

B.Com (Computer Application) 2nd Sem.
PC Software and Data Processing
(Paper Code –)

Max. Marks – 70

Unit I

Introduction To Spreadsheet: Definition And Advantages of Electronic Worksheet, Working On Spreadsheets: Cell Referencing, Range & Related Operations, Setting, Saving And Retrieving Worksheet File, Inserting, Deleting, Copying And Moving of Data Cells, Inserting And Deleting Rows & Columns, Copying, inserting, Renaming the sheet of workbook. General Short-cut commands, Entering text and numeric data, Entering date and time different functions, formatting text and numeric data.

Functions and Other Features: Classification and Usage of Various Built-In-Functions In Worksheet, Passwords, Protecting A Worksheet Printing of the worksheet, page margin setting and adding header and footer, Transferring Data to and From Non Worksheet Files, Database Handling, Creating, Naming & Executing Macros. Creating graphs.

Unit II

Introduction to MS - power point, Auto -wizard, creating a presentation using Auto content wizard, Blank presentation, creating, saving and printing a presentation, adding slide to a presentation, slide view, outline view, slide sorter view, notes view and slide show view. Changing text font and size, selecting text style and colour, to set header and footer. Using, bullets, clipart and word art gallery. Applying design template creating graph. Adding transitions and Animation effects, setting timings for slide show preparing note pages, preparing audience handouts.

Unit III

Introduction to Business Organization. Business Organization units: Production, Stock Control, Cost, Purchase Control, Sales Order Processing and Accounting.

Characteristics of a good Business Unit. Data and Information, Difference between data and information Introduction to data Processing, fields, Records and Files. Types of files: Master files and Transaction file.

Unit IV

Overview of System Analysis and Design, Business System Concepts, System Development Life Cycle, Preliminary Investigation, Feasibility Study, System Analysis, System Design and Testing, Implementation & Evaluation.

Overview of MIS : Introduction, Role of IT, MIS - characteristics and application areas, Business and Technology trends -specialization, management by methodology, decentralization, internationalization etc.

Unit V

Introduction to Database Management System :Definition and basic concepts: different data models: relational model, network model, hierarchical model, Types of views: internal view, external view, conceptual view, Various facilities and advantages of business computing.

Advantages and Disadvantages of DBMS, Application areas of DBMS, Features of Parallel Processing and Distributed Processing.

Text Books:

1. Fundamentals of Computers: P.K.Sinha
2. System Analysis and Design by Elias M Awad.
1. P C Software for Windows by R K Taxali
3. P C Software Bible by S.Jaiswal
1. Computers Today: Suresh K.Basandra
2. Operating System: Achyut S. Godbole
3. Management Information systems by Gerald V. Post & David L. Anderson.
4. Understanding Computer Fundamentals & Dos By G.K. Iyer
5. P C Software MS Office by Nitin K Nayak
6. MS-Office Interactive course by Greg Perry, Techmedia
7. MS Office Complete Reference TMH Publication.