



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

Course Code SEC	UB03SECOM02	Title of the Course	Computer Skills-III
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 business.
	3. To develop skill of using Spread sheet package for sharing views and ideas to the people.

Course Content		
Unit	Description	Weightage (%)
1.	<p>Spreadsheet and its Business Application Introduction of Excel: Introduction of Excel, Use of Excel in Office, Advantage of Excel.</p> <p>Introduction to Worksheet: Getting started with Spreadsheet, Screen of Excel, Rows, Columns, Cells, and Work Book. Creating, Saving, Deleting, and Protecting, Open, Close Worksheet/Workbook,</p> <p>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).</p>	50 %
2.	<p>Creating Business Spreadsheet</p> <p>Formatting Worksheet: Objectives, Column Width and Row Height using Menu Commands, Using Mouse, Formatting Worksheet, AutoCorrect, and AutoSum.</p> <p>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 Charts types and Its Properties.</p> <p>Working with Data: Data analysis with Conditional Formatting. Data Sorting, Subtotal, Filtering Data.</p>	50 %

Teaching-Learning Methodology	<p>Practical (100%) Practicals: Practicals are based on above Units. (Weightage 100%) – Two Practical periods per week per batch.</p>
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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.	<ul style="list-style-type: none">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.	<ul style="list-style-type: none">Modify a worksheet and workbook.Work with cell references.Create and edit charts and graphicsFilter and sort table data.

Suggested References

Sr. No.	References
1	MicrosoftOffice2010 by Bittu Kumar V &S Publishers
2	Preparation of PowerPoint Presentation Based on Research, Insertion of Graphs, Charts & figures in Presentation by Deepak Shrivastava

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/\(Tutorials\)](https://edu.gcfglobal.org/en/topics/office2010/(Tutorials))

SWAYAM-https://onlinecourses.swayam2.ac.in/cec24_cs18/preview

