

SATYUG DARSHAN INSTITUTE OF ENGINEERING & TECHNOLOGY, FARIDABAD

Lesson Plan / Teaching Plan / Lecture Plan with Progress : BBA GEN -3RD Semester : 2024-25

Course Name (Code) : ADVANCED EXCEL; PAPER CODE: BBA/GNL/306

Faculty : RAGHAV KUMAR JHA

Topics / lectures are arranged in sequence - same - as to be taught in the class. Maintain data related to "Date" in its hard copy.

S. No.	Lecture No	CO (No)	Topic Description	Teaching Pedagogy	Reference Material	Date		Remarks, if any
						Planned	Actual Delivery	
1	1	1	Introduction to Subject and Workheet			21-07-2025		
2	2	1	Data Entry	LAB	T3	24-07-2025		
3	3	1	Creating a basic worksheet: Data entry, insert, delete, naming, auto adjustment of raw & column.	LAB	T3	28-07-2025		
4	4	1	Formatting cells	LAB	T3	31-07-2025		
5	5	1	Viewing and printing worksheets & Sorting	LAB	T3	04-08-2025		
6	6	1	Filtering & Grouping-Ungrouping	LAB	T3	07-08-2025		
7	7	3	Subtotals and grand totals	LAB	T3	11-08-2025		
8	8	3	Formula: Max, Min, Average, Count, Counta, Count Blank, Today and Now	LAB	T3	14-08-2025		
9	9	3	Formual: Round, Roundup and Financial Functions: FV,PV,NPER	LAB	T3	18-08-2025		
10	10		Practice session	LAB	T3	21-08-2025		
11	11	4	VLOOKUP	LAB	T3	25-08-2025		
12	12		Practice session	LAB	T3	01-09-2025		
13	13	4	HLOOKUP	LAB	T3	04-09-2025		
14	14		Practice session	LAB		08-09-2025		
15	15	3	Sum formula and If Conditions	LAB	T4	11-09-2025		
16	16	3	IF and OR formula-1	LAB	T4	15-09-2025		
17	17	3	IF and OR formula-1	LAB	T4	18-09-2025		
18	18		Practice session	LAB	T4	22-09-2025		
19	19	2	Goal Seek function	LAB	T4	25-09-2025		
20	20	2	Scenario	LAB	T4	29-09-2025		
21	21	3	descriptive statistics	LAB	T4	06-10-2025		
22	22	1	PivotTables, trends and data summarization	LAB	T4	09-10-2025		
23	23	3	Data Validation	LAB	T4	13-10-2025		
24	24	4	Creating &running macro, Hyperlink	LAB	T4	27-10-2025		
25	25	1	Creating and managing charts	LAB	T4	30-10-2025		
26	26	4	Working with multiple sheets	LAB	T4	03-11-2025		
27	27	4	Hyperlinks and Creating Dashboards.	LAB	T4	06-11-2025		
28	28		Project File			10-11-2025		
29	29		Project File			13-11-2025		

Study Material / Books / Web-resources / Online Courses Links etc.

S. No.	Description
1	Harvey, G. Excel All-in-One for Dummies. Hoboken, NJ: John Wiley & Sons.
2	Alexander, M., & Kusleika, R., et al. Excel Bible. Hoboken, NJ: Wiley
3	Winston, W. Microsoft Excel 365 Data Analysis and Business Modeling. Redmond, WA:
4	Blackwood, N. Advanced Excel Reporting for Management Accountants. Hoboken, NJ: Wiley.
