

NIRMA UNIVERSITY
Institute of Commerce
Bachelor of Commerce (Hons.)
[B.Com. (Hons.)]

Semester – I

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Course Code	SEC1
Course Title	COMPUTER APPLICATIONS

Course Learning Outcomes (CLO):

At the end of the course, students will be able to:

1. use the basic computer applications as required for day-to-day functioning.
2. develop understanding of contemporary technologies for enhancing individual and organizational effectiveness.

Syllabus

Teaching Hours

Unit I: Contemporary Technology <ul style="list-style-type: none">• Use of Personal Computer; Desktop Management, File Management• Email Management• Introduction to Internet Applications	3
Unit II: Organizational Productivity Tools <ul style="list-style-type: none">• Basics of MS-Office• Word processing using MS-Word• Formatting of documents• Mail Merge• Spread-sheet features• Formulae in MS-Excel• Data analysis using MS Excel,• Basics of presentation software,• Elements of database and its application	12

Suggested Readings:

- 1 Sargunar, Jennifer, (2005). Introduction to Information Technology, Pearson Education.
- 2 Leon, A., & Leon, M. (2013.). Introduction to Computers. Rex Bookstore, Inc.
- 3 Walkenbach, J., Tyson, H., Wempen, F., Prague, C. N., Groh, M. R., Aitken, P. G., Bucki, L. A. (2007). Office 2007 Bible. Wiley.

w.e.f. Academic Year 2017-18 and onwards