

CBCS Pattern Syllabus w.e.f. June 2018 Onwards

Faculty of Commerce

B.Com. F.Y. (First Semester)

Computer Application in Business-I

Theory - 50

Practical/ Sessional - 50

**Objectives:** To provide computer skills and knowledge for commerce students and to enhance the Students understand of usefulness of information technology tools for business operations.

**Unit I: Computer Codes and Languages:**  
Source Code, Machine/Binary Code, Mnemonic Opcode, Byte/Object Code, BCD, EBCDIC, ASCII, Language Translator-Interpreter & Compiler, High Level, Low Level, Assembly language, Different Number Systems, Binary, Octal, Hexadecimal, Decimal, Conversion from one base to another base.

**Unit II: Word Processing:-**  
Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents Creating Business Documents using the above facilities.

**Unit III: Preparing Presentations:-**  
Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow. Creating Business Presentations using above facilities.

**Unit IV: Spreadsheet and its Business Applications:**  
Spreadsheet concepts, Managing worksheets; Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs Generally used Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions.

**Unit V: Creating Business Spreadsheet:**  
Creating spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression.

**Note:** The General Purpose Software referred in this course will be notified by the University Departments 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:**

1. Chetan Srivastav " Information Technology".
2. Fundamentals of C, Dr. Prasad Madan, Dr. Gajanan Chaudhri, Chinmay Publication, Aurangabad.
2. O' Brien J. "Management Information System", Tata McGraw Hills, New Delhi.
3. P.K.Taxali, "PC Software made simple", Tata McGraw Hills, New Delhi.
4. V.Rajaraman, "Fundamentals of Computer", Prentice Hall of India, New Delhi.
5. Sanders D.H. "Computers Today", Tata McGraw Hill.