

CMS
COLLEGE
KOTTAYAM
(AUTONOMOUS)



ESTD:1817


Department of Commerce
(Aided)

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Value Added Course 1

DATA PROCESSING USING EXCEL

JOURNAL

A top-down view of a desk with various office supplies. In the top right, a tablet displays a green Excel icon. To its left are two small glass jars, one containing paper clips and the other containing pushpins. Below the jars are several loose pushpins. In the bottom left, a pen is visible. In the bottom right, a notebook with a marble pattern and the word 'JOURNAL' is partially shown.

*This course would enable data
processing using Excel*

THIS COURSE INCLUDES

- *Spread Sheet Basics
- *Customising
- *Formating
- *Data Validation

Course	Details		
Code			
Title	Data Processing using Excel		
Degree	B.Com		
Branch(s)	Finance		
Year/Semester	1/1		
Type	Value added course		
Credits	2		
Total Hours	36	Hours per week	

	Course Objectives
1	To understand the application of MS Excel
2	To process the data using Excel

CO No.	Expected Course Outcomes <i>Upon completion of this course, the students will be able to:</i>	Cognitive Level	PSO No.
1	To understand the basic aspects of Excel.	Ap	6
2	To apply the excel application for database	Ap	6

CO-Course Outcome; Cognitive Level: R-Remember; U-Understanding; Ap-Apply; An-Analyze; E-Evaluate; C-Create.

Module	Course Description	Hrs	CO No.
1.0	Excel – Introduction	12	1
1.1	Spreadsheet basics -Creating, editing, saving and printing spreadsheets -Formatting worksheets , Securing & Protecting spreadsheets- Sheet Referencing-Linking Multiple Sheets, Consolidate worksheets	4(2 theory + 2 practical)	1
1.2	Linking Between Word/ Excel/ Ppt - Customizing common options in Excel- Email worksheet-translate worksheet -Insert ,select, moves and delete data	4(1 theory + 3 practical)	1

1.3	Merge or Split Cells-auto fill data- rows and columns-copy and paste-paste special-find and replace-special symbols- text alignment-AutoFormat- setting cell type-page setup- Print features	4(2 theory + 2 practical)	1
2.0	Database Use of Excel	24	2
2.1	Insert, Modifying, Formatting Commands-Add Text Box- -Fonts-Merge and Wrap -Freeze Panes	6(2 theory + 4 practical)	2
2.2	Conditional Formatting-Data Sorting-Ranges-graphics(insert shape-insert smart art-insert clip art-insert word art)	6(2 theory + 4 practical)	2
2.3	Data Validations- Designing the structure of a template-Sorting tables- multiple-level sorting	6(2 theory + 4 practical)	2
2.4	AutoFilter - advanced filter options- Creating subtotals - Multiple-level subtotals- data consolidation - conditional formatting -MACRO'S.	6(2 theory + 4 practical)	2

SUGGESTED READING

1. Walkenbach, John Excel 2016 Bible, Wiley
2. Winston, Wayne Microsoft Excel, Data Analysis and Business Modelling, PHI Learning Private Limited

Teaching Methodology

1. Theory and Practical sessions
2. Case studies

Evaluation

1. Practical Exam (80 marks)
2. Viva Voce (20 marks)

CMS COLLEGE KOTTAYAM (Autonomous)
CBCSS B.Com III Semester (Batch 2018-2021)
Add on Course - Data Processing using Excel

Attendance Sheet

Sl.No	UPRN	Name of the candidate	22/1	23/1	24/1	25/1	29/1	30/1	1/2	4/2	5/2	6/2	7/2	8/2	11/2	12/2	13/2	14/2						
1	181114301	AISWARYA R NAIR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
2	181114302	AJITH JACOB	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
3	181114303	ALEENA JIBY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
4	181114304	AMITHA SUSAN ABY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
5	181114305	ANEESHA SAJU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
6	181114306	ANJALY SATHEESAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
7	181114307	ANJITHA C S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
8	181114308	APARNA K S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
9	181114309	ARUN KUMAR R	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
10	181114310	DENOV ABRAHAM VARGHESE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
11	181114311	HAREESH S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
12	181114312	HARI KRISHNAN G	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
13	181114313	HIMA K JOSEPH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
14	181114314	JEHAN MARY JACOB	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
15	181114315	NAVYA SUBASH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
16	181114316	NEETHU M B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
17	181114317	PREETHA RAJAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
18	181114318	RADHIKA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
19	181114319	ROHIT S NAIR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
20	181114320	SHAMIL M M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
21	181114321	SHINE DANIEL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
22	181114322	SOURMYA B PILLAI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						

CMS COLLEGE KOTTAYAM (Autonomous)

CBCSS B.Com II Semester (Batch 2018-2021)

Add on Course - Data Processing using excel

Attendance Sheet

Sl.No	UPRN	Name of the candidate	5/12/18	6/12	7/12	10/12	11/12	12/12	13/12	14/12	17/12	18/12	7/1/19	8/1/19	9/1/19	10/1/19	11/1/19	14/1/19	15/1/19	16/1/19	17/1/19	18/1/19
1	181114301	AISWARYA R NAIR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	181114302	AJITH JACOB	X	Q	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	181114303	ALEENA JIBY	X	X	X	X	X	X	X	X	Q	X	X	X	X	X	X	X	X	X	X	X
4	181114304	AMITHA SUSAN ABY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	181114305	ANEESHA SAJU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	181114306	ANJALY SATHEESAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	181114307	ANJITHA C S	X	X	X	X	Q	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	181114308	APARNA K S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	Q	X	X	X	X
9	181114309	ARUN KUMAR R	X	X	X	X	X	X	X	X	Q	X	X	X	X	X	X	X	X	X	X	X
10	181114310	DENOV ABRAHAM VARGHESE	X	X	X	X	X	X	X	X	X	X	Q	X	X	X	X	X	X	X	X	X
11	181114311	HAREESH S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	181114312	HARI KRISHNAN G	X	X	X	X	Q	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	181114313	HIMA K JOSEPH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	181114314	JEHAN MARY JACOB	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	181114315	NAVYA SUBASH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	181114316	NEETHU M B	X	X	X	Q	X	Q	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	181114317	PREETHA RAJAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	181114318	RADHIKA A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	181114319	ROHIT S NAIR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	181114320	SHAMIL M M	X	X	X	Q	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	181114321	SHINE DANIEL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	181114322	SOURMYA B PILLAI	X	Q	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

MEMORANDUM OF UNDERSTANDING

01. Nov .18

Is drawn between;

To,

The Department Of Commerce

CMS College

KOTTAYAM

And

Synergy School of business Skill (SSBS) a division of CADD Centre Training Services Pvt.Ltd

Having its office at

3RD FLOOR

ARAFA TOWER, NEAR SBT MAIN BRANCH

TIRUNAKKARA MAIDAN

KOTTAYAM

686 001

Whereas,

SSBS, a division of CADD Centreis established to design and deliver a strategic mix of business related skills to host of organization and managers, such that they are able to bring improvements in their own work processes and in turn align with organization goals.

CMS College and Synergy School of Business Skills have decided to partnertogether to deliver the course on DATA PROCESSING USING EXCEL.



First Party



Second Party

KOTTAYAM

Arafa Tower, Near SBI Town Br., Thirunakkara Maidanam
9207753666, 9207840777 | kl.kottayam@caddcentre.com

Broadly the role synergy school of business skills will include:

For Students

- World class **Course materials** (prepared by synergy for its customers)
- Internationally recognized **Certificate**.
- ITA **Certified Corporate Trainer**.

For the institution:

- **Certificate of association** from synergy school of business skills.
- A link to the college website from our website www.synergysbs.co.in
- Permission to use **SynergySBS logo** as the skill development partner.
- **CMS College** is welcome to use **Synergy SBS** strategically based on the need.

Broadly the role will include:

(As the program would be conducted at **CMS College**)

- Class room suitable to accommodate the participants.
- Projector, white board, marker and board cleaner.
- Adequate No of PC'S for the participants with the required software.
- Hardware engineer should be arranged, if encountered with any problem.

Annexure A

DATA PROCESSING USING EXCEL.(LIMITED FOR 55 STUDENTS)


















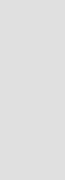
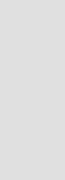
First Party








































Second Party

Form A-1: (To be kept in College)

CMS COLLEGE KOTTAYAM (Autonomous)
Department of Commerce - B.Com IV Sem 2018-20
Internal Assessment (Theory) For Value Added Courses
Course - Data Processing using Excel

SL.No	UPRN	Name of the candidate	Marks			Total (60 Marks)	Signature
			Attendance (10 Marks)	Practical (10 Marks)	Test Paper (40 Marks)		
1	181114301	AISHWARYA R NAIR	10	8	38	56	
2	181114302	AJITH JACOB	10	8	21	39	
3	181114303	ALEENA JIBY	10	8	39	57	
4	181114304	AMITHA SUSAN ABY	10	8	40	58	
5	181114305	ANEESHA SAJU	10	8	39	57	
6	181114306	ANJALY SATHEESAN	10	8	36	54	
7	181114307	ANJITHA C S	10	8	38	56	
8	181114308	APARNA K S	10	8	35	53	
9	181114309	ARUN KUMAR R	10	8	37	55	
10	181114310	DENOY ABRAHAM VARGHESE	10	8	34	52	
11	181114311	HAREESH S	10	8	37	55	
12	181114312	HARIKRISHNAN G	10	8	39	57	
13	181114313	HIMA K JOSEPH	10	8	39	57	
14	181114314	JEHAN MARY JACOB	10	8	34	52	
15	181114315	NAVYA SUBASH	10	8	35	53	
16	181114316	NEETHU M B	10	8	35	53	
17	181114317	PREETHA RAJAN	10	8	40	58	

SL.No	UPRN	Name of the candidate	Project Marks				Signature
			Attendance (10 Marks)	Practical (10 Marks)	Test Paper (40 Marks)	Total (60 Marks)	
18	181114318	RADHIKA A	10	8	35	53	
19	181114319	ROHIT S NAIR	10	8	39	57	
20	181114320	SHAMIL M M	10	8	35	53	
21	181114321	SHINE DANIEL	10	8	36	54	
22	181114322	SOUMYA B PILLAI	10	8	34	52	
23	181114323	VISHNUPRIYA C S	10	8	39	57	
24	181114324	AARCHA BUU	10	8	36	54	
25	181114325	ABHUTH ANIL	absent				
26	181114326	ABHIRAMI S	10	8	34	52	
27	181114327	ABIN S	10	8	38	56	
28	181114328	ACHSAH MARIAM JOHNSON	10	8	34	52	
29	181114329	AISWARYA B NAIR	10	8	39	57	
30	181114330	AKHIL THOMAS KURIAN	10	8	39	57	
31	181114331	ANIL ANDREWS	10	8	22	40	
32	181114332	ANITTA MARIAM VARGHESE	10	8	38	56	
33	181114333	ANJANA KRISHNA	10	8	37	55	
34	181114334	ANNAMMA KURUVILLA	10	8	35	53	
35	181114335	ANUSHA XAVIER	10	8	38	56	
36	181114336	APARNA SUSAN MATHEW	10	8	36	54	
37	181114337	ASWIN DAS	10	8	35	53	
38	181114338	DIYA M S	10	8	37	55	

Sl.No	UPRN	Name of the candidate	Project Marks				
			Attendance (10 Marks)	Practical (10 Marks)	Test Paper (40 Marks)	Total (60 Marks)	Signature
39	181114339	FEBBA BIJU	10	8	37	55	
40	181114340	HARIKRISHNAN M	10	8	38	56	
41	181114341	HARSHADA V HARIDAS	10	8	40	58	
42	181114342	KEERTHI SHAJI	10	8	36	54	
43	181114343	MARGRET JOHNSON	10	8	34	52	
44	181114344	MINNA GEORGE	10	8	41	59	
45	181114345	NOEL ROY	10	8	35	53	
46	181114346	RENU SUSAN VARGHESE	10	8	39	57	
47	181114347	RISHIKESH NARAYANAN	10	8	35	53	
48	181114348	SARIKA SASI	10	8	37	55	
49	181114349	SHALU SAI	10	8	36	54	
50	181114350	SRADHA SUSAN JOSEPH	10	8	34	52	
51	181114351	SURYAKIRAN B	10	8	33	51	
52	181114352	ASHLEY DANIEL	10	8	33	51	
53	181114354	JIYA ANNA LAJ	10	8	33	51	
54	181114354	KEVIN JACOB SHAJU	10	8	34	52	
55	181114355	SREERAJ S	10	8	33	51	

Name and Signature of the Coordinator

College Seal

Name and signature of Principal

DEPARTMENT OF COMMERCE

Value Added Course on Data Processing using Excel

A value added course on was conducted for the 2nd year students of B.Com during the odd semester from December 2018 to February 2019. The course was of 36 hours duration, with 22 hours of practical. A total of 55 students enrolled for the course and 55 of them appeared for the written and practical exam. The course was offered with an objective to make the students understand the application and processing of data using Excel. Upon the completion of the course, the student was expected to have a basic knowledge about Excel and apply Excel for a database. Through the evaluation, the basic knowledge of the students on Excel and its application was tested.

Signature of the Coordinator

Signature of the HOD



Head of the Department
Department of Commerce
CMS College, Kottayam (Autonomous)



