GANPAT UNIVERSITY

FACULTY OF SOCIAL SCIENCES AND HUMANITIES

Programme	Bachelor of Arts					Branch/Spec.	Psychology		
Semester	III					Version	1.0.0.0		
Effective from Academic Year		2026-27				Effective for the Batch admitted in			July 2025
Course Code	BSEC202	Course Name				Working with Spreadsheets			
Teaching Scheme						Examination Scheme (Marks)			
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	00	00	02	00	02	Theory	00	00	00
Hours	00	00	04	00	04	Practical	25	25	50

Pre-requisites

Familiarity with fundamental concepts of the internet, email, and online platforms.

Course Objective:

To acquire a comprehensive understanding of spreadsheet software, including data entry, analysis, and visualization, to enhance efficiency and decision-making capabilities.

Course Outcomes

On successful completion of the course, the students will be able to:

CO1	Describe the basic components of a spreadsheet.
CO2	Perform basic calculations and apply in-built formulas.
CO3	Use spreadsheets for real-life applications and able to show expected output from raw data.
CO4	Analyze data and prepare meaningful tables and graphs

Theory Syllabus

Unit	Content	Hrs.
1	**Basic of Spreadsheet** Introduction of the spreadsheet: components, importance, Spreadsheet/Workbook- Insert, Delete, Move, Save and Protect, Sheet/workbook: Create, Save, Import, Export, New sheet, Delete, and Protect, Data: Add Numbers or Text, Edit, Delete, Copy, Move, Replace, Find, Data Validation, Table and Range Labeling, Sort, Filter, Basic Formulas: Auto sum, Sum, Count, Average, Min, Max, Proper, Lower, Upper, If, (and or not), Relative and Absolute Referencing, Conditional Formatting, Print Preview and Page set up, Margin, Header and Footer Chart: Bar chart, Pie Chart and Line Chart	15
2	**Functions in Spreadsheet** Date Functions: DATE, DAY, DATEVALUE, MONTH, NOW, YEAR, WEEKDAY, TODAY and more Financial Functions NPV, XNPV, PV, FV, PMT, RATE, NPER and more Advanced Spreadsheet Features: LOOKUP, Match, Pivot Table- chart, Goal Seek and Scenario Introduction of Dashboard: Graph/chart with data summary tables.	15

Exam: Practical Exam (100%)

Practical Content

Practical, assignments and tutorials are based on above syllabus.

Text Books

1	Microsoft Office 2003 The Complete Reference by Curt Simmons, Guy Hart-Davis, Jennifer Kettell, Jennifer Kettell, Tata McGraw Hill Publication

Reference Books

1	Adam Ramirez (2020) Excel Formulas and Functions 2020: The Step by Step Excel Guide with Examples on How to Create Powerful Formulas: Excel Academy.
2	Michael Rees- Principles of Financial Modelling: Model Design and Best Practices Using Excel and

	VBA (Wiley)
3	Winston, W. - Microsoft Excel data analysis and business modeling (Microsoft Press)
4	Robert G. Pascall; Mastering Google Sheets: A Step-by-Step Handbook for Beginners to Simplify Data Analysis,
5	Boost Productivity, and Unlock Your Full Spreadsheet Potential
ICT/MOOCs Reference	
1	https://www.coursera.org/projects/introduction-microsoft-excel
2	https://www.coursera.org/learn/microsoft-excel-work-smarter
3	https://www.coursera.org/learn/google-sheets

Mapping of CO with PO and PSO:

Course Outcome (CO) No.	PO-CO Mapping								PSO-CO Mapping					
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
CO2	3	1	1	1	1	2	1	1	1	2	2	1	1	1
CO3	3	2	1	1	2	3	1	1	1	2	3	1	2	1
CO4	3	2	1	2	3	3	1	1	1	3	3	2	2	1