



# ST. XAVIER'S COLLEGE (AUTONOMOUS)

Re-accredited with 'A+' by NAAC (4<sup>th</sup> Cycle) | Affiliated to Gujarat University

## DEPARTMENT OF COMMERCE

### **B.Com. BPS & General (Hons.)**

#### Semester -1

#### **Skill Enhancement Course: Computer Application for Business**

#### **CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course Title & Code	Credit Distribution of The Course			Eligibility Criteria	Pre-requisite(s) of the Course (if any)
	Lecture	Tutorial	Practical / Practice		
Computer Application for Business	0	0	2	10 + 2 from a recognized board in any stream	Nil

#### **Learning Objectives**

This course is designed to provide working knowledge in the Office Automation tools.

#### **Learning Outcomes**

At the end of the course, a student will be able to –

- Demonstrate usage of text processing with the help of MS Word Application.
- Analyze data with the usage of MS Excel Application.
- Create and present a presentation prepared with the help of MS PowerPoint.

## Syllabus of [SEC-1650]

### **Unit 1: MS Word** (20 lectures)

- a) Create a chart showing the different elements of Indian Financial system
  - b) Draft a chairman speech of a company.[Format – Font – Paragraph – Bullet – Border and shading – Page setup – Header and footer – Insert – Comment – Hyperlink – Bookmark – Page Break – Page Number - Tools – Auto text]
  - c) Draft a share allotment letter to the share applicants.[Mail Merge – Mailing Labels]
  - d) Draft a letter to the shareholder for Annual General Meeting.
  - e) Prepare your curriculum vitae and perform templates/wizards in MS Word
- [Projects: 1) Letterhead 2) Resume 3) Receipt 4) Mail merge of a letter to 15 employees 5) Index page of a book 6) Table with different tabs 7) Mail merging exercises 8) Letters 9) Applications 10) Notices]*

### **Unit 2: MS Excel** (20 lectures)

Prepare a worksheet using minimum two Finance functions. - Draw a graph to illustrate your class performance - Use IF function to assign letter grade to numbers referred by the name average score for the marks scored by the students - Prepare an Excel sheet and apply the following statistical functions to analyze the data Mean, Median, Mode and Standard Deviation - Use Filter, Sort and Conditional Filter - Pivot table, Formatting (Tables, borders)

*[Projects: 1) Creating a chart with details 2) Results of examinations 3) Attendance calculation 4) Mark sheet 5) Inventory management 6) Presenting data with charts 7) Formulae usage 8) Shifting data to another sheet 9) Cash management 10) Accounting]*

### **Unit 3: MS Power Point** (20 lectures)

Create contents of a sample research Report on your area of specialization.

Create a slideshow of various activities of your Department Association.

Create a slideshow presentation for the advertisement of a company's product.

*[Projects: 1) Quiz 2) Transition 3) Auto timing of slides 4) PPT based on the topics given 5) Present Animation ]*