

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

Program: B.Com (Economics)				Semester : III	
Course : Computer Application in Business Academic Year: 2022-2023				Code: NMUBCOME307	
Teaching Scheme				Evaluation Scheme	
Lectures	Practicals	Tutorials	Credits	Internal Continuous Assessment (ICA) (weightage)	Term End Examinations (TEE) (weightage)
45 Lab Lectures	Nil	Nil	03	25 Marks	75 Marks
Internal Component					
Class Test (Duration 20 minutes)			Projects / Assignments		Class Participation
10 Marks			15 Marks		NA
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	Lecture, Case Study , video clips and discussion	9 Lectures

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	<p>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) 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)</p>		
II	<p>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.</p>	Lab Sessions	9 Lab Sessions
III	<p>Spreadsheet application (e.g. MS-Excel/openoffice.org) Creating/Saving and editing spreadsheets Drawing charts. Using Basic Functions: text, math & trig, statistical, date & time, database, financial, logical Data analysis – sorting data, filtering data (AutoFilter , Advanced Filter), data validation, Lookup, Pivot Table, Data Analytics Toolkit</p>	Lab Sessions	9 Lab Sessions
IV	<p>• Presentation Software Creating a presentation with minimum 20 slides with a script. Presenting in different views, Inserting Pictures, Videos, Creating animation effects on them Slide Transitions, Timed Presentations . Rehearsal of presentation</p>	Lab Sessions	9 Lab Sessions
V	<p>Introduction to Email Writing professional emails , Creating digitally signed documents. • Use of Outlook : Configuring Outlook, Creating and Managing profile in outlook, Sending and Receiving Emails through outlook</p>	Lab Sessions	9 Lab Sessions

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	Emailing the merged documents. Introduction to Bulk Email software • Internet Understanding Internet Technology Concepts of Internet, Intranet, Extranet Networking Basics, Different types of networks. Concepts (Hubs, Bridges, Routers, IP addresses) Study of LAN, MAN, WAN DNS Basics. Domain Name Registration, Hosting Basics.		
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Reference Books

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

Edition2nd Edition First Published2020

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

PAPER PATTERN

1. 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. 15 Marks Assignments / Case study / Mini Project

3. 75 Marks Final Exam Paper Pattern

- Note: Examination shall be conducted in machine test form in Batches (Max Batch-size 30) in computer lab.
- One External examiner is required along with internal examiner for conduct of examination.
- Question paper should have maximum number of distinct sets, kept faced down on table, from which student will pick up one question paper.
- Duration of the examination is 3 Hours
- Marks distribution as given below

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Que 1	Practical Question 1	(20)
Que 2	Practical Question 2	(20)
Que 3	Practical Question 3	(20)
Que 4	Viva Voce	(10)
Que 5	Journal	(05)

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

Answer sheet/Print out of Code is required