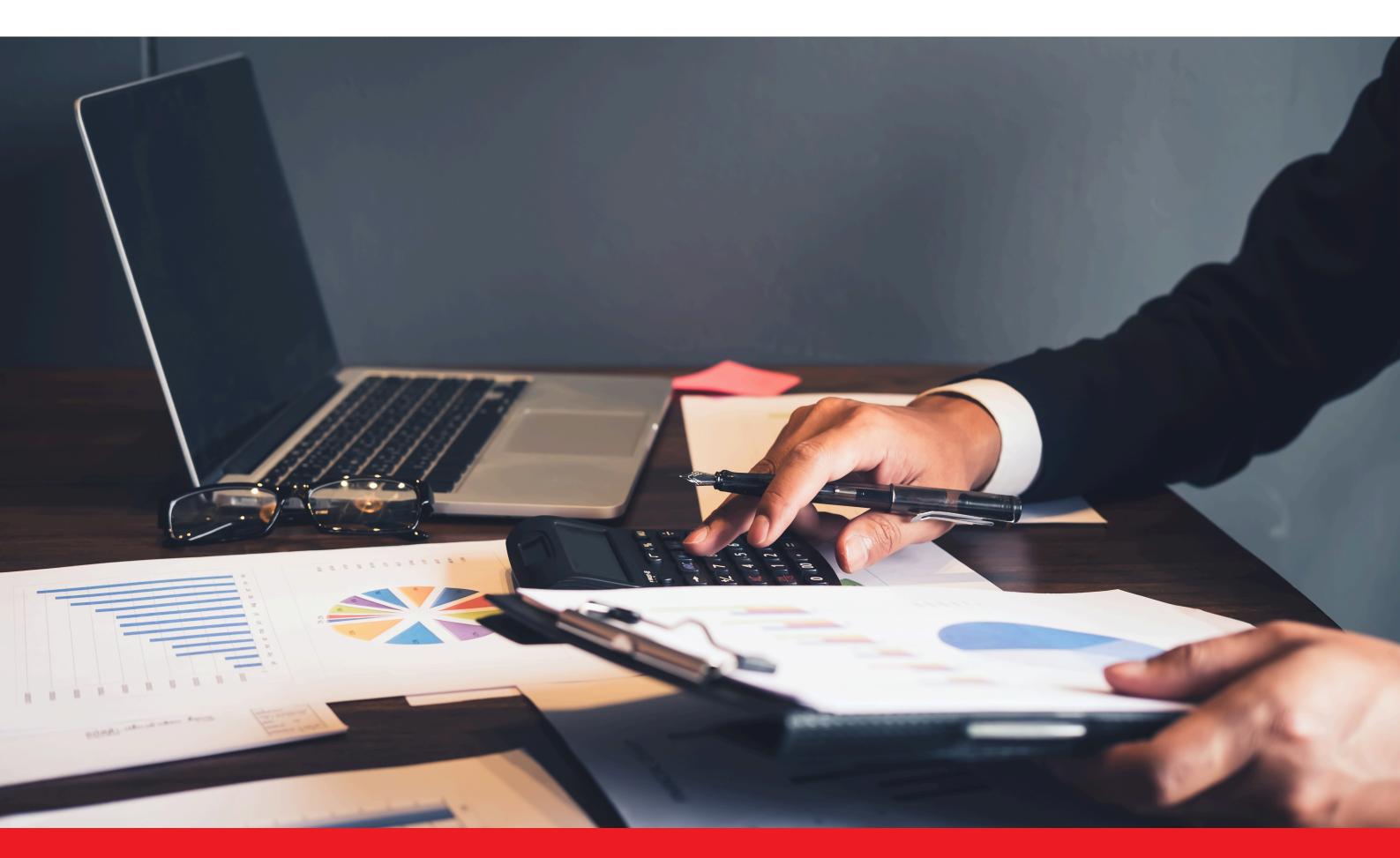


# SAINTGITS COLLEGE OF APPLIED SCIENCES

KOTTAYAM, KERALA (NAAC ACCREDITED WITH 'A' GRADE)

## Department of Business Administration



## BUSINESS ACCOUNTING USING EXCEL

Value Added Course 2023 -24

Duration: 30 hours

LEARN. GROW. EXCEL

#### 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.

# THIS COURSE WILL HELP TO LEARN SPREADSHEET EXCEL FROM BEGINNING TO ADVANCED

**LEVEL** 

### 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

Duration: 30 hours