## VI. CORE COURSE -C 10: (Credits: Practical-06)

| Marks : 25 (MSE: 1Hr) + 75 (ESE: 3Hrs)=100 | Pass Marks (MSE + ESE) =40 |
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***Instruction to Question Setter for***

*Mid Semester Examination (MSE):*

*There will be **two** group of questions. **Group A is compulsory** and will contain five questions of **very short answer type** consisting of 1 mark each. **Group B will contain descriptive type** six questions of five marks each, out of which any four are to answer.*

*End Semester Examination (ESE):*

*There will be **two** group of questions. **Group A is compulsory** and will contain two questions. **Question No.1 will be very short answer type** consisting of ten questions of 1 mark each. **Question No.2 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of fifteen marks each, out of which any four are to answer.*

***Note:** There may be subdivisions in each question asked in Theory Examinations.*

## COMPUTER APPLICATIONS IN BUSINESS

**Theory: 75 Lectures; Practicals: 30 Lectures**

**Course Objective:**
*To provide computer skills and knowledge for commerce students and to enhance the student's understanding of usefulness of information of business technology tools for business operations.*

**Unit 1: Word Processing:**
Introduction to Word processing, Word Processing concepts, Use of Templates ,Working with Word Document: (Opening a existing document/creating a new document, Saving, Selecting Text, Editing text, Finding and Replacing text, Closing, Formatting, Checking and correcting spellings). Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Mail merge including linking WITH Access Database, Tables: Formatting the table, Inserting, filling and formatting the table. Creating Documents in the areas: Mail merge including linking Access Database, Handling Tables, Inserting pictures and videos.

**Lectures: 7**

**Unit 2 : Preparing Presentations :**
Basics of presentations: Slides, Fonts, Drawing, Editing, Inserting: Tables, Images, Texts, Symbols, Media, Design; Transition, Animation, And Slideshow.

**Lectures: 7**

**Unit 3 : Spreadsheets and its Business Applications:**
Spreadsheets concepts, Creating a workbook, Saving a workbook, Editing a work Book, Inserting, Deleting work sheets, Entering data in a cell, Formula Copying, Moving data from selected cells, Handling operators in formula, Rearranging Worksheet, Project involving multiple spreadsheets, Organizing Charts and graphs, Printing worksheet. Generally used Spread sheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Text functions.

**Lectures: 16**

**Unit 4 : Creating spreadsheet in the following areas:**

- Loan & Lease Statement
- Ratio Analysis
- Payroll Statements
- Capital Budgeting
- Depreciation Accounting
- Graphical representation of data
- Frequency distribution and its statistical parameters
- Correlation and Regression

**Lectures: 20**

**Unit 5: Database Management System :**

Creating Data Tables, Editing a Database using Forms, Performing queries, Generating Reports, Creating DBMS in the area of Accounting, Employees, Suppliers and Customers

**Lectures: 25**

**Note :**

1. The General Purpose Software referred in this course will be notified by the University Departments in every three years. If the specific features referred in the detailed course above, is not available in that software, to that extent it will be deemed to have been modified.

**Suggested Readings:**

- MS- OFFICE & Indirect Taxation in Tally.erp9:- Srinath Koley

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