FACULTY OF COMPUTER SCIENCE & IT

SYLLABUS

of

EXCEL FOR MANAGERS
for

Bachelor of Business Administration (Three Years Degree Programme) / Bachelor of Business Administration (Honours) (Four Years Degree Programme) Semester-V

Credit Based Continuous Evaluation Grading System (CBCEGS)

Session: 2026-27

The Heritage Institution

KANYA MAHA VIDYALAYA JALANDHAR (Autonomous)

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME
Bachelor of Business Administration (Three Years Degree Programme)/
Bachelor of Business Administration (Honours) (Four Years Degree Programme)

(Session 2026-27)

Credit Based Continuous Evaluation Grading System (CBCEGS)

<table>
<tr><th colspan="11">Bachelor of Business Administration (Three Years Degree Programme)/
Bachelor of Business Administration (Honours) (Four Years Degree Programme)
Semester V</th></tr>
<tr><th rowspan="3">Course Code</th><th rowspan="3">Course Title</th><th rowspan="3">Course Type</th><th>Hours per week</th><th colspan="2">Credit</th><th colspan="4">Marks</th><th rowspan="3">Examination Time
(in Hours)</th></tr>
<tr><th rowspan="2">L-T-P</th><th rowspan="2">L-T-P</th><th rowspan="2">Total</th><th rowspan="2">Total</th><th colspan="2">Ext.</th><th rowspan="2">CA</th></tr>
<tr><th>L</th><th>P</th></tr>
<tr><td></td><td>Excel for Managers</td><td>SEC</td><td>2-0-2</td><td>2-0-1</td><td>3</td><td>100</td><td>40</td><td>30</td><td>30</td><td>3+3</td></tr>
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Bachelor of Business Administration (Three Years Degree Programme) /
Bachelor of Business Administration (Honours) (Four Years Degree Programme)
Semester V
(Session 2026-27)
Course Code:

EXCEL FOR MANAGERS

COURSE OUTCOMES:

After passing this course the student will be able to:

CO1: Understand the interface and core features of MS Excel for business applications

CO2: Understand how to use excel functions to manage, organize and present business data effectively

CO3: Understand use of logical functions for decision making in datasets

CO4: Create dynamic models for efficient data handling and reporting

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Examination Time: (3+3) Hours

Max. Marks: 100
Theory: 40
Practical: 30
CA: 30

L-T-P: 2-0-1
Credit: 3

Instructions for the Paper Setters:-
Eight questions of equal marks (08 Marks) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A

Introduction to Excel, Understanding Advanced Features of Excel: Text functions (Concatenate, Left, Right, Mid, Length, Proper, Upper, Lower, Trim, Replace, Substitute), Logical functions (including nested functions) Data Filter and Sort. Creating Dynamic Models.

Section B

Understanding basic mathematical functions, Describing data: Descriptive statistics, Moving Average, Random Number generator, Rank and Percentile, Variance, Standard deviation, illustrating data using Scatter Plot, Bar chart and Histogram

Section C

Measuring and incorporating Risk in Capital Budgeting projects: PV, FV, NPV, IRR, Computation of debt or loan repayment using excel, amortization functions i.e. PMT, IPMT, PPMT

Section D

Data Analysis: Estimating a simple and multiple regression using Data Analysis Tool Pack, Plotting a simple and multiple regression, plotting the least square residuals, Prediction using Excel.

Suggested Readings:

1. Danielle Stein Fairhurst“Financial Modeling in Excel for Dummies”2017
2. Oluwa Shmuel , “Hands-On Financial Modeling with Microsoft Excel 2019: Build

practical models for forecasting, valuation, trading, and growth analysis using Excel", Pack Publishing, 2019
3. Paul Pignataro " Financial Modeling and Valuation: A Practical Guide to Investment Banking and Private Equity" (Wiley Finance) Hardcover –2013
4. Barlow, John F. "Excel Models for Business and Operations Management". Wiley India Pvt. Limited, 2nd Edition, 2005.

Note: Latest edition of text books to be followed.