

C P PATEL AND F H SHAH COMMERCE (AUTONOMOUS) COLLEGE, ANAND

(Managed by SARDAR PATEL EDUCATION TRUST, ANAND)

AFFILIATED TO SARDAR PATEL UNIVERSITY, V V NAGAR

An ISO 9001 2015 Certified / An ISO 14001-2015 Certified / An ISO 21001-2018 Certified
GUJARAT INSTITUTIONAL RATING FRAMEWORK (4 STAR)

AAA Reaccredited CGPA 3.56 – GRADE **A⁺** KCG-Dept of Edu. Got of Gujarat-April 2017

NAAC Reaccredited - CGPA 3.30 - GRADE **'A⁺'** UGC – MHRD, Govt of India – June 2022

Syllabus as per NEP 2020 with effect from the Academic Year 2023-2024

Master of Commerce (MCOM)

Semester - I

Course Code	PG01ACOM01	Title of the Course	COMPUTER APPLICATION IN BUSINESS-I
Total Credits of the Course	04	Hours per Week	04

Course Objectives	1. To introduce the students with MS Excel with practical knowledge which enable them to analyse and interpret of data for decision making and also enhance their technical skill based learning.
	2. Identify various business documents maximally as majority using MS Excel
	3. Create electronic business documents with minimal errors using MS Excel
	4. Manage business data effectively and efficiently

Course Content		
Unit	Description	Weightage (%)
1.	Introduction To Ms Excel-2007 Setting Up A Workbook: Creating Workbook, Modifying Workbook, Modifying Worksheet Working With Data & Data Tables: Entering & Revising Data, Moving, Finding & Replacing Data, Correcting & Expanding upon Worksheet Data, Defining Tables	25 %
2.	Performing Calculation on Data: Naming Group of Data, Creating Formulas to Calculate Values (Math's, Logical, String etc.), Summarizing Data to Meet Specific Condition, Finding and Correcting Errors Changing Documents Appearance: Formatting Cells, Defining Styles, Applying Workbook Theory & Table Styles, Making No. Easier to Read, Changing the Appearance of Data, Based on its Value, Adding Images	25 %
3.	Focusing on Specific Data Using Filters: Limiting the Data, Manipulating the Data, Defining the Valid Sets of Values for Ranges of Cells Reordering & Summarizing Data: Sorting Data, Organizing Data, Looking up Information Creating Dynamic Lists with Pivot Tables: Creating Dynamic Lists With Pivot Tables, Filter, Show & Hide the Pivot Table Data, Edit & Format Pivot Table Data	25%

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	VLookup Function	
4.	Creating Charts: Create Charts, Customize the Appearance of the Charts, Finds Trends in your Data Printing: Adding of Headers and Footers, Prepare Worksheets for Printing, Prints Data List, Part of Data List & Charts	25 %

*Units will have the same Weightage in the evaluation as suggested in the course outline.

*Practical's to be performed on MS-Excel 2007.

Teaching-Learning Methodology	Computer practical based learning methodology adopted for teaching all units in this course.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination	20%
2.	Internal Continuous Assessment in the form of Quizzes, Seminars, Assignments, Attendance	10%
3.	External Examination (Written-35% + Practical-35%)	70%

Course Outcomes	
1.	To know and understand about basic of MS excel.
2.	To know and practically understand about use of various MS excel functions and excel sheet formatting
3.	To know and practically understand about use of MS excel filter, sorting and pivot Table.
4.	To know and practically understand about use of MS excel charts and excel sheet printing.

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Suggested References	
Sr. No.	References
1	Curtis D. Frye , Step-By-Step Microsoft Excel-2007, Publish By Microsoft Press, 2007
2	Paul McFedries , Formulas and Functions with Microsoft® Office Excel 2007, ISBN-10: 0-7897-3668-3, Publish by Pearson Education, Inc, 2007

On-line resources to be used if available as reference material

On-line Resources

<https://ptgmedia.pearsoncmg.com/images/9780735623040/samplepages/9780735623040.pdf>
