

Uka Tarsadia University
Department of Commerce and Management



B.Com (Computer Application)

**Computer Application in Business
(030100123)**

Semester - I

Effective from July-2015

Syllabus Version: 1.01

Semester-I**CC 2 Computer Application in Business (030100123)****Credits: 4 Theory****Contact Hours per Week: 4****Credits: 2 Practical****Contact Hours per Week: 4****Course Objective:**

To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.

Learning Outcomes:

Students will gain knowledge of MS-Office application.

Pedagogic Tools:

Lectures, chalk and talk method, IT enabled audio-visual techniques, case analysis, field assignment, etc.

No.	Unit	Minimum No. of Contact Hours (TH)	Minimum No. of Contact Hours (PR)	Approx. Weight age %
1	Introduction to MS-Word	09	09	17
2	Introduction to MS-Power Point	09	09	17
3	Introduction to Internet	07	07	16
4	Introduction to MS-Excel	09	09	17
5	Advanced Excel	09	09	17
6	Introduction to Outlook	09	09	16
	Total	52	52	100

B.Com (Computer Application)	Subject	Hours
Semester – I	CC 2 Computer Application in Business	4hrs/week (Theory) 4hrs/week (Practical)
	(Theory + Practical)	6 Credits

Unit	Topics		Hours	
			TH	PR
	Section-1			
Unit-1 [Weight age 17%]	Introduction to MS-Word		09	
	1.1	Making a Document, Font/Character Formatting, Paragraph formatting, Styles: style group, styles task pane, Page Setup and Sections, Tables and Graphics, Data Documents and Mail Merge, Security, Tracing and Comments		
Unit-2 [Weight age 17%]	Introduction to MS-PowerPoint		09	
	2.1	A First Look at Power point, Creating a presentation, slides and text, Working with layouts, themes and masters, Working with tables and charts, Using smart art diagrams, clip art, and pictures, Building animation effects, transitions, and support materials, Preparing and delivering a live presentation		
Unit-3 [Weight age 16%]	Introduction to Internet		07	
	3.1	Introduction of Internet, Intranet, Extranet, Web browser, Web server, Internet application, WWW, E-mail, Internet addresses, terminologies, Virus, types of computer virus, antivirus		
	Section-2			
Unit-4 [Weight age 17%]	Introduction to MS-Excel		09	
	4.1	Understanding workbooks and worksheets, Entering and editing worksheet data with types of data, formatting data, applying borders, various formats, fonts, Creating custom lists, using auto fill, find & replace and editing text by cut, copy, paste and paste special, Conditional formatting, sorting and filtering data, Working with basic functions		

Unit-5 [Weight age 17%]	Advanced Excel		09
	5.1	Introducing Formulas and Function, Mathematical: Round, Ceiling, Floor, Subtotal, Sumif, Statistical: Average, Count, Counta, Countaif, Max, Max, Median, Mode, Var, Stdev, Logical: And, Or, Not, If, IsBlank, IsError, IsNumber, IsText, String: Left, Right, Mid, Len, Lower, Upper, Proper, Replace, Find, Search, Rept, Substitute, Concatenate, Trim, Date & Time: Date, Day, Days360, Hour, Minute, Month, Now, Second, Time, Today, Weekday, Year, Data validation, Advanced Data filter, What if Analysis, Goal seek, Scenario, Getting started making charts	
Unit-6 [Weight age 16%]	Introduction to Outlook		09
	6.1	Fundamentals of E-Mail, Processing and securing e-mail, Working with contacts, Working with appointments and tasks,	

Text Book:

1. John Walkenbach, Herb Tyson, Michael R. Groh, Faithe Wempen, Lisa A. Bucki. Office 2010 Bible: Wiley–India Pvt. Ltd.

References Books:

1. Michael Price. Office 2007 in simple steps: Dreamtech Press.