

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 |

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|------------|--|---------------------------|----------|
| 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)

Department of Commerce

Attendance sheet - Data Processing using excel of Batch 2019-2022

| No | UPRN | Name Of the Student |
|----|-----------|---------------------------|
| 1 | 191114101 | AISWARYA MOHAN |
| 2 | 191114102 | AISWARYAS |
| 3 | 191114103 | ANANDOL V A |
| 4 | 191114104 | APARNAS |
| 5 | 191114105 | ARCHANA K M |
| 6 | 191114106 | ARCHANA MOHANNAN |
| 7 | 191114107 | ARCINIMA NAIR |
| 8 | 191114108 | ASHIN K SAMI |
| 9 | 191114109 | BISHVMOI K B |
| 10 | 191114110 | MELERA SURESH |
| 11 | 191114111 | MEETHYA SARASUNNY |
| 12 | 191114112 | PRIYA SABU |
| 13 | 191114113 | S R SOBHAGYA |
| 14 | 191114114 | SANDRA K ANIL |
| 15 | 191114116 | SILINAS |
| 16 | 191114117 | SHIN MARY PAUL |
| 17 | 191114118 | TJUE THIAPYKCTTY PATELOSE |
| 18 | 191114119 | VASHNAVIM |
| 19 | 191114120 | ANJANA RAJAGOPAL |
| 20 | 191114122 | BINAMOL K ELDHOSE |
| 21 | 191114123 | CHINCY LOODY |
| 22 | 191114124 | DENINA TOMY |
| 23 | 191114125 | DONA ELIZA DAVID |
| 24 | 191114126 | FEBI SARA BINI |
| 25 | 191114127 | PETTY ELSA THOMAS |
| 26 | 191114128 | GOFI GOPAKI MAR |
| 27 | 191114129 | HARITHAKS |
| 28 | 191114130 | JAYASANKARS |
| 29 | 191114131 | JYOTHIS JACOB |
| 30 | 191114132 | KEYVIN GEORGE BENJAMIN |
| 31 | 191114133 | KRIPASISAN SABU |

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 August 2020 to December 2020, which was conducted online. The course was of 36 hours duration, with 22 hours of practical. A total of 45 students enrolled for the course and all 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.



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

