

H. L. College of Commerce (Autonomous)

Self-Financed Programmes

B.Com. (Hons.) Banking and Financial Services Syllabus

Sem: 4	Course Code:	Course Title: Advance Spreadsheet Tools
Credits: 2	SEC209-2C	Course Category: Skill Enhancement Courses

Course Objective: The course is designed to develop students' proficiency in using advanced MS Excel tools for financial applications. It aims to equip learners with practical skills to solve real-time financial problems through data analysis, financial modelling, and dashboard creation. Emphasis is placed on hands-on learning to promote data-driven decision-making, especially within FinTech-driven business environments.

CO	Cognitive Abilities	Course Outcomes
CO1	Remembering	Use advanced Excel functions including lookup, logical, and text functions for data handling
CO2	Understanding	Perform data visualization using charts, sparklines, and conditional formatting
CO3	Applying	Use pivot tables and data tools for data summarization and analysis
CO4	Analyzing	Automate repetitive tasks using Excel Macros and basic VBA
CO5	Evaluating	Apply Excel techniques to develop financial models and dashboards

COURSE CONTENT:

Unit No	Unit Content	Sessions Allotted
1	Advanced Formulas and Functions <ul style="list-style-type: none">Logical Functions (IF, AND, OR, IFERROR)Lookup Functions (VLOOKUP, HLOOKUP, XLOOKUP, INDEX-MATCH)Text Functions (TEXT, LEFT, RIGHT, MID, CONCAT, TRIM)Date and Time Functions (TODAY, NOW, DATEDIF, NETWORKDAYS)	4 Hours
2	Data Management Tools <ul style="list-style-type: none">Data Sorting and Filtering (Advanced Filter)	5 Hours

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	<ul style="list-style-type: none">• Data Validation and Drop-Down Lists• Removing Duplicates• Named Ranges• What-If Analysis (Goal Seek, Scenario Manager, Data Tables)	
3	Data Analysis with Pivot Tables <ul style="list-style-type: none">• Creating and Modifying Pivot Tables• Grouping Data in Pivot Tables• Using Slicers and Timelines• Pivot Charts	4 Hours
4	Data Cleaning & Financial Functions <ul style="list-style-type: none">• Removing duplicates, handling blank cells• Text to Columns, Data Validation• Financial Functions: PMT, NPV, IRR, FV, RATE• Connecting to external data sources (CSV, Web, Databases)	3 Hours
5	Introduction to Macros and VBA <ul style="list-style-type: none">• Recording Macros for automation• Basic VBA editor: Sub routines and Functions• Writing simple VBA code for repetitive tasks	4 Hours
6	Excel in FinTech Applications <ul style="list-style-type: none">• Budgeting and Forecasting Models• Loan amortization and EMI schedules• Investment tracking and portfolio analysis	6 Hours
7	Real World Example <ul style="list-style-type: none">• The course prepares students for practical Excel tasks, especially in FinTech, where data analysis, financial modelling, and automation are key.	4 Hours

Recommended Texts / References

- Excel 2021 Bible – John Walkenbach
- Microsoft Excel 2019 Inside Out - **Bill Jelen**, widely recognized as "MrExcel."
- Excel 2019 All-in-One for Dummies - Michael Alexander
- Microsoft Excel Data Analysis and Business Modelling – Wayne L. Winston
- Lecture Notes.
- Online Excel Courses: Microsoft Learn, Coursera (for supplementary)

Assessment Techniques:

- 1) Class participation, discussions and attendance
- 2) MCQs / Quizzes

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- 3) Assignment project for real-world application of the learnings