SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.11)
Syllabus as per NEP 2020 with effect from the Academic Year 2024-2025

Bachelor of Commerce(B.Com.)
Semester - III

Course Code	UB03MACOM08	Title of the Course	Computer Applications-IV
Total Credits of the Course	**04**	**Hours per Week**	**02(Theory) + 02(Practical per batch per week)**

Course Objectives	1. To develop computer skills in commerce students. 2. To develop the skill to use spreadsheets for business and commercial purposes.

	Course Content	
Unit	**Description**	**Weightage (%)**
1.	**Spreadsheet and its Business Application Introduction of Excel:** Introduction of Excel, Use of Excel in Office, Advantage of Excel. Introduction to Worksheet: Getting started with Spread sheet, Screen of Excel, Rows, Columns, Cells, and Work Book. Creating, Saving, Deleting, and Protecting, Open, Close Worksheet/Workbook, Working with Excel: Entering Text, Home Tab (Font, Alignment and Numbers), Relative and Absolute Referencing, Editing, Deleting, Copying, moving a data and formula, Search and Replace Data, Re-arrange Cell Contents. Cell: Insert (Cell, Row, Column and Sheet), Delete (Cell, Row, Column and Sheet).	**25 %**
2.	**Creating Business Spread sheet** Formatting Worksheet: Objectives, Column Width and Row Height using Menu Commands, Using Mouse, Formatting Worksheet, AutoCorrect, and AutoSum. Calculations in Worksheet: Basic Properties of a Formula, Order of Precedence of Operators. Entering, Editing a Formula. Difference Between Functions and Formula. Creating Charts, Chart Types, Modifying Chartstypes and Its Properties. Working with Data: Data analysis with Conditional Formatting. Data Sorting, Subtotal, Filtering Data.	**25 %**
3.	**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()	**25 %**

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4.	**Functions:** Date Function: DATE(), DAY(),DATEVALUE(), MONTH(), NOW(), YEAR(), WEEKDAY(). String / Text Functions: LEFT(), CONCATENATE(), RIGHT(), LOWER(), UPPER(), EXACT(), FIND(),SUBSTITUTE(). Introduction to Data Analysis Tools: Pivot Table, Goal Seek, Scenarios. Printing Features: Print Preview, Page setup, Page, Margin, Header / Footer.	**25 %**

Teaching-Learning Methodology	Theory (50%) + Practical (50%) Practicals : Practicals are based on above Units.(Weightage 50%) – Two Practical periods per week per batch. Multiple teaching approaches: Lectures and discussion, exploration and inquiry, cooperative group work, demonstration and presentation. Traditional classroom teaching as well as online/ICT based teaching practices. Hands on training through required ICT tools.

Internal and / or 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%)**
	University Examination (%)	**50 (100%)**	**25 (100%)**

Course Outcomes	
1.	• Examine spread sheet concepts and explore the Microsoft Office Excel environment. • Create, open and view a workbook. • Save and print workbooks. • Enter and edit data.
2.	• Modify a worksheet and workbook. • Work with cell references. • Create and edit charts and graphics • Filter and sort table data.
3.	• Learn to use basic functions and formulas.
4.	• Work with pivot tables and charts. • Import and export data

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Suggested References	
Sr. No.	**References**
1	Microsoft Word 2010 Step by Step By Joyce Cox and Joan Lambert (Microsoft Press, 2010) ISBN 978-0-7356-2693-5
2	Microsoft Office 2010 by Bittu Kumar V & S Publishers
3	https://drive.google.com/drive/folders/1IzCIgO-pTdTwTeXIUprB0SyIpyXD_K9h

On-line resources to be used if available as reference material
On-line Resources:
https://ptgmedia.pearsoncmg.com/images/9780735626966/samplepages/9780735626966.pdf
https://www.youtube.com/watch?v=fUkh3yWm3d4(VIDEO)
https://www.guru99.com/excel-tutorials.html
https://edu.gcfglobal.org/en/topics/office2010/(Tutorials)
SWAYAM- https://onlinecourses.swayam2.ac.in/nou24_cm16/preview

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