



**B.COM SEMESTER II**

**Computer Applications in Business**

**Paper Code: SEC 151**

**Total Credit: 3**

**Internal Assessment: 30**

**Full Marks: 100**

**Term End Examination: 70**

**(Theory 50 & Practical 20)**

**Objective:** This paper aims to impart computer knowledge that will enable them with the ability to handle and analyze data for decision making and presenting it to the person concerned in the form of presentations and/or reports in the fast-moving business world.

**Outcome:** A student is expected to understand the various tools and techniques of Computer Application and use them in practical life.

**Unit 1: Introduction**

Concept of computing, Data and information; Computing Interfaces: Graphical User Interface (GUI), Command Line Interface (CLI), Touch Interface, Natural Language Interface (NLI); data processing; applications of computers in business. Meaning of computer network; Needs for networking; Types of Networks. I.P. Address, Modem, Bandwidth, Routers, Gateways, Internet Service Provider (ISP), World Wide Web (www), Browsers, Search Engines, Proxy Server, Intranet and Extranet; Basic Internet Services; Internet Protocols: TCP/IP, FTP, HTTP(s).

**Unit 2: Word Processing**

Introduction to word Processing, Word processing concepts, Use of Templates and styles, Working with word document: Editing text, Find & replace text, Formatting, spell check, Autocorrect, Auto-text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, page break, table of contents, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge (including linking with spreadsheet files as data source); Printing documents; Citations, references & Footnotes.

**Unit 3: Presentations**

Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, hyperlinking, Media; Design; Transition; Animation; and Slideshow, exporting presentations as pdf handouts and videos.

**Unit 4: Spreadsheets I**

Spreadsheet concepts, Managing worksheets; Formatting, conditional formatting, Entering data, Editing, and Printing and Protecting worksheets; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs; Flash-fill; Working with Multiple worksheets; controlling worksheet views, naming cells and cell ranges. Spreadsheet functions: Logical, Date and Time, Lookup and reference, Text functions and Error functions.

**Unit 5: Spreadsheet II**

Statistical Functions in Spreadsheet: AVERAGE, MEDIAN, MODE, STDEV, VAR, MAX, MIN, SKEW, KURT, CORRELATION and REGRESSION

Financial Functions in Spreadsheet: PMT, RATE, PV, FV, NPER, NPV,

Mathematical Functions in Spreadsheet: SQRT, POWER, LOG10, Ln, ABS,

**Practical Exercises:**

The learners are required to do the practical exercises which include, but not limited to, the following:

1. Analyze and compare the different mobile payment apps (at least 5) on the basis of their pros and cons and prepare a report on the same in word document using table of contents, bullets, numbering, citations, etc. Also prepare a presentation for the same.
2. Using mail merge utility of word processing for either sending letters or for creating any other document like salary slip/ utility bills to be delivered to multiple recipients using data from a business organization or of the peer students.
3. Identify a topic related to any business operation and prepare a PowerPoint Presentation with all the above functions therein.
4. Prepare a Spreadsheet document with any hypothesized data and perform all the above functions therein.
5. By taking secondary data from a company's income statement and balance sheet for five to ten years, all the learners are required to conduct the Ratio Analysis and forecast values for different items of these statements for the next five to ten years.
6. Using logical, mathematical and statistical functions of spreadsheet, the learners should be able to analyze the results of the class test using hypothesized data to determine the students who passed or failed, assigning them ranks like first, second, third, etc., finding out number of absentees, counting no. of students scoring marks with distinction, etc.



**Syllabus for B.Com Course (as per NEP-2020) of Assam University**

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7. The learners should be able to prepare repayment schedules of the loans that they borrow, prepare a payroll statement using spreadsheet functions listed above and analyze different investment opportunities using financial functions.
8. By taking live data from the website of the Government of India, use Spreadsheet for preparing frequency distribution, graphs, and calculate statistical measures like mean, median, mode, standard deviation, Correlation etc.

**Suggested Readings:**

Jain, H. C. & Tiwari, H. N. — Computer Applications in Business| Taxmann, Delhi.

Joseph, P.T., S.J. E- Commerce: An Indian Perspective, 6th ed. PHI Learning.

Madan, S. - Computer Applications in Business| Scholar Tech Press, Delhi.

Mathur, S. & Jain, P. —Computer Applications in Business| Galgotia Publishing Company

Sharma, S.K. & Bansal, M. — Computer Applications in Business| Taxmann, Delhi.

Thareja R (2018). IT & Its Business Application. Oxford University Press.

Thareja R (2019). Fundamentals of Computers. Oxford University Press.

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