

PROGRAM	Bachelor of Commerce /Bachelor of Commerce (Hons)
SEMESTER	II
COURSE TITLE	Computer Essentials & Applications of Spreadsheet
COURSE CODE	04BC0203
COURSE CREDITS	04
COURSE DURATION	48 Hours

COURSE OUTCOMES:

- Understand Fundamental Structure of a Computer System
- Understand & Use Word Processor Utilities for Business using MS Word
- Understand & Use Spreadsheet Utilities for Business using MS Excel
- Understand & Design Presentations using MS PowerPoint
- Use Google Workspace Utilities

Teaching and Examination Scheme

Teaching Scheme (Hours)			Credits	Internal Marks (50%)		End-Semester Examination (50%)			Total Marks
Theory	Tutorial	Practical		IA	CSE	Theory	Practical/Viva	Term Work (TW)	
3	0	1	4	30	20	0	25	25	100

COURSE CONTENTS:

Unit No	Unit / Sub Unit	Sessions
I	COMPUTER ESSENTIALS: Structure of a Computer System – Input / Output Devices – Hardware & Software – Operating System – Files – Folders (Directories) – Copying / Removing / Renaming Files & Folders – Using Basic Applications like Calculators, Notepad, Paintbrush – Changing Settings for Display & Themes – Using Various Browsers for Surfing Internet	04
II	MICROSOFT WORD ESSENTIALS: Word Screen Elements – Quick Access Toolbar – Basic Formatting (Fonts, Format Painter, Bullet & Numbering, Alignment, Line Spacing) – Inserting Page Breaks & Blank Pages – Adding Cover Page – Creating Table – Inserting Picture, Shapes, Symbols & Icons, watermark – Headers & Footers – Page Numbering – Setting Margins – Paper Orientation & Size – Table of Content – Footnotes & Endnotes – Citations & Bibliography – Mail Merge – Proof reading – Page Setup & Printing.	12
III	MICROSOFT EXCEL ESSENTIALS: Excel Interface, Copying, Moving & Hiding Worksheets – Insert, Hide & Unhide Columns	18

	& Rows – All about Formatting (Alignment, Borders, Text Size & Font, Text Wrap, Merge & Centre, Number Formatting) – Creating Table – Basic Excel Formulas – Order of Precedence – Absolute & Relative Cell Referencing – Freeze Panes – Paste Special – Protecting Worksheet & Specific Ranges – Find & Replace Values - Math Functions (SUM, ROUND, SUBTOTAL) – Statistics Functions (COUNT, COUNTA, COUNTBLANK, AVERAGE, MAX, MIN, MEAN, MEDIAN, MODE) – Text Functions (LEFT, RIGHT, MID, PROPER, UPPER, LOWER, TRIM, CONCATENATE) – Logical Functions (IF, OR, AND) - Sort & Filter Data – Conditional Formatting – Data Validation – Text to Column - Creating Basic Charts – Page setup & Printing	
IV	MICROSOFT POWER POINT ESSENTIALS: Power Point Interface – Quick Access Toolbar – Ribbons – Inserting different types of Slides & Duplicating Slides – Inserting Images, Shapes, Smart Art & Icons – Inserting Table & Charts – Formatting Table & Charts – Inserting Hyperlinks - Animation – Timeline Creation - Slide Transitions – Proofing tools	12
V	GOOGLE WORKSPACE ESSENTIALS FOR BUSINESS: Google Applications – Doc – Sheet – Slides – Meet – Groups – Calendar – Creating Forms with multiple sections & Creating Quiz through Google Forms – Using Google Drive -Collaborating through Google Applications	04

SUGGESTED READINGS:
Text Books:

Sr. No	Author/s	Name of the Book	Publisher	Edition and Year
T-01	P.K.Sinha	Fundamental of Computers	B.P.B. Publications	2 nd Edition - 2020
T-02	Joe Habraken	Microsoft Office 2019 Inside Out	Pearson	2018
T-03	Paul McFedries	Microsoft Excel 2019 Formulas and Functions	Pearson	2019

Reference Books:

Sr. No	Author/s	Name of the Book	Publisher	Edition and Year
R-01	Michael Alexander	Excel 2019 Bible	Wiley	Latest-2019
R-02	Curtin, Foley, Sen, Martin,	Information Technology	Information Technology, Tata MC Graw Hill	2007