

**FACULTY OF COMPUTER SCIENCE & IT**

**SYLLABUS**

**of**

**COMPUTER APPLICATIONS FOR BUSINESS (OPTIONAL)**

**for**

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

**(Under Continuous Evaluation System)**  
**(12+3 System of Education)**

**Session: 2019-20**



**The Heritage Institution**

**KANYA MAHA VIDYALAYA**  
**JALANDHAR**  
**(Autonomous)**

**Scheme of Studies and Examination**  
**MASTER OF ECONOMICS SEMESTER - I/II/III/IV**  
**(Session 2019-20)**

**COMPUTER APPLICATIONS FOR ECONOMISTS**

Semester I								
Course Name	Program Name	Course Code	Course Type	Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
Computer Applications for Economists	M.A. Economics Semester – I/ II/ III/ IV	MECM-2125 (OPT- XI)	E	100	50	30	20	3+3

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

**Session: 2019-20**

**Course Code: MECM- 2125 (OPT - XI)**

**Computer Applications for Economists**

**COURSE OUTCOME**

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

1. understand the organisation of Computer System and functioning of various units
2. make use of I/O statements, control statements, looping, arrays and library functions in C programming
3. understand Number systems, conversion from one number to another and floating point arithmetic
4. make use of word processing and spreadsheet software
5. make use of I / O statements, control statements, looping, arrays and library functions
6. solve simple problems using C programming

**Master of Economics**  
**(SEMESTER – I/II/III/IV)**  
**Session: 2019-20**  
**Course Code: MECM- 2125 (OPT - X1)**  
**Computer Applications for Economists)**

**Time: 3+3 Hours**

**Max. Marks : 100**

**Theory : 50**

**Practical : 30**

**CA: 20**

**Note: Instructions for the Paper-Setters/Examiners:**

Eight questions of equal marks 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 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

**Unit– I**

Introduction to Computers: What is Computer and its applications?

Computer Organization: Input/output unit, memory unit, control unit.

Input Unit: (Input devices and functions: Keyboard, Joystick, Mouse, Light Pen, Magnetic Tape, Magnetic Disks, Floppy Disk, OMR (Optical Mark Reader), Optical Character Reader (OCR), Punch Cards.

Output Unit: (Output devices and functions: Visual Display Unit (Monitor), LCD and LED, Plotters, Printers, CTD.

**Unit– II**

Data Representation: Introduction to Number System: Binary system, Octal number system, Hexadecimal number system, Decimal number system.

Converting from one number to another number: Converting to binary from octal, converting to octal from binary, converting to decimal from binary, octal, hexadecimal, converting to binary from hexadecimal, converting to hexadecimal from binary.

Floating Point Arithmetic: Addition, Subtraction, Multiplication, Division of Floating Point.

**UNIT -III**

MS Word: Overview, Creating, Saving, Importing, Exporting and Inserting Files, Formatting pages, Paragraphs and Sections, Indents and Outdents, Creating lists and numbering, Heading, Styles, Fonts and font size, Editing, Positioning and Viewing texts, Finding and replacing text, Inserting page breaks, Page numbers, Book marks, Symbols and dates using tabs and tables, Header, footer and printing.

MS Excel: Worksheet Overview, Entering information, Worksheet Creation, Opening and Saving, Workbook, Formatting numbers and texts, Protecting cells, Producing Charts and Printing Operations.

## UNIT -IV

Introduction to 'C' Language: 'C' character set, data types; Constants and variables, assignment statement; Expression.

Input-Output Statement: Scanf, printf, Library functions.

Control structures; Decision making and Loop statements.

Use of :Arrays, String and String functions.

### **Suggested Readings:**

1. Gurvinder Singh, Rashpal Singh: P.C. Computing Kalyani Publishers.
2. BPB Publishers: Complete Reference M.S. Office.
3. Saxena: First Course in Computer.
4. K.S. Kahlon, Rashpal Singh, Gurvinder Singh: Programming in 'C' Kalyani Publishers.
5. Yashwant Kanitkar: Let us 'C'.
6. R.S. Salaria: Programming in 'C'.
7. Ravi Chandran: Programming in 'C'.