

Sant Gadge Baba Amravati university, Amravati
Syllabus Prescribed for 3 Years Under Graduate Programme (CBCS)
Programme: B.com. II (Information System Management) Semester - III

Compulsory English - 50 Marks B.Com.II- Sem.III

Title of the book- **Pristine** - By Board of Editors and Published by Orient Black Swan

Code of the Course/Subject	Title of the Course/Subject	Total number of Periods
BC 31	English	36

CO's:

- 1) To acquaint with the eminent entrepreneurs of the world
- 2) To acquaint with the work culture in corporate world
- 3) To instill moral values among the students
- 4) To make them able to communicate skillfully with ICT
- 5) To enrich them with fluency and soft skill based in English
- 6) To make them skillful in drafting and professional skills.

Unit 1- Prose-

- 1) Values in Life —Rudyard Kipling
- 2) Ramchandra and Laxman Kirloskar
- 3) Akio Morita

Unit 2- Poetry-

- 1) Ode to the West Wind— P.B.Shelley
- 2) Paper Boats — Rabindranath Tagore
- 3) It is Needless to Ask of a Saint- Saint Kabir

Unit 3-Communication and Soft Skills-

- 1) Role Play
- 2) Drafting an E-mail
- 3) Applying for a Job

Unit	Content	Number of Periods
1	Prose 1) Values in Life -Rudyard Kipling 2) Ramchandra and Laxman Kirloskar 3) Akio Morita	14
2	Poetry 1) Ode to the West Wind— P.B.Shelley 2) Paper Boats— Rabindranath Tagore 3) It is Needless to Ask of a Saint - Saint Kabir	10
3	Communication and Soft Skills 1) Role Play 2) Drafting an E- mail 3) Applying for a Job	12

Question wise Distribution of Marks

Prose- Q.1) A) Solve any One long questions out of Two. - 5 Marks
 B) Solve any Two short questions out of Three. - 6 Marks

Poetry- Q.2)

A) Solve any One long question out of Two. - 5 Marks
 B) Solve any Two short questions out of Three. - 4 Marks

MCQ- Q.3) Attempt all multiple choice questions based on prose and poetry- 10 Marks Communication and

Soft Skills-

Q. 4) Solve any Two questions out of Three. - 10 Marks

Internal Assessment

1) Assignment - 5 Marks
 2) Class Test - 5 Marks

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Programme: B.com. II (Information System Management) Semester - III**

Code of the Subject	Title of the Course /Subject	Total Number of Periods
BC-32	Marathi	36

अभ्यासपत्रिकेची निष्पत्ती (COs) :

- नेमलेल्या साहित्यातून जीवनदर्शन, समकालीन व्यवहार जाणीवा यांची माहिती होईल.
- वैचारिक, ललित, कविता या विविध वाङ्मय प्रकाराचे ज्ञान होईल. या वाङ्मय प्रकाराचे वेगळेपण जाणून घेतील तथा यामधील साम्यभेदाचे आकलन होईल.
- वैचारिक गद्यातून भाषेच्या सर्जनशील रूपाचे विद्यार्थ्यांना आकलन होईल. तसेच चारित्र्यविषय असलेल्या थोर व्यक्तीच्या जीवनकार्यातून विद्यार्थ्यांना प्रेरणा मिळेल आणि संकटावर मात करून जीवनात यशस्वीहोतायेत हा विचार त्यांच्या मनी रुजेल.
- ललित कलाकृतीच्या वाचनातून आनंद, बोध, ज्ञान इत्यादींची प्राप्ती होऊन विद्यार्थ्यांच्या जीवनविषयक जाणिवा समृद्ध होतील.
- वैचारिकता, तात्विकता, काव्यात्मकता, भावनात्मकता, सामान्य गोष्टीतील असामान्यत्वाचे दर्शन यातून विद्यार्थ्यांचा दृष्टीकोण संपन्न होईल.
- वाढून विविध प्रकारच्या साहित्याचे आकलन, वर्णन, आस्वादन, विश्लेषण आणि मूल्यमापन करण्याची क्षमताविद्यार्थ्यांची अभिरूची विकसित होईल.
- या वाङ्मय प्रकारातून विविध प्रकारचे नीतिमूल्ये, जीवनमूल्ये, यांची शिकवण विद्यार्थ्यांना मिळेल, त्याचा उपयोग उत्तमरितीने जिवन जगण्यासाठी होईल
- 'उपयोजित' घटकाच्या माध्यमातून विविध प्रकारची कौशल्ये त्यांच्यात निर्माण होतील व ते रोजगारक्षमहोतील.
- विचारवंत, लेखक, कवी होण्यासाठी हे अध्ययन प्रेरक ठरेल, सहाय्यभूत ठरेल. यातून विद्यार्थी भाषेचा सर्जनशील वापर कसा करावा हे समजून घेतील व विविध प्रकारातील साहित्य निर्मिती करतील. तसेच व्यावहारिक उपयोजन करून रोजगारक्षम होतील.

अ.क्र. Sr.No.	Topic	अध्यापनतासिका (Teaching Hours)	श्रेयांक Credit
विभाग अ	वैचारिक		
१)	भाषा आणि लोकजीवन : डॉ कुसुमावती देशपांडे	१०	२.०
२)	नवसमाजनिर्मितीचे प्रणेते: महात्मा ज्योतीबा फुले- गंगाधर पानतावणे		
३)	सुधा नारायण मूर्ती: लेखिका व सामाजिक कार्यकर्त्या - सुमन बाजपेयी, ज्योती नांदेडकर		
विभाग ब	ललित		
१)	श्रावणसाखळी - दुर्गा भागवत	१०	
२)	जगावेगळी आई - रमेश देशमुख		
३)	बगली अमोल गोडचवर		
विभाग क	कविता		
१)	अभंगवाणी (तीन अभंग) संत चोखामेळा	१०	
२)	समाधान - ना. घ. देशपांडे		
३)	जिवलगा - शांता शेळके		
४)	जुने नाते - सुरेश पाचकवडे		
५)	क्षितीजाकडे - राम दोतोंडे		
६)	कागदाची फुले - अनिरुध्द आचार्य		
विभाग ड	उपयोजित मराठी (Skill Enhancement Module)		
	१) जाहिरात लेखन	०६	
	२) माहितीपत्रक		
		36	२.०

संत गाडगे बाबा अमरावती विद्यापीठ, अमरावती

पसंतीवर आधारित श्रेयांक पद्धती (CBCS) अभ्यासक्रम २०२३-२४

बी. कॉम. भाग- २ मराठी (द्वितीय भाषा)
सत्र ३ रे

गुण विभागणी

एकूण गुण - ५०
लेखी परीक्षा गुण - ४०
वेळ - २ तास
कौशल्य विकासावर आधारित अंतर्गत मूल्यमापन -१

अभ्यासक्रमासाठी नेमलेले पाठ्यपुस्तक-

'अक्षरलेणी' भाग-२ (सत्र-३ व सत्र-४) (संपादित) प्रकाशकाचे नाव: राघव पब्लिशर्स अँड डिस्ट्रीब्युटर्स, नागपूर (विभाग 'अ', 'ब' आणि 'क' साठी)

'उपयोजित मराठी' -संपादक डॉ. केतकी मोडक, संतोष शेणई, सुजाता शेणई पद्मगंधा प्रकाशन, पुणे या पुस्तकातील (विभाग 'ड' साठी)

प्रकरण ८ वे - जाहिरात लेखन- संदीप खरे

प्रकरण ९ वे - माहितीपत्रक प्रा. आनंद काटीकर

विभाग- अ	वैचारिक	-	१२ गुण
विभाग- ब	ललित	-	१० गुण
विभाग- क	कविता	-	०९ गुण
विभाग- ड	उपयोजित मराठी	-	०९ गुण

प्रश्ननिहाय गुणविभागणी :-

३० गुण

प्रश्न १ वैचारिक विभाग	:- दीर्घोत्तरी एक प्रश्न	०६ गुण
प्रश्न २ वैचारिक विभाग	:- लघुत्तरी एक प्रश्न	०३ गुण
प्रश्न ३ ललित विभाग	:- दीर्घोत्तरी एक प्रश्न	०५ गुण
प्रश्न ४ ललित विभाग	:- लघुत्तरी एक प्रश्न	०२ गुण
प्रश्न ५ कविता विभाग	:- दीर्घोत्तरी एक प्रश्न	०५ गुण
प्रश्न ६ कविता विभाग	:- लघुत्तरी एक प्रश्न	०२ गुण
प्रश्न ७ उपयोजित मराठी	:- दीर्घोत्तरी एक प्रश्न	०५ गुण
प्रश्न ८ उपयोजित मराठी	:- लघुत्तरी एक प्रश्न	०२ गुण

(वरील सर्व प्रश्नांना अंतर्गत पर्याय राहतील.)

वस्तुनिष्ठ प्रश्न**१० गुण**

उपरोक्त अभ्यासक्रमातील विभाग 'अ' व 'ब' यावर प्रत्येकी ०३प्रश्न आणि विभाग 'क' व 'ड' यावर प्रत्येकी ०२ प्रश्नवस्तुनिष्ठ स्वरूपाचे असे एकूण १० बहुपर्यायी प्रश्न विचारले जातील. प्रत्येक प्रश्नास ०१ गुण याप्रमाणे हा प्रश्न १० गुणांचा असेल.

विभाग 'ड'साठी संदर्भ ग्रंथ म्हणून उपयोजित मराठी संपादक डॉ. केतकी मोडक, संतोष शेणई, सुजाता शेणई - पद्मगंधा प्रकाशन, पुणे या पुस्तकातील प्रकरण ८ वे जाहिरात लेखन व प्रकरण ९ वे माहितीपत्रक या प्रकरणांवर ०४ गुणांचा ०१ दीर्घोत्तरी व ०३गुणांचा ०१ लघुत्तरी प्रश्न विचारल्या जाईल.

कौशल्य विकासावर आधारित अंतर्गत मूल्यमापन :-**१० गुण****• गुण विभागणी**

१) घटक चाचणी (Class Test)- ०१ - ०५ गुण

२) स्वाध्याय (Home Assignment) - ०५ गुण

सूचना :-(१) वृत्तपत्र, आकाशवाणी, दूरचित्रवाणीसाठी जाहिरात तयार करा.

(२) महाविद्यालयाचे माहितीपत्रक तयार करा.

Part - B BCI : 33

Syllabus Prescribed for 3 Years Under Graduate Programme (CBCS)

Programme: B.com. II (Information System Management) Semester - III

Code of Subject	Title of Subject	Total no. of Period
BCI : 33	(DSC)CORPORATE ACCOUNTING	60

Course outcomes:

After the completion of the course, Student will:

1. Understand the reasoning behind and evaluate the advantages and disadvantages of issuing bonus and right shares in a company context.
2. Proficiently generate financial statements such as the Profit & Loss Account and Balance Sheet utilizing online platforms.
3. Demonstrate the ability to construct a balance sheet post-Internal Reconstruction of a company.
4. Analyze case studies detailing significant mergers of companies in India.
5. Explain the procedures involved in electronically filing annual reports for companies.

Units	Contents	No. of Periods
Unit - I	Accounting for Share Capital Types of shares; Issue and Pro-rata allotment of shares; concept & process of book building; forfeiture and reissue of forfeited shares; Issue of rights and bonus shares; ESOPs and Buy Back of shares; Issue and Redemption of preference shares and Debentures.	12
Unit - II	Preparation of Financial Statements of Companies including one Person Company Preparation of financial statements of corporate entities including one Person Company (excluding calculation of managerial remuneration) as per Division I and II of Schedule III of the Companies Act 2013; Preparation of Statement of Profit and Loss, Balance Sheet	12
Unit - III	Internal Reconstruction and Profit or Loss Prior to Incorporation Internal Reconstruction: Different forms of Internal Reconstruction; Accounting solutions for alteration of share capital and reduction of the share capital; Preparation of balance sheet after Internal Reconstruction. Profit or loss Prior to Incorporation: Meaning of profit or loss prior to incorporation; accounting `treatment of profit or loss prior to incorporation.	12
Unit - IV	Amalgamation of Companies Concepts Amalgamation and Business Combination of companies; Consideration/purchase price for amalgamation/business combination; accounting entries for amalgamation/business combination; preparation of amalgamated balance sheet (excluding inter-company holdings) applying AS 14/Ind AS 103.	12
Unit - V	Corporate Financial Reporting Meaning, need and objectives; Constituents of Annual Report and how it is different from financial statements; Contents of annual report; mandatory and voluntary disclosures through annual report. Contents of the Report of the Board of Directors; E-filing of annual reports of companies and XBRL Filing with specific practical exercises; (In reference to Relevant Accounting Standards/Ind AS as applicable.). (There shall be at least 10 Lab. Practical exercises)	12

Reference Books:

1. "Advanced Accountancy" by S.N. Maheshwari and S.K. Maheshwari
2. "Corporate Accounting" by N.S. Zad
3. "Financial Accounting for Management: An Analytical Perspective" by Ambrish Gupta
4. "Corporate Financial Reporting and Analysis" by David Young and Jacob Cohen
5. "Principles of Corporate Finance" by Richard A. Brealey, Stewart C. Myers, and Franklin Allen
6. Gupta R. L. & Radhaswamy M.: Advanced Accountancy, Sultan Chand & Sons, New Delhi

Part - B BCI-34

Syllabus Prescribed for 3 Years Under Graduate Programme (CBCS)

Programme: B.com. II (Information System Management) Semester - III

Code of Subject	Title of Subject	Total no. of Period
BCI : 34	(DSC) Business Mathematics and Statistics	60

Learning Outcomes:

After the completion of the course, Student will:

1. Master the application of mathematical tools like matrices and financial mathematics to address practical business and economic challenges.
2. Gain a comprehensive understanding of statistical data by interpreting various averages and measures of dispersion.
3. Demonstrate proficiency in elucidating the correlation between two variables.
4. Acquire the skills to construct and apply index numbers effectively in real-world scenarios.

Units	Contents	No. of Periods
Unit - I	Introduction (a) Matrices: Definition and types; Algebra of matrices; Applications of matrix operations to simple business and economic problems; Calculation of values of determinants up to third order; Finding inverse of a matrix through determinant method; Solution of system of linear equations up to three variables. (b) Basic Mathematics of Finance: Simple and Compound interest (including continuous compounding); Rates of interest- nominal and effective and their inter-relationships; Compounding and discounting of a sum using different types of rates.	12
Unit - II	Univariate Analysis Measures of Central Tendency: Arithmetic mean, Geometric mean, Harmonic mean Properties and applications. Median and other Partition values (quartiles, deciles, percentiles), Mode.	12
Unit - III	Measures of Dispersion: absolute and relative- Range, Quartile deviation, Mean deviation, Standard deviation and their coefficients; Properties of Standard deviation/Variance.	12
Unit - IV	Simple and Linear Correlation Analysis: Meaning, Measurement (Karl Pearson's coefficient and Spearman's Rank Correlation) And Properties.	12
Unit - V	Index Numbers Meaning and uses; Construction of index numbers: Aggregative and average of relatives – simple and weighted; Tests of adequacy of index numbers; Computation and uses of Consumer Price Index (CPI).	12

Suggested Readings:

1. Bhardwaj, R. S. (2019). Business Mathematics and Statistics, New Delhi: Scholar Tech Press.
2. Richard, I. L., Masood, H. S., David, S. R., & Rastogi, S. (2017). Statistics for Management, New Jersey: Pearson Education.
3. Gupta S.P. & Gupta M.P. (2019) Business Statistics, Sultan Chand and Son
4. D.C. Sancheti & V.K. Kapoor: Statistics: Theory, Methods and Application: (Publisher - S. Chand)
5. Dr. Shukla & Sahay: Principles of Statistics: Sahitya Bhavan Publication, Agra
6. Dr. Varsha S. Sukhadeve: Modern Approach to Statistics: By Sugawa Prakashan, Pune
7. S.C. Gupta & V.K. Kapoor: Fundamentals of Applied Statistics, Sultan Chand & Sons, New Delhi.
8. Gupta S.P.: Statistical Methods, Sultan Chand & Sons Pat. Ltd. New Delhi
9. D. N. Elhance, Veena Elhance & B. M. Agrawal: Fundamentals of Statistics, Kitab Mahal, New Delhi
10. N G. Das: Statistical Methods: (Vol-1 & ii), Mc Graw-Hill Publishing Co. Ltd. New Delhi
11. Dr. Mohata & Dr. Kotak: Business Mathematics, Saijyoti Publication, Nagpur
12. D. C. Sancheti & Kapoor V. K: Business Mathematics, Sultan Chand & Sons, New Delhi.
13. Dr. Datar Statistics & Business Mathematics, Saijyoti Publication, Nagpur
14. Verma A. P.: Business Mathematics, Asian Books Pvt. Ltd.
15. Agarwal B.: Business Mathematics & Statistics, Ane Book Pvt. Ltd.
16. Chug. Om P.: Commerce Mathematics, Anmol Publication Ltd. New Delhi
17. Ghosh R. K. & Shah S.: Business Mathematics & Statistics, New Central Agency Pvt. Ltd. Calcutta.

Part - B BCI : 35

Syllabus Prescribed for 3 Years Under Graduate Programme (CBCS)

Programme: B.com. II (Information System Management) Semester - III

Code of Subject	Title of Subject	Total no. of Period
BCI : 35	(DSC)Corporate Law	60

Learning Outcomes:

After completion of the course, learners will be able to:

1. Explain relevant definitions and provisions relating to issue of prospectus and allotment of shares;
2. Synthesize company processes, meetings, and decisions;
3. Describe the framework of dividend distribution, Accounts of the company and Audit and Auditors of company;
4. Determine the role of Board of directors and their legal position;
5. State regulatory aspects involved in Oppression, Mismanagement, corporate restructuring and Winding Up and to study the composition of Adjudicating Authority i.e., NCLT and NCLAT and its powers.

Units	Contents	No. of Periods
Unit - I	Preliminary to Companies Act, 2013 Important definitions: Prospectus and Share Capital, Allotment of securities, Private Placement, share capital, basic requirements, alteration of share capital, Sweat Equity, Bonus issue, issue of shares at premium and discount, Further issue of shares, buy-back of shares.	12
Unit - II	Management and Administration Board Meetings, Annual General Meeting, Extra Ordinary General Meeting, Requisites of a valid meeting, Convening of Meetings, Minutes and Resolutions; Postal ballot; voting through electronic matters.	12
Unit - III	Dividends, Accounts and Audit Declaration and Payment of Dividend, Accounts of Companies, Maintenance and authentication of Financial Statement, Corporate social Responsibility, Appointment of Auditor, qualification, disqualifications, rotation, removal, duties and responsibilities, Auditors report, Constitution and functions of Audit committee.	12
Unit - IV	Directors and their Powers Board of directors, appointment and qualifications of directors; Director Identification Number (DIN); Disqualifications, Removal of directors; Legal positions, Powers, Duties and responsibilities; Additional Director, Alternate Director, Nominee Director, Director appointed by casual Vacancy, Key Managerial Personnel, Managing Director, Manager and Whole Time Director.	12
Unit - V	(a): Oppression, Mismanagement, Corporate Restructuring, and Winding Up Oppression, Mismanagement, Rights to apply, Powers of Tribunal, Provisions related to Compromises, Arrangement and Amalgamations, Concept and Modes of Winding Up; Provisions of winding up under Insolvency and Bankruptcy Code, 2016. (b): National Company Law Tribunal and Appellate Tribunal Definitions; Constitution of National Company Law Tribunal; Constitution of Appellate Tribunal; Appeal from orders of Tribunal; Power to punish for contempt.	12

Reference Books:

- Chadha R., & Chadha, S. (2018). Company Laws. Delhi: Scholar Tech Press.
- Gowar, L. C. B. (1969). Principles of Modern Company Law. London: Stevens & Sons.
- Hicks, A., & Goo, S. H. (2017). Cases and Material on Company Law. Oxford: Oxford University Press.
- Kuchhal, M. C., & Kuchhal, A. (2020). Corporate Laws. New Delhi: Shree Mahavir Book Depot.
- Kumar, A. (2019). Corporate Laws. New Delhi: Taxmann Publication.
- Ramaiya. (2015). A Guide to Companies Act. Nagpur: Wadhwa Book Company.
- Hanningan, B. (2018). Company Law. Oxford: Oxford University Press.
- Sharma, J. P. (2018). An Easy Approach to Corporate Laws. New Delhi: Ane Books Pvt. Ltd.

Part - B BCI : 36

Syllabus Prescribed for 3 Years Under Graduate Programme (CBCS)

Programme: B.com. II (Information System Management) Semester - III

Code of Subject	Title of Subject	Total no. of Period
BCI : 36	(DSC)Income Tax And GST	60

Learning Outcomes:

After completion of the course, learners will be able to:

1. Grasping the concepts of previous year, assessment year, and residential status for tax purposes.
2. Understanding the taxation rules and calculations associated with each head of income.
3. Knowing various deductions available under Section 80 of the Income Tax Act and their eligibility criteria.
4. Knowing the taxes subsumed under GST and the principles adopted for subsuming them.
5. Understanding the rules and procedures for GST registration

Units	Contents	No. of Periods
Unit - I	Definitions and Basis of Charge Definitions: Person, Assesse, Income Basis of Charge: Previous Year, Assessment Year, Residential Status, Scope of Total Income, Deemed Income	12
Unit - II	Heads of Income Income from Salary ;Income from House Property ;Profits and Gains from Business and Profession ;Income from Capital Gains ;Income from Other Sources	12
Unit - III	Deductions u/s 80 and Exclusions from the Total Income Deductions: 80C, 80CCF, 80D, 80DD, 80DDB, 80E, 80U ;Exclusions: Exemptions related to Specific Heads of Income to be Covered with Relevant Provisions, Agricultural Income, Sums Received from HUF by a Member, Share of Profit from Firm, Income from Minor Child, Dividend	12
Unit - IV	Overview of Goods and Service Tax Introduction and Meaning of GST and IGST ; Scope of GST ;Present/old Tax Structure v/s GST; GST in Other Countries ;Existing taxes proposed to be subsumed under GST; Principles adopted for subsuming the taxes; Dual GST; Benefits of GST; GST Council; GST Network (GSTN) and GST regime; Integrated Goods and Services Tax Act, 2017: title and definitions, administration	12
Unit - V	Registration under GST Rules and Procedure of registration; Special provisions relating to casual taxable person and non-resident; taxable person; Amendment of registration; Cancellation of registration; Revocation of cancellation of registration	12

Reference Books:

1. "Income Tax Law and Practice" by Girish Ahuja and Ravi Gupta
2. "Goods and Services Tax: Law, Practice, and Procedures" by Vandana Bangar and Yogendra Bangar
3. "Students Guide to Income Tax Including GST" by Vinod K Singhania and Monica Singhania
4. "Income Tax Act with Master Guide to Income Tax Act Including GST" by Taxmann Publications
5. "GST: Concepts and Road Ahead" by Padmanabhan Nagarajan

Part - B BCI : 37**Syllabus Prescribed for 3 Years Under Graduate Programme (CBCS)****Programme: B.com. II (Information System Management) Semester - III**

Code of Subject	Title of Subject	Total no. of Period
BCI : 37	(DSC) Advance Excel	45

Course Outcomes :

1. Proficiency in advanced Excel functions and formulas for complex data manipulation.
2. Mastery of data analysis techniques including PivotTables and PivotCharts.
3. Implementation of data validation rules and protection measures.
4. Automation of repetitive tasks using macros and VBA.
5. Application of advanced data visualization techniques for insightful reporting.

Units	Contents	No. of Periods
Unit - I	Advanced Functions and Formulas Advanced text functions (e.g., CONCATENATE, SUBSTITUTE) ;Logical functions (e.g., IF, AND, OR) ;Lookup and reference functions (e.g., VLOOKUP, HLOOKUP, INDEX, MATCH) ;Date and time functions ;Array formulas	09
Unit - II	Data Analysis and PivotTables Sorting and filtering data ;Advanced filtering techniques (e.g., using criteria, advanced filter) ;Introduction to PivotTables ;Creating PivotTables from multiple data sources ;Advanced PivotTable ;techniques (e.g., calculated fields, grouping data) PivotCharts	09
Unit - III	Data Validation and Protection Implementing data validation rules ;Creating drop-down lists ;Protecting worksheets and workbooks ;Worksheet and workbook security settings ;Tracking changes and comments	09
Unit - IV	Macros and Automation Introduction to macros ;Recording and running macros ;Editing and debugging macros ;Automating tasks using macros ;Introduction to VBA (Visual Basic for Applications)	09
Unit - V	Advanced Data Visualization Creating dynamic charts ;Using Sparkline and Data Bars ;Advanced chart formatting techniques ;Interactive dashboards ;Introduction to Power Query and Power Pivot	09

Reference Books :

1. "Excel 2019 Bible" by Michael Alexander and Richard Kusleika
2. "Advanced Excel Essentials" by Jordan Goldmeier and John Michaloudis
3. "Excel 2019 Power Programming with VBA" by Michael Alexander and Richard Kusleika
4. "Data Smart: Using Data Science to Transform Information into Insight" by John W. Foreman
5. "Microsoft Excel Data Analysis and Business Modeling" by Wayne L. Winston

Part - B BCI : 37

Syllabus Prescribed for 3 Years Under Graduate Programme (CBCS)

Programme: B.com. II (Information System Management) Semester - III

Code of Subject	Title of Subject	Total no. of Period
BCI : 37	Advance Excel(DSC)(Practical)	30

Course Outcomes :

1. Efficient data manipulation with basic Excel functions.
2. Improved data analysis through sorting, filtering, and PivotTables.
3. Enhanced data visualization using charts and graphs.
4. Streamlined workflows with macro automation.
5. Error reduction and enhanced data integrity with validation techniques.

List of practical

1.	Basic Formulas (SUM, AVERAGE, MAX, MIN)
2.	Sorting and Filtering Data
3.	Creating Charts and Graphs
4.	Using PivotTables for Data Analysis
5.	Adding Drop-Down Lists for Data Entry
6.	Protecting Sheets with Passwords
7.	Recording and Running Macros
8.	Conditional Formatting for Highlighting Data
9.	VLOOKUP for Data Lookup
10.	IF Statements for Logical Operations
11.	Date Calculations and Formatting
12.	Grouping Data in PivotTables
13.	Creating Dynamic Charts
14.	Data Validation for Error Prevention
15.	Using Sparkline for Quick Data Visualization

Practical Marks Distribution	
Record	10 Marks
Description	10 Marks
Practical	15 Marks
Viva	05 Marks
Total	40 Marks