

C	Semester End Examination (SEE)	50 Marks
	Total of CIE and SEE (A + B + C)	100 Marks

Name of the Program: Bachelor of commerce (B.Com.)

Course Code: B.Com. 1.4

Name of the Course: Spreadsheet for Business

Course Credits	No. of Hours per week	Total No. of Teaching Hours
2 Credits	3 Hrs	28 Hrs
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,		
Course Outcomes: On successful completion of the course, the Students will be able to <ul style="list-style-type: none"> • Understand the basic concepts of Spreadsheet • Summarize data using Functions • Apply Conditions using formulas and Functions • Implement financial Accounting Concepts in Spreadsheet • Outline the Basic Activity in Spreadsheet. 		
Syllabus		
Module No. 1: Introduction (08 Hrs)		

Introduction to spreadsheets - Office Suite overview - Basic text and cell formatting - Basic arithmetic calculation - Special paste - Freeze pane - Auto completion of series - Sort and filter - Charts.

Module No. 2: Summarize data using functions (10 Hrs)

Perform calculations by using the SUM function- Perform calculations by using MIN and MAX functions - Perform calculations by using the COUNT function - Perform calculations by using the AVERAGE function - Perform logical operations by using the IF function - Perform logical operations by using the SUMIF function - Perform logical operations by using the AVERAGEIF function - Perform statistical operations by using the COUNTIF function -

Module No. 3: Text Functions (10 Hrs)

Data validation - Text Functions : LEN, TRIM, PROPER, UPPER, LOWER, CONCATENATE.

Skill Developments Activities:

- Enter class data into rows and columns
- Create Draft Marks Card in Spreadsheet
- Create Draft profit and Loss and Balance Sheet in Spreadsheet
- Create GST Invoice in Spreadsheet with Tax Rate

Any other activities, which are relevant to the course.

Reference Books:

- Learning MS-Word and MS-Excel, by Rohit Khurana
- Excel Formulas and Functions 2020: The Step by Step Excel Guide with Examples on How to Create Powerful Formulas: 1 by Adam Ramirez
- Excel 2013 in Simple Steps by Kogent Learning Solutions Inc.
- Excel Formulas and Functions: The Step by Step Excel Guide on how to Create Powerful Formulas by Harjit Suman

Note: Latest edition of textbooks and reference Books may be used

Continuous Internal Evaluation (CIE)

SL No.	Parameters for the Evaluation	Marks
A	Practicals	30 Marks
B	Record Book	20 Marks
	Total of CIE (A+B)	50 Marks
C	Semester End Examination (SEE)	50 Marks
	Total of CIE and SEE (A + B + C)	100 Marks