

SEMESTER-III
BUSINESS COMPUTER APPLICATIONS

Programme: B.Com (Computer Applications)
Course Code: U20/CCA/GE/301
Course Type: GE
No. of Credits: 3

Max. Hours: 45
Max Marks: 50 (20:30)
Hours per week: 3

Course Objective:

To provide computer skills and knowledge of information technology tools for business operations.

Course Outcomes:

CO1: To understand the use of effective software tools to produce organizational documents

CO2: To analyze requirements of business and create appropriate presentation materials.

CO3: To apply knowledge of effective software tools to perform basic arithmetic, statistical, and financial functions.

CO4: To design web pages and apply various formatting techniques

CO5: To apply styling to web page content using CSS

MODULE I: WORD PROCESSING**(15 Hrs)**

Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Autotext; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents Creating Business Documents using the above facilities

MODULE II: PREPARING PRESENTATIONS**(15 Hrs)**

Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow. Creating Business Presentations using above facilities

MODULE III: WEB DESIGNING**(15 Hrs)**

Introduction to HTML; tags and attributes: Text Formatting, Fonts, Hypertext Links, Tables, Images, Lists. **Cascading Style Sheets** - Cascading Style Sheets - Introduction, Types of CSS - Inline, Embedded and External Style Sheets.

Practical :

Creation of appropriate word documents, powerpoint presentations and web pages

Suggested Readings :

1. Nancy Conner, Matthew MacDonald, “Office 2010: The missing manual” O'REILLY
2. Robert W. Sebesta, “Programming the World Wide Web”, Pearson Edition

References:

1. HOLZNER, “HTML Black Book”, DreamTech Press.
2. Deitel, P. J., Deitel, H. M., & Deitel, “Internet & World Wide Web: How to program”, Boston: Pearson. 2012,

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MODEL QUESTION PAPER

Course Code : U20/CCA/GE/301

Credits : 3

Max. Marks: 30

Time: 1Hr

I. Answer any 5 out of 8

5 q x 6 m = 30 marks

1.

2.

3.

4.

5.

6.

7.

8