

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR

(Established by Govt. of A.P., ACT No.30 of 2008)

ANANTHAPURAMU – 515 002 (A.P) INDIA

MASTER OF BUSINESS ADMINISTRATION

MBA; MBA (General Management); MBA (Business Management)

COMMON COURSE STRUCTURE

Course Code	Skill Oriented Course	L	T	P	C
21E64208	DATA ANALYTICS LAB	0	1	2	2
Semester		II			
Course Objectives:					
<ul style="list-style-type: none"> To explain the procedure in creation of company, ledger accounts and to explore, present financial statements of an business organization To give knowledge on using of various financial tools to take long term investment decision To demonstrate the process of storing, retrieving the data relating to employees, dealers, customers and consumers in an effective and efficient way To impart the knowledge on Systems and MIS and process of designing the MIS in an organization. 					
Course Outcomes (CO): Student will be able to					
<ul style="list-style-type: none"> Demonstrate the creation of company, ledger accounts, explore and export financial statements Exhibit the calculation of cost of capital and discounting factor techniques in long term investment decision. Store and retrieve the data relating to dealers, customers and consumers based on products, geographical criteria. Present the data in the form of pivot tables, graphs and charts in effective and efficient way Construct and present employee salary administration in an organization in an informative manner. Understand information system in the organization, design of MIS and also internet and the tools used in Internet. 					
List of Experiments:					
Unit – 1					
Introduction to Excel- Cells – name range – references – Creating and editing worksheets-Cell Formatting-Creating and using formulas and functions-Use of Macros –Sorting and querying data-Working with graphs and charts – usage of Paste special					
Unit – 2					
Basis of Excel: Managing Worksheets and Workbooks. - Worksheet Vs. Workbook - Creating new worksheets and workbooks - Deleting worksheets and workbooks -Naming and renaming a worksheet - Toggling between worksheets and workbooks - Copy and Move Worksheets - Hide, Unhide, Group and Ungroup Cells -Hide and Unhide Worksheets -Save and Save As					
Unit – 3					
Advanced Excel: Cell Referencing - Data Validation- Naming a Cell or Range of Cells (Name Manager).- Basic formulas (SUM, COUNTA, AVERAGE, MAX, MIN). Text Functions (RIGHT, LEFT, MID, SUBSTITUTE, FIND, LEN). Date Functions (TODAY, NOW, DAY, MONTH, YEAR, EDATE, EOMONTH, TEXT).					
Unit – 4					
Advanced Excel II: Lookup Functions (VLOOKUP, HLOOKUP, MATCH, INDEX). - Logical Functions (IF, AND, OR). -Data Analysis Functions (SUMIF, SUMIFS, COUNTIF, COUNTIFS). - Conditional Formatting, Filtering and Sorting. - Graphs, Charts and Pivot Tables remove duplicates					
Unit – 5					
Conducting Online surveys – usage of Google drive – micro soft online surveys – sharing with the help of social media/ internet- getting responses from online survey- sorting and filter online survey					
References:					
<ul style="list-style-type: none"> Ms Office Excel-Frye, PHI publications Ms Office Access- Step by step, PHI publications SPSS User manual 					
Online learning resources/Virtual labs:					
https://www.coursera.org/specializations/excel					
https://www.coursera.org/specializations/everyday-excel					
https://www.coursera.org/learn/excel-basics-data-analysis-ibm					