

(Annexure H-4)

**FACULTY OF COMPUTER SCIENCE & IT**

**SYLLABUS**

**of**

**COMPUTER APPLICATIONS FOR ECONOMISTS**

**for**

**Master of Economics (Semester – I/II/III/IV)**

**Under Credit Based Continuous Evaluation Grading System  
(CBCEGS)**

**Session: 2023-24**



**The Heritage Institution**

**KANYA MAHA VIDYALAYA  
JALANDHAR**

**(Autonomous)**  
**Kanya Maha Vidyalaya, Jalandhar (Autonomous)**

SCHEME AND CURRICULUM OF EXAMINATIONS OF THREE YEAR DEGREE PROGRAMME

**MASTER OF ARTS (ECONOMICS) SEMESTER - II**  
**Credit Based Continuous Evaluation Grading System (CBCEGS)**

**(Session 2023-24)**

<b>Master of Arts (Economics) Semester II</b>										
<b>Course Code</b>	<b>Course Title</b>	<b>Course Type</b>	<b>Hours per week</b>	<b>Credit</b>		<b>Marks</b>				<b>Examination Time (in Hours)</b>
			<b>L-T-P</b>	<b>L-T-P</b>	<b>Total</b>	<b>Total</b>	<b>Ext.</b>		<b>CA</b>	
							<b>L</b>	<b>P</b>		
MECM-2125 (OPT- XI)	Computer Applications for Economists	E	3-0-2	3-0-1	4	100	50	30	20	3+3

**MASTER OF ARTS (ECONOMICS) SEMESTER - II**

**(Session 2023-24)**

**COMPUTER APPLICATIONS FOR ECONOMISTS**

**COURSE CODE: MECM- 2125 (OPT - XI)**

**COURSE OUTCOME**

**After passing this course the student will be able to:**

CO1: Comprehend the knowledge of fundamentals of computer and latest trends in the field of Information Technology.

CO2: Apply office automation software to create professional and academic documents.

CO3: work on Spreadsheet application for office tasks.

CO4: Prepare and Analyse statistical data using SPSS.

## **MASTER OF ARTS (ECONOMICS) SEMESTER - II**

(Session 2023-24)

### **COMPUTER APPLICATIONS FOR ECONOMISTS**

**COURSE CODE: MECM- 2125 (OPT - XI)**

**L-T-P: 3-0-1**

**Credits: 4**

**Examination Time: (3+3) Hrs.**

**Max. Marks: 100**

**Theory: 50**

**Practical: 30**

**CA: 20**

#### **Instructions for Paper Setter -**

Eight questions of equal marks (10 marks each) are to be set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided 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.

#### **UNIT I**

**Fundamentals of Computer:** Introduction to computer, Applications of computer, Input and Output devices, Memory – Primary and Secondary.

**Latest trends and Technologies in IT:** Digital Camera, Smart finger: Distance measuring tool, Nipper, Stylus, Tiny cube speaker, Airpods, Mobile as a computing device, Payment gateway, Payment methods: Net-banking, m-Banking, UPI, Debit/Credit Card, Mobile Wallets.

#### **UNIT II**

**Word Processing:** Introduction to word processing & its features, parts of window of word processing (Title bar, menu bar, status bar, and ruler), understanding the ribbon, use of office button and quick access toolbar, creation of new documents, opening document, insert a document into another document. Page setup, margins, gutters, font properties, alignment, page breaks, header & footer, deleting, moving, replace, editing text in document, saving a document, spell checker, printing a document. Creating a table, entering and editing text in tables, changing format of table, height and width of row/column editing, adding and deleting rows/columns. Adding picture, page colors and watermarks, borders, shading, drawing objects.

#### **UNIT -III**

**Spreadsheet:** Introduction to worksheet/spreadsheet, features, creating a new workbook, different functions on different data in excel, creation of chart, creation of worksheet, adding, deleting, moving the text in worksheet, linking, sorting the data, querying the data, filtering

the data (auto and advance filters), open an already existing workbook, saving workbook, printing a worksheet, closing the workbook & exiting.

#### **UNIT -IV**

**SPSS:** Introduction, Data editor Window, Syntax, Output basics, If command, Filter command, Entering and modifying data, Creating a chart, using interactive chart function, difference between excel and SPSS.

#### **References/Textbooks:**

1. Prof. Satish Jain, M. Geetha, Kratika, BPB's Office 2010 Course Complete Book, BPB Publications (2017).
2. Rachhpal Singh, Gurvinder Singh, Windows based computer courses, Kalyani Publishers (2011).
3. Anshuman Sharma, A book of Fundamentals of Information Technology, Lakhanpal Publishers (2016), 5<sup>th</sup> ed..
4. E. Balagurusamy, Programming in ANSI C, Tata McGraw-Hill (2002), 5<sup>th</sup> ed.
5. Yashwant Kanetkar, Let us C, BPB Publications (2020), 17<sup>th</sup> ed.
6. Anshuman Sharma, Learn programming in C, Lakhanpal Publishers (2016), 7<sup>th</sup> ed.
7. Lokesh Jasrai, Data Analysis using SPSS, SAGE Publications Pvt. Ltd. (2020), 1<sup>st</sup> Edition