



(Shri Ramkrishna Seva Mandal's)
ANAND COMMERCE COLLEGE

An Autonomous College (2025-26 to 2034-35)

(Affiliated to Sardar Patel University)

NAAC ACCREDITED 'A' GRADE (3.04 CGPA)

ISO 9001:2015

Syllabus with effect from the Academic Year 2025-26



Master of Commerce
M.Com Semester – I

Course Code	PC01ACOM01	Title of the Course	Computer Application in Business-I
Total Credits of the Course	4	Hours per Week	4

Course Objectives	<ul style="list-style-type: none">• To identify and describe the components of the MS Excel interface, including the ribbon and workbook elements.• To organize and manage business data using tables, filters, and sorting tools in Excel.• To perform calculations on data using built-in formulas and functions for business analysis.• To analyse and summarize large datasets using features like PivotTables and data filters.• To create and format professional business reports and charts for data visualization and printing.
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Course Description		
Unit	Description	Weightage
01	Introduction To MS Excel-2010 Introduction To MS Excel: Managing Excel Files and Settings, Previewing Data by Using Paste Preview, Customizing the Excel 2010 user interface, Summarizing Data by using Accurate Functions, Filtering Pivot Table Data by Using Slicers and Search Filters, Creating and Displaying Math Equations. Modifying the Display of the Ribbon: Dynamic Ribbon Elements, Changing the Width of the Ribbon.	20%
02	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.	20%

03	<p>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.</p> <p>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.</p>	20%
04	<p>Focusing on Specific Data Using Filters: Limiting the Data, Manipulating the Data, Defining the Valid Sets of Values for Ranges of Cells.</p> <p>Reordering & Summarizing Data: Sorting Data, Organizing Data, Looking up Information.</p>	20%
05	<p>Creating Dynamic Lists with Pivot Tables: Creating Dynamic Lists With Pivot Tables, Filter, Show & Hide the Pivot Table Data, Edit & Format Pivot Table Data.</p> <p>Creating Charts: Create Charts, Customize the Appearance of The Charts , Finds Trends in your Data.</p> <p>Printing: Adding of Headers and Footers, Prepare Worksheets for Printing, Prints Data List, Part of Data List & Charts.</p>	20%

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

*Practical's to be performed on MS-Excel 2010.

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.	End Semester 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.	Understand the Excel 2010 interface and explain basic spreadsheet functions for effective data management.
2.	Create, format, and organize workbooks to structure and manage business data efficiently.
3.	Apply appropriate formulas and functions to analyze and compute data accurately in a business context.
4.	Use Excel's filtering tools to identify and view specific subsets of data for focused analysis.
5.	Design and manipulate PivotTables to summarize, interpret, and analyze complex data dynamically.

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.	Saxena, S. (2022). <i>Computer Applications in Business</i> (3rd ed.). New Delhi: S. Chand Publishing.
2.	Sharma, P. K., & Aggarwal, A. (2021). <i>Microsoft Excel 2019: A Comprehensive Guide</i> (1st ed.). New Delhi: BPB Publications.
3.	Gupta, R. K. (2020). <i>Business Computer Applications</i> (2nd ed.). New Delhi: Kalyani Publishers.
4.	Verma, N. (2023). <i>Practical Guide to MS Excel for Business</i> (1st ed.). New Delhi: McGraw Hill Education.
5.	Mehta, S. (2021). <i>Excel for Business and Data Analysis</i> (2nd ed.). Mumbai: Himalaya Publishing House.

On-Line Resources available that can be used as Reference Material

➤ <https://support.microsoft.com/en-us/excel>



Chairman
BOS of Computer Science
Anand Commerce College



Academic Coordinator
Anand Commerce College



Principal
Anand Commerce College