



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 - December 2025

Bachelor of Commerce (B.Com.)

Semester – IV

Course Code SEC	UB04SECOM02	Title of the Course	Computer Skills-IV
Total Credits of the Course	02	Hours per Week	2 Practical per week per batch

Course Objectives:	1. To develop computer skill among commerce students. 2. To meet the needs of modern business. 3. To develop the skill of using spreadsheet package to share views and ideas with the people..
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Course Content		
Unit No.	Description	Weightage (%)
1.	Generally used spreadsheet functions Calculations in Worksheet: Objectives, Basic Properties of a Formula, Order of Precedence of Operators. Entering, Editing a Formula. Functions: Statistical Functions: AVG(), MIN(), MAX(), COUNT() Mathematical / Trig Functions: ROUND(), ABS(), FACT(), INT(),SQRT(), EXP(), CEILING(), EVEN(), ODD(), MOD(), POWER(), SUM() Logical Function: IF() & NESTED IF(), AND(),OR(),NOT(). Financial Function : DDB(), FV(), PMT()	50%
2.	Functions: Date Function: DATE(), DAY(),DATEVALUE(), MONTH(), NOW(), YEAR(), WEEKDAY(). String / Text Functions: LEFT(), CONCATENATE(), RIGHT(), LOWER(), UPPER(), EXACT(),	50%



	FIND(),SUBSTITUTE(). Introduction to Data Analysis Tools: Pivot Table, Goal Seek, Scenarios. Printing Features: Print Preview, Page setup, Page, Margin, Header / Footer	
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Teaching-Learning Methodology	Practical (100%) Practicals: Practical are based on above Units.(Weightage 100%) – Two Practical periods per week per batch.
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Internal and External Examination Evaluation

Sr. No.	Details of the Evaluation / Exam Pattern	50 Marks (%)	25 Marks (%)
1	Class Test (at least one)	15 (30%)	10 (40%)
2	Quiz (at least one)	15 (30%)	05 (20%)
3	Active Learning	05 (10%)	----
4	Home Assignment	05 (10%)	05 (20%)
5	Class Assignment	05 (10%)	----
6	Attendance	05 (10%)	05 (20%)
Total Internal (%)		50 (100%)	25 (100%)
Final Examination (%)		50 (100%)	25 (100%)

Sr. No.	Course Outcomes: Having completed this course, the learner will be able to
1)	Learn to use basic functions and formulas.
2)	Work with pivot tables and charts.
3)	Import and export data

Sr. No.	Suggested References:
1)	Microsoft Office2010 by Bittu Kumar V & S Publishers
2)	Preparation Of Power Point Presentation Based On Research, Insertion Of Graphs, Charts & figures In Presentation by Deepak Shri vastava

Sr. No.	On-Line Resources available that can be used as Reference Material
1)	https://ptgmedia.pearsoncmg.com/images/9780735626966/samplepages/9780735626966.pdf
2)	https://www.youtube.com/watch?v=fUkh3yWm3d4 (VIDEO)

3)	https://www.guru99.com/excel-tutorials.html
4)	https://edu.gcfglobal.org/en/topics/office2010/(Tutorials)
5)	SWAYAM- https://onlinecourses.swayam2.ac.in/nou24_cm16/preview