

SARDAR PATEL UNIVERSITY
Programme: B.Com.
Semester: II
Syllabus with Effect From: November/December-2018

Paper Code:UB02CCOM25	Total Credit:3
Title Of Paper: Computer Application in Business-II	

Objective:

- To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.
- Use spreadsheet in Business Application – Like Accounting application, transaction and generate financial statements.

Unit	Description of Detail	Weighting(%)
I	<p>Spreadsheet and its Business Application Introduction of Excel: Introduction of Excel, Use of Excel in Office, Advantage of Excel. Introduction to Worksheet: Getting started with Spreadsheet, Screen of Excel, Rows, Columns, Cells, and Work Book. Creating,Saving,Deleting,and Protecting, Open, Close Worksheet/Workbook, Working with Excel: Entering Text, Home Tab (Font, Alignment and Numbers), Relativeand Absolute Referencing, Editing, Deleting, Copying, moving a data and formula, Search andReplaceData,Re-arrangeCellContents. Cell: Insert (Cell, Row, Column and Sheet), Delete (Cell, Row, Column and Sheet).</p>	25%
II	<p>Creating Business Spreadsheet Formatting Worksheet: Objectives, ColumnWidth and Row Height using Menu Commands, Using Mouse, Formatting Worksheet, AutoCorrect, and AutoSum. Calculations in Worksheet: Basic Properties of a Formula, Order of Precedence of Operators. Entering, Editing a Formula. Difference Between Functions and Formula.Creating Charts, Chart Types, Modifying Charts types and Its Properties. Working with Data: Data analysis with Conditional Formatting. Data Sorting, Subtotal, Filtering Data.</p>	25%
III	<p>Generally used spreadsheet functions Calculations in Worksheet: Objectives, Basic Properties of a Formula, Order of Precedence of Operators. Entering, Editing a Formula. Functions: StatisticalFunctions: AVG(), MIN(), MAX(), COUNT() Mathematical / TrigFunctions: ROUND(), ABS(), FACT(), INT(),SQRT(), EXP(), CEILING(), EVEN(), ODD(), MOD(), POWER(), SUM() Logical Function: IF() & NESTED IF(), AND(),OR(),NOT(). Financial Function : DDB(), FV(), PMT()</p>	25%
IV	<p>Functions: Date Function: DATE(), DAY(),DATEVALUE(), MONTH(), NOW(),</p>	25%

	<p>YEAR(), WEEKDAY().</p> <p>String / Text Functions: LEFT(), CONCATENATE(), RIGHT(), LOWER(), UPPER(), EXACT(), FIND(), SUBSTITUTE().</p> <p>Introduction to Data Analysis Tools: Pivot Table, Goal Seek, Scenarios.</p> <p>Printing Features: Print Preview, Page setup, Page, Margin, Header / Footer.</p>	
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Practicals : Practical are based on above Units. (Weightage 50%) – Two Practical periods per week per batch

Basic Text & Reference Books:-

- Computer course windows 7 and office 2010 by R.K. Taxali Publisher Tata McGrawHill.
- Computer fundamentals By Anita Goel Pearson Publication New Delhi.
- Sinha, P.K.(2004), “Computer Fundamentals”, 4th Ed.,BPB Publications
- Rajaraman,V, “Fundamentals of Computers”, PHI
- Leon Alex & Leon Mathews(1999), “Fundamentals of Information Technology”, Leon Techworld
- Norton , Peter (2001), “Introduction to Computers”, 4th Ed., TMH.
- Walters, E. Garrison Walters(2001), “The Essential Guide to Computing: The Story of Information Technology”, PHI
- Dream Tech Publication – Simple Steps Excel 2010
- Bpb Publication – Computer Course – Windows 7 with Office 2010
- Bpb Publication – MS office 2010 by Satish Jain
- Wiley Publication – Window 7 With Office 2010