



B. J. VANIJYA MAHAVIDYALAYA
(Autonomous)
(Grant-in-Aid)
(Affiliated to Sardar Patel University)
Vallabh Vidyanagar- 388 120, Dist. Anand, Gujarat, India
Accredited with CGPA of 2.78 on four point scale at B++ Grade by NAAC
Syllabus with effect from June-2024

Master of Commerce (M.Com.)
Semester-I

Course Code PB01ACOM51	Title of the Course Computer Application in Business-I	Total Credit 04
Course Objectives	<ol style="list-style-type: none">1. To introduce the students to MS Excel-2010 with Practical Demonstration.2. To learn analysis and interpretation of data for Decision-Making leading to enhancement of technical skill-based learning.3. To efficiently use computer, software & applications for solving modern business problems.4. To gain skills important for Employment & Research.	

Course Description		
Unit	Description	Weightage
1.	Introduction to MS Excel-2010 <ul style="list-style-type: none">• Setting-up 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: <ul style="list-style-type: none">• Naming Group of Data, Creating formulas to Calculate Values (Math, Logical, String, etc.), Summarizing Data to meet Specific Condition, Finding and Correcting Errors Changing Document's Appearance: <ul style="list-style-type: none">• Formatting Cells, Defining Styles, Applying Workbook Theory & Table Styles, Making No. Easier to Read, Changing the Appearance of Data based on its Value and adding Images	25%
3.	Focusing on Specific Data using Filters: <ul style="list-style-type: none">• Limiting the Data, Manipulating the Data & Defining the Valid Sets of Values for Ranges of Cells Reordering & Summarizing Data: <ul style="list-style-type: none">• Sorting Data, Organizing Data & Looking up Information Creating Dynamic Lists with Pivot Tables: <ul style="list-style-type: none">• Creating Dynamic Lists with Pivot Tables, Filter, Show & Hide the Pivot Table Data, Edit & Format Pivot Table Data	25%



4.	Creating Charts: <ul style="list-style-type: none"> • Create Charts, Customize the Appearance of Charts & Finding Trends in Data Printing: <ul style="list-style-type: none"> • Adding of Headers and Footers, Prepare Worksheets for Printing, Printing Data List, Part of Data List & Charts 	25%
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Practical to be performed on MS Excel-2010.

Teaching-Learning Methodolog	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 Practical, Viva-Voce, Quizzes, Seminars, Assignments, Attendance	10%
3.	External Examination (Written-35% + Practical-35%)	70%

Students will have to score minimum 40 % to pass the course.

Course Outcomes: Having completed this course, the students will be able to:	
1.	Know and understand the basics of MS Excel-2010
2.	Know and understand the use of various features of MS Excel-2010
3.	Know and practically understand about use of MS Excel filter, sorting and pivot table.
4.	Know and practically understand about use of MS Excel charts and excel sheet printing.

Suggested References:	
Sr. No.	References
1.	Curtis D. Frye, Step-By-Step Microsoft Excel-2010, Publish by Microsoft Press, 2010.
2.	Paul McFedries, Formulas and Functions with Microsoft® Office Excel 2010, Publish by Pearson Education, Inc., 2010.
3.	Website: https://ptgmedia.pearsoncmg.com/images/9780735623040/samplepages/9780735623040.pdf