



SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade by NAAC (CGPA 3.25))
Syllabus with effect from the Academic Year 2021-2022

(BCom) (Business Studies) (Semester-II)

Course Code	UB02DCOM83	Title of the Course	Computer Applications-III
Total Credits of the Course	03	Hours per Week	03 + 02 Practical per Batch

Course Objectives:	<ol style="list-style-type: none">1. To develop computer skill in commerce students.2. Computer skill helps commerce students to meet the needs of modern business.3. Computer skilled students can efficiently use Information and Communication Technology as modern businesses are highly rely on it.4. To develop the skill to use spreadsheets for business and commercial purpose.5. Computer skill increase the chances of getting hired.
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Course Content		
Unit	Description	Weightage* (%)
1.	<p>Spread sheet and its Business Application</p> <p>Introduction of Excel:</p> <p>Introduction of Excel, Use of Excel in Office, Advantage of Excel.</p> <p>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,</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.</p> <p>Cell: Insert (Cell, Row, Column and Sheet), Delete (Cell, Row, Column and Sheet).</p>	25%
2.	<p>Creating Business Spread sheet</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</p>	25%



	types and Its Properties. Working with Data: Data analysis with Conditional Formatting. Data Sorting, Subtotal, Filtering Data.	
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%
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%) Practical : Practical are based on above Units.(Weightage 50%) – Two Practical periods per week per batch.
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
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



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 graphics • Filter and sort table data.
3.	<ul style="list-style-type: none"> • Learn to use basic functions and formulas.
4.	<ul style="list-style-type: none"> • Work with pivot tables and charts. • Import and export data

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)

