
SYLLABUS FOR BOARD OF STUDIES ADOPTION — generated from the live catalogue record

Advanced Excel, Macros and Automation

X-C6 · 3 days (configurable 1–5 days) · Commerce · Business & Finance · Years: 2nd, 3rd, PG

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OVERVIEW

Students automate repetitive business reporting with advanced Excel and VBA macros.

Advanced Excel remains the workhorse of business; graduates who automate reports with macros save employers hours and stand out immediately.

HOURS AND CREDIT POSITION

Contact hours: 24 Guided project: 6 Self-study: 0 Notional total: 30

Credit claim: 1

30 notional hours ÷ 30 hours per credit (NSQF track, UGC Micro-credentials Guidelines §5.3.3) = 1 credits.

COURSE OUTCOMES

CO1. Build advanced lookup and dynamic-array formulas (K3)

CO2. Clean and shape data with Power Query (K3)

CO3. Analyse data using PivotTables and slicers (K4)

CO4. Write a VBA macro to automate a task (K3)

CO5. Build an automated reporting workbook (K3)

COURSE CONTENT — MODULES

Hours shown are the recommended format; module time scales proportionally when the engagement runs 1–5 days.

Module 1 — Advanced formulas (4h recommended)

Theory: Lookups, dynamic arrays, conditional logic

Lab: Build advanced formula solutions

Output: Formula workbook

Module 2 — Data tools (4h recommended)

Theory: Tables, Power Query, cleaning

Lab: Clean data with Power Query

Output: Cleaned dataset

Module 3 — PivotTables and analysis (4h recommended)

Theory: Pivots, slicers, dashboards

Lab: Analyse data with pivots

Output: Pivot analysis

Module 4 — VBA foundations (4h recommended)

Theory: The editor, variables, logic

Lab: Write first VBA routines

Output: VBA routines

Module 5 — Macros and automation (4h recommended)

Theory: Recording, writing and editing macros

Lab: Automate a reporting task

Output: Working macro

Module 6 — Capstone (4h recommended)

Theory: An automated reporting workbook

Lab: Ship an automated workbook

Output: Automated workbook

ASSESSMENT SCHEME (100 MARKS)

Continuous lab exercises — 40 marks

Capstone project & demonstration — 40 marks

Quiz & viva voce — 20 marks

CO-PO MAPPING

CO1 !' PO5 (strength 2)

Advanced Excel is a modern business tool.

CO2 !' PO5 (strength 2)

Power Query is modern-tool usage.

CO3 !' PO4 (strength 2)

Pivot analysis is investigation of data.

CO4 !' PO3 (strength 2)

A macro is a developed automation.

CO5 !' PO3 (strength 2)

The workbook is a developed solution.

EVERY PARTICIPANT RECEIVES

- Certificate of completion
- Course material
- LMS access
- Interview question bank
- Mock interview & viva practice
- Optional nasscom NSQF assessment (priced per candidate on your quotation)

FEE

¹1,700 per student, incl. GST

Excludes the optional nasscom assessment where offered. Final pricing on your college's quotation.

DESIGNED BY

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