SVKM's Narsee Monjee College of Commerce & Economics(Autonomous)

Program: Bachelor of Commerce (Economics)		Semester : I	
Course : Computer Application in Business Academic Year: 2023-2024		Code:	

Teaching Scheme				Evaluation Scheme	
Lectures	Practicals	Tutorials	Credits	Internal Continuous Assessment (ICA) (weightage)	Term End Examinations (TEE) (weightage)
30 Lectures	Nil	Nil	02	20 marks	30 marks

Learning Objectives :
1. To know about current applications of IT in Business
2. To learn basics of Word Editor
3. To learn basics of spreadsheet
4. To learn basics of presentations
5. To learn basics of networking, email usage

Learning Outcomes :
1. **Learner would know Office Automation Techniques**
2. **Learner would understand networking , use of email and internet resources**

Pedagogy: Lecture, PowerPoint Presentations, Video Clips, Case Studies, Role Plays, Group Discussion

Detailed Syllabus: (per session plan)
Session Outline for : Computer Application in Business
Each lecture session would be of one hour duration (45 sessions) to be conducted in Lab

Module	Module Content	Module Wise Pedagogy Used	Module Wise Duration
I	Information Technology concepts Concept of Data, Information and Knowledge Concept of Database • Introduction to Information Systems and its major components. Types and Levels of Information systems. Main types of IT Support systems Computer based Information Systems (CBIS) Types of CBIS - brief descriptions and their interrelationships/hierarchies Office Automation System(OAS) Transaction Processing System(TPS) Management Information System(MIS)	Lecture, Case Study , video clips and discussion	10 Lectures

	Decision Support Systems (DSS) Executive Information System(EIS) Knowledge based system, Expert system • Success and Failure of Information Technology. Failures of Nike and AT&T • IT Development Trends. Major areas of IT Applications in Management • Concept of Digital Economy and Digital Organization. • IT Resources Open Source Software - Concept and Applications. Study of Different Operating Systems. (Windows / Linux/ DOS)		
II	Learn Word: Creating/Saving of Document, Editing and Formatting Features Designing a title page, Preparing Index, Use of SmartArt Cross Reference, Bookmark and Hyperlink. Mail Merge Feature. Spreadsheet application (e.g. MS-Excel/openoffice.org) Creating/Saving and editing spreadsheets Drawing charts.	Lab Sessions	10 Lab Sessions
III	Using Basic Functions: text, math & trig, statistical, date & time, database, financial, logical Data analysis – sorting data, filtering data (AutoFilter, Advanced Filter), data validation	Lab Sessions	10 Lab Sessions

Reference Books

Information Technology , An Introduction for Today's Digital World By Richard Fox

Edition2nd Edition First Published2020

Information Technology . by Richard Fox . Released September 2015 . Publisher (s): Chapman and Hall / CRC . ISBN : 9781498760126 .

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EVALUATION PATTERN

Total Marks	External Component	Internal Component[ICA]	Internal test: Assignment[ICA Component]	
50	30	20	10	10
For 50 Marks-ICA Test Component-2 test of 10 marks, Average of the 2.				

Internal Class Test 10 Marks Paper Pattern (Pen Paper based)

Que 1	Fill in the Blanks	
	i. ii. iii. iv.	(04)
Que 2	Descriptive Question	(03)
Que 3	Descriptive Question	(03)

2.   10 Marks Assignments / Case study / Mini Project

3.   30 Marks Final Exam Paper Pattern

  i.   Note: Examination shall be conducted in machine test form in Batches (Max Batch-size 30) in computer lab.
 ii.   One External examiner is required along with internal examiner for conduct of examination.
iii.   Question paper should have maximum number of distinct sets, kept faced down on table, from which student will pick up one question paper.
 iv.   Duration of the examination is 2 Hours
  v.   Marks distribution as given below

Que 1	Theory Question	(10)
Que 2	Machine Test Question 1	(10)
Que 3	Machine Test Question 2	(10)

 Evaluation shall be done by examiners on machine in computer lab.

 Answer sheet/Print out of Code is required