory 17 :Tracking changes	Laboratory 18:Formatting charts	Laboratory 19 :Charts for My data	Laboratory 20:Chart Templates
	SLO-2					
S-5	SLO-1	Laboratory 21::Adding titles and values in charts	Laboratory 22::Spark lines	Laboratory 23: Customize Spark lines	Laboratory24 :Change the style of Spark lines	Laboratory 25:Creating a Macro
	SLO-2					
S-6	SLO-1	Laboratory 26:Recording a macro	Laboratory27:Running a macro using menu command	Laboratory 28:Writing a macro	Laboratory 29: Assigning a macro to a button	Laboratory 30:Functions Description
	SLO-2					

Learning Resources	1.Ritu Arora, (2018), "Advance Excel" Training Guide, BPB Publications

		Learning Assessment								
		Continuous Learning Assessment (100% weightage)								
	Bloom's Level of Thinking	CLA – 1 (20%)		CLA – 2 (20%)		CLA – 3 (30%)		CLA – 4# (30%)	
		Theory	Practice	Theory	Practice	Theory	Practice	Theory	Practice
Level 1	Remember	10%	10%	10%	10%	10%	10%	10%	10%
	Understand								
Level 2	Apply	20%	20%	20%	20%	20%	20%	20%	20%
	Analyze								
Level 3	Evaluate	20%	20%	20%	20%	20%	20%	20%	20%
	Create								
	Total	100%		100%		100%		100 %	

CLA – 4 can be from any combination of these: Assignments, Seminars, Tech Talks, Mini-Projects, Case-Studies, Self-Study, MOOCs, Certifications, Conf. Paper etc.

Course Designers		
Experts from Industry	**Experts from Higher Technical Institutions**	**Internal Experts**
Mr. S. Karthik, IT Analyst, Tata Consultancy Services	Dr. Neelanarayanan,, Professor, School of Computer Science and Engineering, VIT Chennai	1.Mrs.S.Parimala
		2.Dr.S.P. Angelin Claret
		3.Dr.A.Meenakshi

Course Code	UCD20S01L	Course Name	Soft Skills	Course Category	S	Skill Enhancement Course	L	T	P	C
							0	0	2	1

Pre-requisite Courses	Nil	Co-requisite Courses	Nil	Progressive Courses	Nil	
Course Offering Department	Career Development Centre	Data Book / Codes/Standards			Nil	