Part B
Programme: Bachelor of Commerce (Semester III)

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
B.C.-37	**Information Technology & Business Data Processing-I**	**45**

Course Outcomes:
The students will be able to –
     1. Get information about usage of data and how to process the data.
     2. Know about DBMS and data warehousing.
     3. Become aware about different types of data processing.
     4. Know about Spreadsheet Package and its components with formatting.
     5. Prepare formulas, functions and charts with complete formatting and page setting.

Unit	Topics	No. of Periods
I	**Data and Data Processing**: **1.1**Concepts and Use of Data in Computing. **1.2**Concept of Data processing and its types – manual, mechanical and electronic.	7
II	**Database and Data warehousing: 2.1**Concept of Database, Objectives and Need of Database. **2.2**Concept, Need and Advantages of Data Warehousing.	7
III	**Database management System:3.1**DBMS Concept, Characteristics, Objectives, Advantages, Limitations, **3.2** Components of DBMS. DBMS Models: Hierarchical, Network and Relational.	7
IV	**Spreadsheet Package: MS-Excel 2021 / Higher:4.1** Spreadsheet Basics:Introduction to Spreadsheet Package, Concept, Advantages and uses of spreadsheet. Components of Spreadsheet Windows,Columns & Rows, Cell, Cell Address, Cell Range, Cell Pointer, Sheet Tabs, Formula bar. **4.2**Working in Worksheet: Data entry, Alignment of data in a Cell, Inserting & Deleting Cell, Rows and Columns, Changing the Column width and Row height.	13
V	**Formulas, Functions and Chart in Excel:5.1** Formulas and Functions: Introduction, structure of Formula, sorting the data. Working with Common Excel Functions: SUM, AUTOSUM, IF, AVERAGE, MEDIAN, MAX, MIN, UPPER, LOWER, CAGR. **5.2**Chart in Excel: Introduction, Types, Creating and formatting a Chart Displaying, Page Setup, Saving and Printing of Worksheet.	11

Books Recommended:
1. Microsoft Office Excel 2007 Free Text Book at BOOKBOON.COM
2. Curtis D. Fry "Microsoft Excel 2007 Step by Step" Published by Microsoft Press
3. MS OFFICE (BPB)
4. Pradeep K. Sinha and PritiSinha's "Fundamentals of Computing" BPB Publication.
5. Alexis Leon and Mathews Leon's Fundamentals of Information Technology "Published by Leon Vikas.
6. Dr. Uday S. Kale" ekfgrhra=Kku o O;kolkf;dekfgrhpslaLdj.k"Sainathprakashan Nagpur.
7. Prof. S. M. Kolte, "ekfgrhra=Kku o O;kolkf;dekfgrhpsizfdz; kPimpalapure& co. publisher, Nagpur.

Code of the Course/Subject	Title of the Course/Subject	Total Number of Periods
BC-37	Information Technology & Business Data Processing-I (Practical)	30

Course Outcomes:

Students will be able to do at the end of practical's:
1) Prepare new Spreadsheet and perform insert, delete and formatting.
2) Perform Data entry in the cell.
3) Perform sorting on the given data.
4) Formatting of row, column and cell.

5) Perform the calculations using formulas.
6) Perform the calculations using functions.
7) Page Setup of Spreadsheet
8) Create various charts and graphs.
9) Students will learn to printing Spreadsheet, salary sheet and mark sheet ·

List of Practical's:
1. Insert, delete cell, column and rows.
2. Modify the height and width of the cell, row and column.
3. Perform data entry in the cell and align it horizontally and vertically.
4. Sort the given data.
5. Perform insert, delete, move, copy and rename with the sheet.
6. Use the Formulas on given data.
7. Use the Functions on given data.
8. Creating multiple charts and graph with the given data.
9. Create Salary sheet with the help of given data.
10. Create mark sheet with the help of given data.
11. Setting Page Margins and Setting the Page Orientation
12. Proofing, saving and Printing a Spreadsheet.

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Division of Marks for Practical's

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