

**UNIVERSITY OF MADRAS**  
**B.COM. (GENERAL) DEGREE PROGRAMME**  
 SYLLABUS WITH EFFECT FROM 2023-2024

**THIRD YEAR – SEMESTER – VI**

**DISCIPLINE SPECIFIC ELECTIVE: COMPUTER APPLICATION IN BUSINESS**

(Common to BCom-AF & BM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
346E6B	1	2	2		3	5	40	60	100
<b>Learning Objectives</b>									
<b>LO1</b>	To apply various terminologies used in the operation of computer systems in a business environment.								
<b>LO2</b>	To Understand the basic concepts of a word processing package								
<b>LO3</b>	To apply the basic concepts of electronic spread sheet software in business.								
<b>LO4</b>	To Understand and apply the basic concepts of PowerPoint presentation.								
<b>LO5</b>	To generate electronic mail for communicating in an automated office for business environment.								
<b>Prerequisites: Should have studied Commerce in XII Std</b>									
Unit	Contents							No. of Hours	
I	<b>Word Processing</b> Introduction to Word-Processing, Word-Processing Concepts, Use of Templates, and Working with Word Document: Editing Text, Find and Replace Text, Formatting, Spell Check, Autocorrect, Auto Text - Bullets and Numbering, Tabs, Paragraph Formatting, Indent, and Page Formatting, Header and Footer.							15	
II	<b>Mail Merge</b> Tables - Inserting, Filling and Formatting a Table - Inserting Pictures and Video - Mail Merge Including Linking with Database - Printing Documents, Creating Business Documents.							15	
III	<b>Preparing Presentations</b> Basics of Presentations: Slides, Fonts, Drawing, Editing, Inserting, Tables, Images, texts, Symbols. Media – Design – Transition – Animation - Slideshow. Creating Business Presentations.							15	
IV	<b>Spreadsheet and its Business Applications</b> Spreadsheet: Concepts, Managing Worksheets - Formatting, Entering Data, Editing, and Printing a Worksheet - Handling Operators in Formula, Project Involving Multiple Spreadsheets, Organizing Charts and Graphs. Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and Reference, Database, and Text Functions.							15	

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V	<b>Creating Business Spreadsheet</b> Creating Spreadsheet in the Area of: Loan and Lease Statement, Ratio Analysis, Payroll Statements, Capital Budgeting, Depreciation Accounting, Graphical Representation of Data, Frequency Distribution and its Statistical Parameters, Correlation and Regression.	<b>15</b>
<b>TOTAL</b>		<b>75</b>
<b>Theory 40% &amp; Practical 60%</b>		
<b>Course Outcomes</b>		
<b>CO1</b>	Recall various techniques of working in MS-WORD.	
<b>CO2</b>	Prepare appropriate business document.	
<b>CO3</b>	Create - Presentation for Seminars and Lecture.	
<b>CO4</b>	Understanding various tools used in MS-EXCEL.	
<b>CO5</b>	Apply Excel tools in various business areas of Finance, HR, Statistics.	
<b>Textbooks</b>		
1	R Parameswaran, Computer Application in Business - S. Chand Publishing, UP.	
2	Dr. Sandeep Srivastava, Er. Meera Goyal, Computer Applications In Business - SBPD Publications, UP.	
3	Mansi Bansal, Sushil Kumar Sharma, Computer Application In Business, Mumbai, Maharashtra.	
4	Peter Norton, "Introduction to Computers" –Tata McGraw-Hill, Noida.	
5	Renu Gupta : Computer Applications in Business, Shree Mahavir Book Depot (Publishers) New Delhi.	

<b>Reference Books</b>	
1	Gupta, Swati ,Office Automation System, Lap Lambert Academic Publication. USA.
2	Jennifer Ackerman Kettel, Guy Hat-Davis, Curt Simmons, "Microsoft 2003", Tata McGraw Hill, Noida.
3	Dr.R. Deepalakshmi, Computer Fundamentals and Office Automation, Charulatha Publications, Tamilnadu.
4	John Walkenbach ,MS Excel 2007 Bible, Wiley Publication, New Jersey, USA.
5	Glyn Davis & Branko Pecar : Business Statistics using Excel, Oxford publications, Chennai.
<b>NOTE: Latest Edition of Textbooks May be Used</b>	

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<b>Web Resources</b>	
1	<a href="https://www.youtube.com/watch?v=Nv_Nnw01FaU">https://www.youtube.com/watch?v=Nv_Nnw01FaU</a>
2	<a href="https://www.udemy.com/course/office-automation-certificate-course/">https://www.udemy.com/course/office-automation-certificate-course/</a>
3	<a href="https://guides.lib.umich.edu/ld.php?content_id=11412285">https://guides.lib.umich.edu/ld.php?content_id=11412285</a>

**MAPPING WITH PROGRAMME OUTCOMES  
 AND PROGRAMME SPECIFIC OUTCOMES**

	<b>PO 1</b>	<b>PO 2</b>	<b>PO 3</b>	<b>PO 4</b>	<b>PO 5</b>	<b>PO 6</b>	<b>PO 7</b>	<b>PO 8</b>	<b>PSO 1</b>	<b>PSO 2</b>	<b>PSO 3</b>
<b>CO1</b>	3	2	3	2	3	2	3	2	3	2	2
<b>CO2</b>	3	2	3	2	2	2	2	2	3	2	3
<b>CO3</b>	3	3	3	2	3	2	3	2	3	2	2
<b>CO4</b>	3	2	3	2	2	2	2	2	3	2	2
<b>CO5</b>	3	3	3	2	3	2	3	2	3	2	3
<b>TOTAL</b>	15	12	15	10	13	10	13	10	15	10	12
<b>AVERAG E</b>	3	2.4	3	2	2.6	2	2.6	2	3	2	2.4

**3 – Strong, 2- Medium, 1- Low**

## COMPUTER APPLICATION IN BUSINESS - PRACTICAL

### Learning Objectives:

1. To provide hands-on knowledge of MS Word, MS Excel, and MS PowerPoint for business applications.
2. To develop skills in preparing professional business documents, presentations, and reports.
3. To enable students to analyze business and financial data using spreadsheet tools.

### Course Outcomes:

1. Students will be able to create business documents and presentations using MS Word and PowerPoint.
2. Students will be able to prepare and analyze sales, profit & loss, payroll, and loan schedules using MS Excel.
3. Students will gain practical competence in applying computer applications for business decision-making.

### Practical Exercise

1. Prepare a project report front page using page formatting, borders, and styles in MS Word.
2. Prepare a company notice using MS Word templates, applying bullets and numbering.
3. Create a resume / bio-data using paragraph formatting, tabs, and alignment in MS Word.
4. Create a business letter using mail merge in MS Word.
5. Create a sales statement by applying formulas and functions using MS Excel.
6. Prepare a Trend analysis statement using MS Excel formulas and create suitable charts for business data.
7. Create an automated payroll statement using MS Excel.
8. Create a loan repayment schedule using MS Excel by calculating EMI, interest, principal repayment, and outstanding balance.
9. Create a depreciation statement using MS Excel and calculate depreciation using the Straight Line Method and Written down value method.
10. Perform capital Budgeting using IRR and NPV methods in Ms Excel to select the project.
11. Perform a result analysis using logical operators and mathematical functions in Ms Excel.
12. Calculate Mean, Median and Standard deviation using MS Excel.
13. Perform Correlation and Regression analysis using MS Excel

### **RECOMMENDED TEXTBOOK :**

1. E. Balagurusamy, *Computer Applications in Business*, Tata McGraw-Hill.

### **REFERENCE BOOKS**

1. Joan Lambert & Curtis Frye, *Microsoft Office Step by Step*, Microsoft Press.
2. John Walkenbach, *Excel Bible*, Wiley Publications.

### **Distribution of Marks**

The following distribution of marks for Computer-related subjects, which have both theory and Practical, should be followed:

<b>PAPER</b>	<b>INTERNAL</b>	<b>EXTERNAL</b>	<b>TOTAL</b>
Theory	25	75	100
Practical	40	60	100

Finally, theory marks (100) are reduced to 60% and practical marks (100) are reduced to 40%.