

SARDAR PATEL UNIVERSITY

(Effect from June, 2021-22)

M.COM. (BUSINESS STUDIES) SEMESTER-I		
Paper Code	Title of the Paper	Total Credit
PB01ACOM51	COMPUTER APPLICATION IN BUSINESS-I	04

Course Objectives	To introduce the students with MS Excel with practical knowledge which enable them to analyze and interpret of data for decision making and also enhance their technical skill based learning.
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Course Description		
Unit	Description	Weightage
01	Introduction To Ms Excel-2007 Setting Up A Workbook: Creating Workbook, Modifying Workbook, Modifying Worksheet Working With Data & Data Tables: Entering & Revising Data, Moving, Finding & Replacing Data, Correcting & Expanding upon Worksheet Data, Defining Tables	25%
02	Performing Calculation on Data: Naming Group of Data, Creating Formulas to Calculate Values (Math's, Logical, String etc..), Summarizing Data to Meet Specific Condition, Finding and Correcting Errors Changing Documents Appearance: Formatting Cells, Defining Styles, Applying Workbook Theory & Table Styles, Making No. Easier to Read, Changing the Appearance of Data, Based on its Value, Adding Images	25%
03	Focusing on Specific Data Using Filters: Limiting the Data, Manipulating the Data, Defining the Valid Sets of Values for Ranges of Cells Reordering & Summarizing Data: Sorting Data, Organizing Data, Looking up Information Creating Dynamic Lists with Pivot Tables: Creating Dynamic Lists With Pivot Tables, Filter, Show & Hide the Pivot Table Data, Edit & Format Pivot Table Data	25%
04	Creating Charts: Create Charts, Customize the Appearance of The Charts ,Finds Trends in your Data Printing: Adding of Headers and Footers, Prepare Worksheets for Printing, Prints Data List, Part of Data List & Charts	25%

*Units will have the same Weightage in the evaluation as suggested in the course outline.

*Practical's to be performed on MS-Excel 2007.

Teaching-Learning Methodology	Computer practical based learning methodology adopted for teaching all units in this course.
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Evaluation Pattern		
Sr.No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination	20%
2.	Internal Continuous Assessment in the form of Practical , Viva-Voce, Quizzes, Seminars, Assignments, Attendance	10%
3.	University Examination (Written-35% + Practical-35%)	70%

* Students will have to score a minimum of 40 (Forty) Percent to pass the course.

Course Outcomes: Having Completed this course, the students will be able to	
1.	To know and understand about basic of Ms excel.
2.	To know and practically understand about use of various Ms excel functions and excel sheet formatting
3.	To know and practically understand about use of Ms excel filter, sorting and pivot table.
4.	To know and practically understand about use of Ms excel charts and excel sheet printing.

Suggested References: (include Reference Material from where a student is expected to study the said content in APA Style) Reference Websites can also be included)	
Sr. No	References
1.	Curtis D. Frye , Step-By-Step Microsoft Excel-2007, Publish By Microsoft Press, 2007
2.	Paul McFedries , Formulas and Functions with Microsoft® Office Excel 2007, ISBN-10: 0-7897-3668-3, Publish by Pearson Education, Inc, 2007
On-Line Resources available that can be used as Reference Material	
➤ https://ptgmedia.pearsoncmg.com/images/9780735623040/samplepages/9780735623040.pdf	