Part B

Programme: Bachelor of Commerce Accounting & Finance (Semester III)

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF 35	**Computer Application in Business**	45

Course Outcomes:

The students will be able to -

1. Describe the usage of computers and why computers are essential components in business and society.
2. To understand the basic computer knowledge and also enable the learners to appreciate the practical details of computer
3. Provide hands-on use of Microsoft Office 2013 applications Word, Excel, Access and PowerPoint.
4. Completion of the assignments will result in MS Office applications knowledge and skills.

Unit	Topic	No. of Periods
I	Introduction to Computer Applications 1.1 Introduction of Computers – Computer Applications – Classification 1.2 Programming concepts – Assembly language – High level language 1.3 Operating system 1.4 Compilers – Assembler -Software – Packages	09
II	MS -Word 2.1 MS Word – Introduction to Word 2.2 Creating Word Document, Formatting – Spell Check – Grammar Check 2.3 Working with Tables 2.4 Saving, Opening and Closing Document - Mail Merge	09
III	MS- Power Point 3.1 MS Power Point – Introduction to Power Point 3.2 Creation – Insert Picture - Animation 3.3 Creating Multimedia Presentations 3.4 Insert Tables and Graphs	09
IV	MS –Excel 4.1 MS Excel – Introduction – Spread Sheet 4.2 Entering data in working sheets 4.3 Editing and Formatting Work sheets - Charts 4.4 Functions like Saving, Opening and Closing Work book	09
V	Introduction to Internet 5.1 Introduction to Internet – Browsers – Search Engine - WWW 5.2 Internet Protocols – FTP – TELNET – HTTP 5.3 E-mail – How to create E-mail 5.4 Internet Vs Intranet - Webpage – URL.	09

BOOKS RECOMMENDED:

1. Computer Fundamentals, P. K. Sinha, V.K.Goyal
2. Computer Fundamentals-B.Ram (WE)
3. Introduction to IBMPC & Applications-Taxali
4. Fundamentals of Computers-V. Rajarman(PHI)
5. MS-OFFICE (PHI)
6. MS-OFFICE (BPB)
7. Computer Fundamentals & Operating System : Supriya Bhagade-Pimpalapure &Co. Pub.,Nagpur

Programme: Bachelor of Commerce (Semester III)

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BAF 35	**Computer Application in Business (Practical)**	30

- **Course Outcomes:**

   Students will be able to do at the end of practical's:

   1) Student will learn all Screen element of Microsoft Word
   2) Student will learn all Screen element of Microsoft Excel
   3) Student will learn all Screen element of Microsoft Power Point
   4) Students will be able to work on MS- WORD and create various documents. Also, they will be able to save and print documents
   5) Students will learn various formatting tools, alignment setting, line spacing, change case etc in formatting documents
   6) Students will be able to work on MS- EXCEL and creating various sheets like marksheet, salary sheets etc
   7) Students will be able to work on MS- POWER POINT

- **List of Practical's:**

   1. Preparing documents with inserts pictures objects and database
   2. Copying and Moving Text using with the Clipboard
   3. Using Bulleted and Numbered Lists and Converting Text to List.
   4. Inserting Header & Footer in document
   5. Preparing the document in newspaper column layout
   6. Prepare a job application letter enclosing your bio-data
   7. Type the text, check spelling and grammar, bullets and numbering list items.
   8. Type the text, change the font size at 20, Align the text to left, right and justify & centre and underline the text
   9. An excel worksheet contains monthly Sales Details of five companies
   10. Entering and printing worksheet
   11. Prepare a power point presentation with at least three slides for department inaugural function.
   12. Design an advertisement campaign with minimum three slides
   13. Create Blank or New Existing Template, add few Slides and Edit content on each slides
   14. Change Background color of each slides make sure each slides has different background
   15. Create a Presentation Title and Content slide layout. Add class name as a Title and add Exam Table (Sample) in table format in Content Section.

Division of Marks for Practical's

Record Preparation	10 Marks
Practical Performance	10 Marks
Viva-Voce	10 Marks
Description	10 Marks
Practical Total	**40 Marks**