

**FY B.Com. (Bachelor of Commerce)****1060204205 COMPUTER APPLICATION - II**

First Year B.Com

Semester – II

|                         |  |
|-------------------------|--|
| <b>Subject Name</b>     | COMPUTER APPLICATION - II  |
| <b>Subject Code</b>     | <b>1060204205</b>  |
| <b>Objectives</b>       | Objective of this syllabus is; <ul style="list-style-type: none"> <li>▪ To familiarize students with the concept of data analysis using excels and Network.</li> <li>▪ To Covers the basics of computer hardware, software, and networking and helps students develop basic skills in using Windows and Microsoft Office, and creating web pages. Students also learn how to use computers safely and to consider ethical issues related to computer usage.</li> </ul> |
| <b>Course Outcome</b>   | <ul style="list-style-type: none"> <li>• To teach students basics of MS Excel and Networking concepts</li> <li>• To teach Tally package to students</li> <li>• To teach different Data analysis tools</li> </ul>   |
| <b>Course Duration</b>  | The course duration is of 30 sessions of 60 minutes each.<br>30 Hours. (Theory: 10 hrs. + Practical: 20 hrs.)  |
| <b>Teaching Methods</b> | The course will use the following pedagogical tools: <ul style="list-style-type: none"> <li>▪ Lectures</li> <li>▪ Hands on exercise on machines (Lab Sessions), Presentations, Audio Visual</li> </ul>   |
| <b>Subject Outcome</b>  | <ul style="list-style-type: none"> <li>• Students will be equipped with the knowledge of Microsoft Excel Package which is very useful in any corporate jobs.</li> <li>• They will also learn about Tally Accounting Package if they pursue accounting jobs in future.</li> <li>• Computer skills are necessary in every field now a days so its practical session will enhance the confidence and skills in students.</li> </ul>                                       |
| <b>Evaluation</b>       | <b>Continuous Evaluation</b>   |
|                         | <b>Internal Assessment-(30 Marks)</b><br>Internal Exam/Assignments (Unit wise one)/Practical Exam/Quiz/Class participation/Attendance/ Case Study etc.<br><b>External Assessment- (70 Marks) (40 = Practical Exam &amp; 30 = Theory Exam)</b>  |

**Course Contents**

| <b>Course Contents</b> |   |            |
|------------------------|---|------------|
| <b>Unit 1</b>          | <b>MICROSOFT EXCEL</b>  | <b>30%</b> |
|                        | <ul style="list-style-type: none"> <li>▪ Introduction to worksheet and Excel, Getting started with Excel, Editing cells and using</li> <li>▪ commands and functions, Moving and Copying, Inserting and Deleting Rows and Columns, Getting Help and Formatting Worksheet, Creating Charts, Using Date and Time and Addressing Modes, Naming Ranges, Using Statistical/Mathematical, Database</li> <li>▪ in Worksheet, Additional Formatting commands and Drawing toolbar, Multiple Workbooks, Pivot Table.</li> </ul>  |            |
| <b>Unit 2</b>          | <b>DATA ANALYSIS USING EXCEL</b>  | <b>20%</b> |
|                        | <ul style="list-style-type: none"> <li>▪ Use of Built in data form in excel</li> <li>▪ Sorting, Filtering in excel</li> <li>▪ Statistical Functions (Mean, Median, Mode, Standard Deviation, Minimum, Maximum, Large &amp; Small).</li> <li>▪ Macros</li> </ul>   |            |
| <b>Unit 3</b>          | <b>NETWORKING</b>   | <b>20%</b> |
|                        | <ul style="list-style-type: none"> <li>▪ Concept</li> <li>▪ Components</li> <li>▪ Types of Network</li> <li>▪ Network Topology</li> <li>▪ Transmission Technology (Broadcasting, Point to Point)</li> </ul>   |            |
| <b>Unit 4</b>          | <b>ACCOUNTING PACKAGE (TALLY)</b>   | <b>30%</b> |
|                        | <ul style="list-style-type: none"> <li>▪ Start-up Screen, Create Company, Select Company, Shut Company, F11- Feature and F12-Configuration. Master Entry, Voucher Entry and look-up of various final statements. Take a textbook example of Financial Accounting Application and make it practically solve. (Creation of Company, creation of ledger, Accounts information, Transaction Entry, Voucher, Receipts, Payment, Drawings, Capital, Cash Transaction, Credit Transaction, Contra Transactions, Profit and loss account, Balance Sheet, Ratio Analysis)</li> </ul> |            |

**Reference Books:**

1. Computer Application In Management By Riternder Goel
2. Computer Fundamentals By Arora Ashok and Bansal Shefali (Excel Books)
3. Computer Networks, Andrew s. Tanenbaum
4. Computers for Beginners By Jain V K (Pustak Mahal Publishers)
5. Implementing Tally (Latest Version)- By A.K. Nadhani&K.K.Nadhani
6. Internet Marketing E-commerce and Cyber Loss, Asit Narayan & L.K. Thakur-Author Press
7. Mastering Excel By Mindy & Martin
8. PC Software for windows Made Simple By R.K.Taxali
9. Tally Tutorial (Vol-I) Accounts – A.K.Nadhani

**Note:**

- *From the above contents the practical oriented topics be covered up suitably in computer laboratory and assignments be given to the students based on the practical study)*
- *Practical Based on above subject content*