FACULTY OF COMPUTER SCIENCE & IT

SYLLABUS

of

COMPUTER FUNDAMENTALS
for

Bachelor of Commerce (Pass & Hons.) Semester – I
Credit Based Continuous Evaluation Grading System
(CBCEGS)

Session: 2024-25

The Heritage Institution

KANYA MAHA VIDYALAYA JALANDHAR
(Autonomous)

Kanya Maha Vidyalaya, Jalandhar (Autonomous)

SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME
Bachelor of Commerce (Pass & Hons.)
(Session 2024-25)
Credit Based Continuous Evaluation Grading System (CBCEGS)

Bachelor of Commerce (Pass & Hons.) Semester I										
Course Code	**Course Title**	**Course Type**	**Hours per week**	**Credit**		**Marks**				**Examination Time (in Hours)**
			L-T-P	**L-T-P**	**Total**	**Total**	**Ext.**		**CA**	
							L	**P**		
BCRM–1127	Computer Applications in Business	C	2-0-2	2-0-1	3	75	30	30	15	3+3

Bachelor of Commerce (Pass & Hons.) Semester – I
(Session 2024-25)
Course Code: BCRM–1127
COMPUTER APPLICATIONS IN BUSINESS

COURSE OUTCOMES:
After passing this course the student will be able to:
CO1: Comprehend about storage devices used in computer along with applications of computer.
CO2: Create, open, edit, format, save and print documents.

CO3: Manage tables in document and apply formulae in a spreadsheet.
CO4: Utilize spreadsheet application for data organization and manipulation through features like sort, filter, graphs, etc.

Examination Time: (3+3) Hours
L-T-P: 2-0-1
Credit: 3

Max. Marks: 75
Theory: 30
Practical: 30
CA: 15

Instructions for the Paper Setters:-
Eight questions of equal marks (10 Marks) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A
Basic Concepts: Characteristics of a Computer; Advantages of Computers; Limitation of Computers; Types of Computers; Applications of computers, Hardware, Firmware, Liveware; Software; System Software: Operating system, Translators, interpreter, compiler; Overview of operating system, function of operating system; Application software: General Purpose PackagedSoftware and tailor-made software.

Section B
Word Processing: Introduction to word-Processing, Word-processing concepts, Use of Templates and styles, 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, page break, table of contents
Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge (including linking with spreadsheet files as data source); Printing documents; Citations, referencesand Footnotes.

Section C
Preparing Presentations: Basics of presentations: Slides, Fonts, Drawing, editing; Inserting: Tables, Images, texts, Symbols, hyperlinking, Media; Design; Transition; Animation; and Slideshow, exporting presentations as pdf handouts and videos.

Section D

Spreadsheet basics: Spreadsheet concepts; Creating a work book, saving a work book, editing a work book, inserting, deleting work sheets, entering data in a cell, formula Copying, moving datafrom selected cells, Handling operators in formulae: Inserting Charts- LINE, PIE, BAR, Organizing Charts and graphs; Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time.

Suggested Readings:
1. Jain, H. C. & Tiwari, H. N. ―Computer Applications in Business ‖ Taxmann, Delhi.
2. Joseph, P.T., S.J. E-Commerce: An Indian Perspective, 6th ed. PHI Learning
3. Mathur, S. & Jain, P. ―Computer Applications in Business ‖ Galgotia Publishing Company
4. Madan, S. ―Computer Applications in Business ‖ Scholar Tech Press, Delhi.
5. Sharma, S.K. & Bansal, M. ―Computer Applications in Business ‖ Taxmann, Delhi.
6. Thareja R (2019). Fundamentals of Computers. Oxford University Press.
7. Thareja R (2018). IT & Its Business Application. Oxford University Press.

Note: Latest edition of text books to be followed.