As Per NEP 2020

Tolani College of Commerce (Autonomous)

Knowledge is Supreme

Title of the Course: Introduction of MS Excel

Programme: B.Com (Accounting and Finance), B.Com(Banking and Insurance) , B.Com(Financial Markets) Bachelor of Business Administration in Logistics

Syllabus for 2 credits Course

From the academic year-2024-2025

Name of the Course: Introduction to MS Excel

Sr. No.	Heading	Particulars
1	**Description of the course :**	Microsoft Excel is a powerful spreadsheet software developed by Microsoft, commonly used for organizing, analyzing, and visualizing data. It offers a wide range of features and functionalities that make it indispensable for businesses, students, researchers, and individuals alike. Here's an introductory overview of Microsoft Excel:
2	**Vertical :**	Vocational Skill Enhancement Course
3	**Type :**	Theory and Practical
4	**Credit**:	2 credits
5	**Hours Allotted :**	30 Hours
6	**Marks Allotted**:	50 Marks
7	**Course Objectives**: 1. To provide learners with an overall introduction and formulas of MS Excel 2. To familiarize learners with useful features of MS Excel	
8	**Course Outcomes**: **1.** Understand the horizon and scope of MS Excel basic features and formulas 2. Effective use of Excel with it's strong features	

9	**Modules**:-
	Module 1: Fundamental Concepts and Formulas in Excel
	- Creating/Saving and editing spreadsheets Drawing charts. - Using Basic Functions: text, math & trig, statistical, date & time, database, financial, logical Using Advanced Functions: Use of VLookup/HLookup - Data analysis – sorting data, filtering data (AutoFilter, Advanced Filter) creating sub-totals and grand totals
	Module 2: Processing data in Excel
	- Data consolidation. Data Validation, - Graphical representation of Data, functions: Statistical, conditional, string , Integer - Data consolidation. Data Validation, Graphical representation of Data, functions: Statistical, conditional, string , Integer
10	**Reference Books:** 1) **Author:** Greg Harvey **Title:** Excel 2019 All-in-One For Dummies **Publisher:** Wiley **Year : 2018** 2) **Author :** Michael Alexander, Dick Kusleika**, Title:** Microsoft Excel 365 Bible**, Publisher:** Wiley **Year:**2022

11	**Internal Continuous Assessment: 40%**	**Semester End Examination : 60%**
12	**Continuous Evaluation through: practical assessment**	

| 13 | **Format of Question Paper:** |

Scheme of Evaluation Pattern
Table 1A: Scheme of Continuous Evaluation (CE/Practical)
Scheme of Evaluation Pattern

Sub-components	Maximum Marks	Conditions for passing
1) Practical exam	15	A learner must be present for each of the sub-components.
2) Journal and Viva	5	
Total	20	

Table 1B: Scheme of Semester End Examination (SEE) Evaluation
Question Paper Pattern for Semester End Examination (SEE)

Maximum Marks: 30   **Duration: I Hrs.**

Note: All questions are compulsory. Each question has an internal choice.

Question Number		Nature of Questions	Maximum Marks
1)		**Attempt any 3**	
	a)		15
	b)		
	c)		
	d)		
	e)		
2)		**Attempt any 3**	
	a)		15
	b)		
	c)		
	d)		
	e)		

Signatures of Team Members

Sr.No	Name	Signature
1.	Bandita Singh	