

Department of Business Administration



BUSINESS ACCOUNTING USING EXCEL

Value Added Course 2023 -24

Duration : 30 hours

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Objectives

This course helps to support accounting functions such as budgeting, preparing financial statements and creating balance sheets. It comes with basic spreadsheet functionality and many functions for performing complex mathematical calculations.

Expected Outcome

- Import, clean, and manage data in Excel for accurate analysis.
- Calculate trial balances and perform ratio analysis using Excel.
- Prepare trading and profit and loss accounts to assess business performance.

Syllabus

- **Module 1** - Basics of Excel
- **Module 2** - Import and clean data in excel
- **Module 3** - Calculation of Trial Balance using excel
- **Module 4** - Calculation of Ratio analysis using excel
- **Module 5** - Calculation of Trading & Profit and Loss account using excel

**THIS COURSE
WILL HELP TO
LEARN
SPREADSHEET
EXCEL FROM
BEGINNING TO
ADVANCED
LEVEL**

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