SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25)
Syllabus with effect from the Academic Year 2022-2023

(BCom) (Business Studies)
(B. Com.) Semester (IV)

Course Code	UB04SCOM76	Title of the Course	Computer Skill-II
Total Credits of the Course	03	Hours per Week	02 + 02 Practical per Batch

Course Objectives:	To develop skill of using worksheet among commerce students.

Course Content		
Unit	Description	Weightage* (%)
1.	**Introduction of Worksheet:** Worksheet and its usages, Advantage of Worksheet. Getting started with Worksheet, Rows, Columns, Cells, and Work Book. Creating, Saving, Importing, Exporting, Editing, Deleting, and Protecting Worksheet, Entering Text, Numbers and Formula. Format Painter. Adding, Deleting, Moving, Copying Cell contents, Cell range and formula. Relative and Absolute Cell address. Copying, Moving data and Formula, Create a Custom List, Search and Replace Data, Re-arrange Cell Contents, Inserting, Deleting Row(s) and Column(s).	25%
2.	**Formatting Worksheet:** Column width and Row height, increasing/ decreasing column width and row height, Font size, style, type, color. Text justification in cell. Cell merge, Cell split, Text Wrap and Cell property. Inserting/Deleting/Moving Row(s)/Column(s) and its content. Formula Bar, Formula and its usages. Entering, Editing a Formula. Operators: Arithmetical/Logical/Conditional Operators.	25%
3.	Creating Charts, Chart Types, Modifying Charts and its Properties. Data analysis with Conditional Formatting. Data Sorting, Auto sum, Autofill, Filtering Data.	25%
4.	Functions: Introduction to function, Statistical, Mathematical, Date and time, Logical and financial functions.	25%

Teaching-Learning Methodology	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.

Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Theory (50%) + Practical (50%) Examination (As per CBCS R.6.8.3)	15%

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2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination Theory (50%) + Practical (50%)	70%

Course Outcomes: Having completed this course, the learner will be able to understand	
1.	To acquaint students of commerce with worksheet.
2.	To develop basic skill of using Worksheet.
3.	To develop basic skill of using charts to represent data visually.
4.	To develop basic skill of using worksheet functions to carry out required outcome.

Suggested References:	
Sr. No.	References
1.	Excel 2019 All-in-One for Dummies, Greg Harvey.
2.	Microsoft Excel Formulas & Functions for Dummies, 5ed, Ken Bluttman.
3.	Excel Expert in Gujarati New, Computer World Books

On-line resources to be used if available as reference material
On-line Resources:
https://www.youtube.com/watch?v=Up-FLf6c-9g
https://www.youtube.com/watch?v=tp0S-ts0A_8
https://www.youtube.com/watch?v=Vl0H-qTclOg
https://www.youtube.com/watch?v=ECYly3rVIcE
https://www.youtube.com/watch?v=z5Y6qetYZ14

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