



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 as per the NEP 2020 with effect from July – 2026

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

Course Type	Course Code	Course Title	Teaching-Learning Scheme	Total Notional Hours	Course Credits
			L-P-T		
SBC	P2B01NSCOM01	Advance Excel for Business Analytics	0-2-0	60	02

- **Course Learning Outcomes (CLOs)**

On completion of this course, students will be able to:

- **CLO1:** Apply advanced functions (Maths, Logical, Lookup, Text, Date/Time) to solve complex business and financial problems.
- **CLO2:** Analyze, visualize, and automate repetitive tasks for large datasets to facilitate managerial decision-making.

Unit	Course Content	Learning Pedagogies*	CLO(s)
I	Advanced Excel with Data Handling & Functions • Preparing and Modifying excel worksheets with formatting • Enter, revise and modifying data in worksheet • Maths functions • Logical functions • Lookup functions • Text functions • Date & time functions	CL, EL, ICT, SDL	CLO1
II	Data Analysis & Visualization • Pivot Tables & Pivot Charts • Conditional formatting • Data validation & Data Cleaning • Advanced charting techniques • Auto filter and Sorting • Macros • Power Query for data transformation	CL, EL, PBL, ICT	CLO2

***Learning Pedagogies Acronyms:**

- CL: Classroom Lecture;
- EL: Experimental Learning
- CBL: Case-Based Learning;
- PBL: Problem-Based Learning;
- ICT: ICT-Enabled Learning;
- **Assessment Methodologies**
- **(B) Internal Assessment (25 Marks)**

- a. **Internal Formative Assessment (10 Marks):**
Assignments, Quizzes, and Class Regularity, Seminars & Presentations
- b. **Internal Summative Assessment (15 Marks):**
Mid-term written examination

(C) Weightage of Learning Efforts for External Assessment: 25 Marks

Unit	Aligned CLOs	Total Learning Hours	Approximate weightage (Marks) to Learning levels (BT)			Total Marks
			Remember (R)	Understanding (U)	Application/ Analyse & above (A)	
I	1	30	0	0	13	13
II	2	30	0	0	12	12
		60	0	0	25	50

• **Assessment and Evaluation**

Sr. No.	Assessment/Evaluation	Component	Weightage (%)
1	Continuous Internal Evaluation	Practical Exam & Lab Work	50
2	End-Semester Examination	Practical Exam and Viva Voce	50

(D) CLOs – PLOs Matrix

(Scale: 3: Strong, 2: Moderate, 1: Low, 0: No Correlation)

CLO	PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10
CLO1	2	3	2	2	1	3	0	1	2	2
CLO2	2	3	3	2	2	3	0	1	3	2

• **Suggested Learning Materials Books:**

Sr. No.	Title	Author(s)	Edition/Year	Publisher
1	Microsoft Excel Formulas and Functions (Office 2021 and Microsoft 365)	Paul McFedries	1st Edition, 2023	Pearson Education
2	Mastering Advanced Excel – with ChatGPT Integration	Ritu Arora	1st Edition, 2023	BPB Publications
3	Microsoft Excel Step by Step (Office 2021 and Microsoft 365)	Curtis Frye	1st Edition, 2021	Microsoft Press

• **Online Resources (Open Source)**

Sr. No.	Description	Web link
1	Microsoft Excel Help & Learning (Official Microsoft)	https://support.microsoft.com/en-us/excel
2	Trump Excel – Free Online Training	https://trumpexcel.com/free-excel-training
3	Coursera – Data Analysis and Visualization with Excel	https://www.coursera.org/specializations/excel-data-analysis-visualization
4	Great Learning – Free Data Analytics Using Excel Course	https://www.mygreatlearning.com/academy/learn-for-free/courses/data-analytics-using-excel