

**MASTER 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*

**Rayat Shikshan Sanstha's**  
**Karmaveer Bhaurao Patil College Vashi, Navi Mumbai**  
**Autonomous College**  
**[University of Mumbai]**  
**Syllabus for Approval**

**Skill Based Course (M. Com.) 2018-2019**

Certificate Course in Advance Excel

Sr. No.	Heading	Particulars
1	Title of Course	Multiple Choice Questions of 100 marks with 40% passing
2	Eligibility for Admission	Commerce Graduate of any recognized board
3	Passing Marks	40%
4	Ordinances/Regulations (if any)	
5	Duration	30 Hrs
6	Level	P.G. Part-I
7	Pattern	Semester
8	Status	New
9	To be implemented from Academic year	2018-2019

AC – 01 /09 /2018

Item No. :



**Rayat Shikshan Sanstha's  
KARMAVEER BHAURAO PATIL COLLEGE, VASHI.  
NAVI MUMBAI  
(AUTONOMOUS COLLEGE)**

Sector-15- A, Vashi, Navi Mumbai - 400 703

**Syllabus for Skill Based Course  
Quality Control and Quality Assurance**

**Program: M.Com.**

**Course: Certificate Course in 'Advance Excel'**

**(Choice Based Credit, Grading and Semester System  
with effect from the academic year 2018-2019)**

Rayat Shikshan Sanstha's  
**KARMAVEER BHAURAO PATIL COLLEGE, VASHI, NAVI MUMBAI**

**Department of Commerce and Accountancy**  
**Skill Based Course (M.Com.) 2018-2019**

**Certificate Course in Advance Excel**

**Course Code: PGCOM AE 05**

**Details of the Certificate Course:**

- |                         |               |
|-------------------------|---------------|
| 1. Eligibility          | : B.Com.      |
| 2. Duration             | : Six Months  |
| 3. Intake Capacity      | : 60 Students |
| 4. Theory & Practical   | : 30 Hrs      |
| 5. Fees Structure       | : Rs. 2000    |
| 6. Examination Pattern: |               |

<b>I.</b>	<b>Theory: Theory Exam 50Marks</b>
	Theory paper shall be of one hour duration.
	Multiple Choice Questions of 100 marks with 40% passing

**Objectives of the Course:**

- To create a thorough understanding of Excel sheet.
- To create experts in the field of advance formula construction.
- To encourage continuous learning and development in Excel sheet.
- To clear the basic formulas using in excel
- To update knowledge of existing QC QA professionals.
- The course is designed for students and industry professionals who have little or no knowledge of Excel sheet. This course will help them understand the fundamental and basics of Excel.
- It will enhance their knowledge and skills in the field of Excel sheet, how to maintain data with Excel.

Module	Contents	Hours	
		Theory	Practical
1	<b><u>Customizing the Work Area</u></b>	05	10
	<input type="checkbox"/> Working with Built-in Toolbars		
	<input type="checkbox"/> Using Custom Toolbars		
	<input type="checkbox"/> Creating and Using Styles		
	<input type="checkbox"/> Using templates		
	<b><u>Working with Charts</u></b>		
	<input type="checkbox"/> Introducing Excel Chart		
	<input type="checkbox"/> Working with Different Chart Types		
	<input type="checkbox"/> Creating and Saving a Chart		
	<b><u>Moving and Reaizig a Chart</u></b>		
<input type="checkbox"/> Formatting a Chart			
<input type="checkbox"/> Customizing a chart			
2	<b><u>Advanced Formula Construction</u></b>	05	10
	<input type="checkbox"/> Using Names		
	<input type="checkbox"/> Using the if Function		
	<input type="checkbox"/> Using the <b>VLOOKUP</b> Function		
	<input type="checkbox"/> Using isFunction and Auditing Features		
	<b><u>Using Pivot Tables</u></b>		
	<input type="checkbox"/> Grouping and Summarizing Data in a Pivot Table		
	<input type="checkbox"/> Creating Interactive Pivot Tables for the Web		
	<b><u>Working with Multiple Worksheets</u></b>		
	<input type="checkbox"/> Working with Workbooks		
<input type="checkbox"/> Linking Cells in different workbooks			
<input type="checkbox"/> Workbook versus links and Workspaces			
<input type="checkbox"/> Sharing and Merging Workbooks			
3	<b><u>Consolidating and Analyzing Data</u></b>	05	10
	<input type="checkbox"/> Consolidating Data from more than One		
	<input type="checkbox"/> Worksheet		
	<input type="checkbox"/> Using the Goal Seek and Solver Utilities		
	<input type="checkbox"/> Using scenario Manager view a worksheet With		
	<b><u>Using Protection and Display Option</u></b>		
	<input type="checkbox"/> Use Comments		
	<input type="checkbox"/> Protecting Workbooks		
	<input type="checkbox"/> Using Custom Views		
	<b><u>Introduction to Macros</u></b>		
<input type="checkbox"/> Running Macros			
<input type="checkbox"/> Recording a Macro			

**Reference Books:**

- 1) John Walkenbach- “Excel 2016”
- 2) William Fischer – “Excel“ Quick Start Guide from beginner to expert
- 3) Scott Proctor – “Building financial models with microsoft excel: a guide for business professionals”

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