Programme Name	Master of Commerce
Semester	First
Paper No	1.51
Course Code	
Course Name	Computer Applications In Business And E -Commerce
Course Type	Soft Skill Course
Effective from	JUNE 2011
Objective	The aim to make the student computer literate a nd familiar with the PC software at an early stage.

Unit No.	Topic No.	Content	Hrs.	Marks W + %	Credit
1	A	INTRODUCTION TO COMPUTERS What is Computer? Characteristics of a Computer Types of Computer : Digital, Analog, Hybrid Classification : Micro, Mini, Main frame, Super, PC-Desktop, Laptop, Palmtop Applications of Computer, Block diagram of computer, Parts of standalone computer CPU, RAM, KEYBOARD, MONITOR, MOUSE, FDD, HDD, CD-ROM. Printers – Modem – Scanners & Plotters – Multimedia kit – Zip drive Hardware and Software : Types of Software Introduction to Computer Languages, Application programs and custom software Introduction to following terms: Algorithm, Artificial intelligence, ASCII, ATM, Automated office, Backup, BIOS, Bit, Byte, Bug, Client / Server, Encryption, Flow chart, GIGO, POST, Password, Program, Modem, Web, Virus, Configuration of a PC -Computer.	08	13	0.5
	B	Introduction to Operating System : Windows98 / Windows XP What is operating system? Meaning and functions only Popular Operating System for PC Desktop and its parts : Taskbar, Wallpaper & Icons Options of Start Menu : Program, Documents, Settings, Search, Run, Shutdown Some program and tools available as a part of windows Calculator, Media player, Disk defragmenter, Sc andisk Windows Explorer : Parts, Creating a Folder, Deleting File and Folder,	07	12	0.5

		Copy and Move the file and folder Recycle Bin Control Panel : Mouse setting, Date/Time, Currency, Keyboard setting, Printer, Start up disk			

2	A	MS-WORD
		Introduction-Advantages
		Document : Create, Save, Open, Close, Page set up, Print
		Editing : Type, Select, Cut, Copy, Paste, Delete, Move,
		              Find, Replace, Spelling & Grammar Check
		Formatting : Text & Paragraph formatting, Tab,
		              Bullets & Numbering, Columns,
		Table Handling
		Mail merge.
			09	15	0.6

	B	MS-POWER POINT Introduction, Utility, Creating presentations the easy way, Working with graphics in Power-Point, Show time, Sound effects and Animation effects	06	10	0.4

3		MS-EXCEL
		Introduction-Advantages
		Terms : Cell, Column, Row, Worksheet, Spread Sheet,
		           Range, Cell Address, Formulas,
		           Data types-(Number, Label, Formulas)
		Work Sheet : Create, Save, Open, Close, Page set up, Print
		Editing : Cell editing, Insert & Delete row and column
		Formatting : Cell formatting, Borders, Change the size of
		           row and column, Merge the cells
		Formulas : using Formulas
		Functions : AVERAGE, COUNT, MAX, MIN, SUM, INT,
		           MODE, ROUND, SQRT, RAND, FV, PV,
		           RATE, PMT, SLN, DMAX, DMIN, DSUM,
		           DAVERAGE, DCOUNT IF (with AND, OR)
		           Date-Time- NOW, TODAY, DATE, DAY,
		           MONTH
			15	25	01

4		E-COMMERCE	15	25	01
		Introduction to Internet and e-mail - Advantages and Application of Internet			
		Net working concept : LAN, WAN, MAN			
		Meaning and concept of E-Commerce, Advantages			
		Business models for E-Commerce			
		• Business to Consumer (B2C)			
		• Business to Business (B2B)			
		• Consumer to Consumer (C2C)			
		• Consumer to Business (C2B)			
		• Business to Government (B2G)			
		E-Payment--Introduction, Special features required in payment systems, E-payment systems, checks and bank transfer, Electronic Data Interchange (EDI), Credit Card payment system, E-Cash and Automatic Teller Machines, Banks and internet,			
		Security issues in E-commerce			
		What is Mobile Commerce?			
		Introduction to the Information Technology Act 2000			
		Introduction to Computer Virus			

Structure of Question Paper:

THEORY   : 50 Marks   : 2(Two) Hours
  ▪ One Question from each unit with internal options.

PRACTICAL : 50 Marks   : 2 (Two) Hours

  ▪ Practical based on Word   15 Marks
  ▪ Practical Based on Excel   20 Marks
  ▪ Practical Based on Power Point   05 Marks
  ▪ Journal (Practical Book)   05 Marks
  ▪ Viva   05 Marks

Practical should be asked based on the style of practical prepared by university.

NOTE :
  1. Two periods should be allotted for THEORY teaching per week.
  2. Two periods should be allotted for PRACTICAL teaching per week.
  3. There should be ONE computer for every TWO students and the maximum number of students in a batch should be 30.

The college may charge Rs.1000/- per student per term for computer maintenance