

BACHELOR OF COMMERCE PROGRAMME

**Under Choice Based Credit, Grading and
Semester System**

To be implemented from Academic Year 2018-2019

Faculty of Commerce

Board of Studies of Accountancy

**RayatShikshanSanstha's
KarmaveerBhauraoPatil College Vashi, Navi Mumbai
Autonomous College**

[University of Mumbai]

Syllabus for Approval

Skill Based Course (B.Com.) 2018-2019

Certificate Course in VBA

| Sr. No. | Heading | Particulars |
|---------|---|---------------------------|
| 1 | Title of Course | Certificate Course in VBA |
| 2 | Eligibility for Admission | XII th Pass |
| 3 | Passing Marks | 40% |
| 4 | Ordinances/Regulations (if any) | |
| 5 | Duration | 50 Hrs |
| 6 | Level | U.G. |
| 7 | Pattern | Semester |
| 8 | Status | New |
| 9 | To be implemented from Academic year | 2018-2019 |

AC – 01/09/2018

Item No.:

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**RayatShikshanSanstha's
KARMAVEER BHAURAO PATIL COLLEGE, VASHI.
NAVI MUMBAI
(AUTONOMOUS COLLEGE)
Sector-15- A, Vashi, Navi Mumbai - 400 703**

**Syllabus for Skill Based Course
Certificate Course in VBA**

Program: B.Com.

**Course: Certificate Course in 'VBA
(Choice Based Credit, Grading and Semester System
with effect from the academic year 2018-2019)**

RayatShikshanSanstha's
KARMAVEER BHAURAO PATIL COLLEGE, VASHI, NAVI MUMBAI
Department of Commerce
Skill Based Course (B.com.) 2018-2019
Certificate Course in VBA
Course Code: UGCOM VB04

Details of the Certificate Course:

1. Eligibility

: XIIth Pass.

| | |
|-------------------------|---------------|
| 2. Duration | : Two Months |
| 3. Intake Capacity | : 60 Students |
| 4. Theory & Practical | : 50 Hrs |
| 5. Fees Structure | : Rs. 4,000 |
| 6. Examination Pattern: | |

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|---|
| Theory: Theory Exam 100Marks |
| Theory paper shall be of one hour duration. |
| Computer Based Examination consisting of Multiple Choice Questions of 100 marks |

VBA MACROS

Course Title: Microsoft Excel VBA , Level 3

This course will help to write macros in Excel using programming language Visual Basic Application (VBA). Recorded macro can edited to customize it to fulfill our requirement and one can directly go for coding to accomplish the required tasks. One can write his own functions and procedures, design forms and working with add-ins.

Program Objectives

After completion of this program, the participants will be able to the following

- ☐ Write macros to automate routinework.
- ☐ Create functions andprocedures
- ☐ Design and use forms for dataentry
- ☐ Create add-ins to deploy at clientmachines
- ☐ Create simplereports

Audience

Program is scheduled for Advanced Microsoft Excel users. VBA is a programming language, requires aptitude for programming.

Macros VBA Topics Covered

Excel VBA Intoduction

- ☐ Introduction toVBA
- ☐ Recording macro and giving short cut name
- ☐ Running themacros
- ☐ Editing macro in Visual Basiceditor
- ☐ Understanding the development environment
- ☐ Closing the visual basiceditor
- ☐ Macro security& passwordprotection

Working with Procedures and functions

- ☐ Modules
- ☐ Creating a standardmodule
- ☐ Understanding procedures
- ☐ Creating a subprocedure
- ☐ Calling procedures
- ☐ Using the immediate window to calling the procedures
- ☐ Creating afunctions

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- Naming procedures
- Working with the codeeditor

Understanding Objects

- Aboutobjects
- Excel objecthierarchy
- Understanding collections
- Using the object browser
- Working with properties
- Working with methods
- Creating anevents

Using expressions, variables, functions

- Declaring variables
- Understanding datatypes
- Working with variablescope
- Using the ifconditions
- For loop through columns,rows
- Do loop, dountil
- Select case...end
- Project

Working with PivotTable Object

- Understanding pivot tables
- Creating a PivotTable using worksheet data
- Working with a pivot tableobjects

Debugging Code

- Understanding errors
- SettingBreakpoints
- Stepping throughcode

Understanding Security Levels

- Whysecurity
- Security levels and itsmeaning

Functions

- What is Function and Subroutine
- Writing Functions using VBAEditor
- Calling function in otherworkbook

Recording Macros

- Recording and runningmacro
- Storing macro in differentbooks
- Creating buttons and assigning macro to it
- Creating MyMenu

The Visual Basic Editor

- Editing macros using VBAEditor
- Understanding the projectexplorer
- Exploring windowsproperties
- Modifying code in codewindow
- Debuggingcode

Programming Fundamentals

- Variables, data types and constants
- Arrays
- Object Variables
- Conditional structures (If Then, SelectCase)
- Logical Operators
- Looping constructs (For loops, Do loops, while...Wend)
- Built-in functions
- Creating Subroutines

Excel Object Model

- Working with objects – properties, events and methods
- Application objects
- Workbook objects, Worksheet objects and Range objects
- Chart objects
- Pivot table objects

User Forms

- Creating forms
- Form events
- Creating custom menus and toolbars
- Creating Add-ins

Error Handlings

- Types of errors
- On error Goto 0
- On error Resume Next
- On error Goto[label]
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