Government PG College, Ambala Cantt

Course File(Session 2023-24)

Name of Professor: DR. RUCHI

Class: MCOM/ 3RD SEMESTER

Subject code and Name: MCOM-301/Computer application in Business

THEORY

Max Marks: 50

Internal Assessment: 20

Time: 3 hours

Note: There will be eight (8) questions in all. The first question is compulsory and consists of six (6) short-questions having four (3) marks each. Answer to these questions should not exceed 150 words. The candidate will be required to attempt any four questions out of remaining seven (7) questions and each question carries fourteen (8) marks each. Duration of each paper will be three (3) hours.

Computer System: Meaning, scope, types; Basic computer organization: Central Processing Unit, input, output, and storage devices; Introduction to software; System software - operating system, user interface and its types; Application software - word processing, spreadsheets; Introduction to databases, tables, queries, reports and form generation. Fuzzy Logic, etc.

Information Technology in Business: Concept of information technology; Local Area Network-media & topologies and Wide Area Networks; Electronic data processing; Intranet and extranet, concept and evolution; World Wide Web; Multimedia technologies; Video conferencing; Broadband networks; Planning and designing web pages.

PRACTICAL

Max. Marks 30

Solving business problems using MS-Word, MS-Excel, MS-Access. External examiner will conduct the practical examination. A list of the practicals is suggested as under:

1. Write a leave application to your Principal/ Chairperson in MS Word.

2. Make a letter head of your company & prepare a sales report of last one month.

3. Make a circular to the shareholders of AGM (Use mail merge option).

4. Write a letter to the customers congratulating them on their birthday / anniversary (using mail merge). Choose the customers from a database made in MS Excel.

5. Make a database of the students of M.Com. in MS Excel and do the following: Sort, Find out first 2 positions from boys and girls, Make a chart of performance of boys and girls.

6. Search the closing share price of a bluechip company for one quarter and compute the beta value

7. Make a database in MS Access and prepare a payroll of the employees

8. Make a hypothetical data-base of the responses to a questionnaire and compute- mean, standard deviation, correlation, ANOVA, etc.

9. Make a power-point presentation on 'Computers Applications in Business."

REFERENCES

Pradeep K Sinha, (2010) Computer Fundamentals,

Bajaj, Kamlesh K and Debjani Nag: E-commerce - The Cutting Edge of Business, Tata McGraw Hill (P) Ltd., New Delhi.

Greenstein, Electronic Commerce, Tata McGraw Hill, New Delhi

Leon, Alexis: Fundamental of Information Technology, Vikas Publication House (P) Ltd., New Delhi

Mansfield, Ron: The Compact Guide to Microsoft Office, BPB Publication, Delhi.

Norton, Peter: Introduction to Computer 4/E, Tata McGraw Hill (P) Ltd., New Delhi

Saxena, Sanjay: A First Course in Computer, Vikas Publication House (P) Ltd., New Delhi.

COURSE OBJECTIVES

The course objectives outlined are as follows:

- **Role of different computer application:** Describe how information technology and decision support systems contribute to businesses and analyze current issues within firms to solve business problems.
- **Understand user interface:** Explore and define computer and its characteristics.
- **Fundamental of information technology in buisness:** Introduce the foundational principles of analysing and designing computer-basedinformation systems, fostering an understanding of the techniques and methodologies employed in this process.
- **Impact of different network topologies :** Enable students to assess the influence of the Internet and Internet technologies on electronic commerce and business operations. Understand the specific risks and vulnerabilities associated with computer systems in this context.
- **User define multimedia technologies:** Provide students with theoretical models used in examining functional Java Script in the areas of personnel, financial, and production management.

These objectives collectively aim to equip students with a comprehensive understanding of how information technology, decision support systems, expert systems, internet technology, and database management systems intersect with business operations. By covering these topics, students will be better prepared to analyze, design, and utilize technological solutions to address contemporary business challenges and enhance organizational competitiveness.

COURSE OUTCOMES

After the successful completion of the course, students will be able to:

- Understand the leadership role of input –output storage devices in achieving business competitive advantage through informed decision-making.
- Understand the fundamental concepts of systems and their types.
- Apply the systems approach to analyze and solve complex problems.
- Define an information system and recognize its characteristics.

- Identify different types of information and their role in decision-making process.
- Analyse and synthesize business information and systems to facilitate the evaluation ofstrategic alternatives.
- Effectively communicate strategic alternatives to facilitate decision-making.
- Articulate the fundamental principles of information systems analysis and design.
- Demonstrate the skills necessary to conduct a requirements determination study.
- Analyse how information system impacts a firm.
- Interpret how to use information systems to solve business problems.
- Explore decision support systems and their role in planning, control, and decision-makingprocesses.

Lesson Plan

Week No	Scheduled Dates	Topics to be covered
1	3-8 July	Computer System: Meaning, scope, types. Basic computer organization: Central Processing Unit, input, output, and storage devices; Introduction to software; System software - operating system, Revision, Test.
2	10-15 July	Basic computer organization: Central Processing Unit, input, output, and storage devices. Introduction to software; System software - operating system, Revision, Test.
3	17-22 July	Introduction to software.
4	24-31 July	System software - operating system, Revision, Test.Test.
5	1-5 August	User interface and its types.
6	7-12 August	Application software - word processing, spreadsheets.

7	14-19 August	Introduction to databases, tables, queries, reports and form generation.
8	21-26 August	Fuzzy Logic, etc., Revision, Test, Assignment-1.
9	28-2 September	InformationTechnology in Business. Concept of information technology; Local Area Network- media & topologies and Wide Area Networks, Revision, Test.
10	4-9 September	Concept of information technology. Local Area Network- media & topologies and Wide Area Networks, Revision, Test.
11	11-16 September	Local Area Network- media.
12	18-23 September	topologies and Wide Area Networks. Revision, Test.
13	25-30 September	Revision, Test.
14	3-7 October	Electronic data processing. Intranet and extranet, concept and evolution; World Wide Web; Multimedia technologies; Video conferencing; Broadband networks; Planning and designing web pages. Revision, Test, Assignment-2.
15	9-14 October	Intranet and extranet, concept and evolution.
14	16-21 October	World Wide Web; Multimedia technologies.
15	23-28 October	Video conferencing.
16	30-4 November	Broadband networks. Planning.
17	6-9 November	designing web pages. Revision, Test, Assignment-2.