



B.Com Honours

Semester 4

Calicut University

# **ADVANCED SPREADSHEET APPLICATIONS IN BUSINESS**

Course Code: COM4FS112 • Module SYLLABUS Notes

# Official Course Syllabus

**Course Code:**  
COM4FS112

**Course Title:** ADVANCED SPREADSHEET APPLICATIONS IN  
BUSINESS

**Course Type:** SEC

**Academic Level:** Course DetailsCreditLecture per

**Credits:** 4 Credits

**Course Summary:** This course explores application of spreadsheet functions, formulas, Pivot Tables and Pivot Charts, Macros and Automation, Data visualization techniques and Efficient data entry techniques.

**Module I: Industries and scenarios. \* - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C) # - Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P) Metacognitive Knowledge (M)**

**Detailed Syllabus:**

## Module I: IIAdvanced Functions and Automation

- **Unit 12:** Advanced Formulas - Nested functions and complex formulas
- **Unit 13:** Logical and Lookup functions (VLOOKUP, XLOOKUP,HLOOKUP)
- **Unit 14:** Understanding IF, AND, OR, TEXT, COUNT, COUNTIF functions
- **Unit 15:** Pivot Tables and Pivot Charts - Data summarization
- **Unit 16:** Dynamic reporting with Pivot Charts
- **Unit 17:** Macros and Automation - Introduction to macros
- **Unit 18:** Creating simple automation scripts (customers, brands, sales, credit data)

## Module I: nternal rate of return (IRR), and return on investment (ROI)..

- **Unit 3:** Creating charts and graphs to visualize data trends, such as sales trends over time or market share comparisons.
- **Unit 4:** Calculate financial ratios a company and make interpretation References
- **Unit 1:** Excel 2019 Bible Paperback– 4 December 2018 by Michael Alexander (Author), Richard Kusleika (Author), John Walkenbach (Author)
- **Unit 2:** Excel for Beginners (Excel Essentials Book 1) Kindle Edition by M.L. Humphrey (Author) Course CodeCOM5FS112 (2) Course TitleACCOUNTING SOFTWARE APPLICATIONS Type of Course SEC SemesterV Academic Level Course DetailsCreditLecture per week Tutorial per week Practical per week Total Hours
- **Unit 33:** Pre-requisitesA fundamental understanding of accounting principles, concepts, and terminology is crucial. Familiarity with concepts like debits, credits, assets, liabilities, and equity provides a strong foundation. Course Summary This covers a range of topics aimed at providing

students with the knowledge and skills needed to effectively use accounting software for financial management. Course Outcomes (CO): COCO StatementCognitive Level\* Knowledge Category# Evaluation Tools used CO1Develop a thorough comprehension of the principles, concepts, and practices of computerized accounting systems. ApPIInstructor- created exams / Quiz Assignment CO2Acquire skills in accurately entering financial data into the accounting software. ApPE examinations Practical assignment CO3Acquire the skills to generate examinations /

## Module I: ICompany Creation and Accounting Masters

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- **Unit 4:** Creation of Company- steps-selecting a company-closing a company- alter -delete a company –Accounts Groups-Predefined Groups– Ledgers
- **Unit 3:** Create-alter- delete, voucher types – short cut keys- Voucher Entry- display - alter – delete – Features
- **Unit 3:** Accounting Features- Inventory Features-Configuration menu--
- **Unit 7:** Day Book – Cash and Bank Books-Rectification of Errors- altering the transactions- Bank Reconciliation Statement
- **Unit 2:** Pay roll Processing

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