



Swami Ramanand Teertha Marathwada University, Nanded
(Syllabus of Four Years Multidisciplinary UG Program in Commerce with Multiple Entry and Exit Option)

B.Com. I Year: Semester I (Level 4.5)

Subject: Commerce

Under Faculty of Commerce and Management

Effective from Academic Year 2024 – 2025 (As per NEP-2020)

Course Title: Application of IT in Business

Skill Enhancement Course (SEC)

Course Code: CCOMSC1101

Course Prerequisites:	Basic knowledge of the computer. Computer lab with LAN and Internet.
Course Objectives:	1. To develop awareness about computer
	2. To know the recent advances in the Information technology field
	3. To develop knowledge about Information Technology
Course Outcomes:	1. Students will be acquired basic knowledge on the components of the computer
	2. Students will be acquired knowledge on types of emerging technologies
	3. Students will be performed operations using word processing, spreadsheet and presentation tools

Course Teaching and Evaluation Scheme

Teaching Scheme				Evaluation Scheme						
Credits		Teaching Hrs		Continuous and Comprehensive Assessment (CCA or CA)				Semester End Assessment (SEA)		Total Marks
Theory	Practical	Theory	Practical	Two Tests (Each Test of 5 Marks)	Assignments/Oral/ Presentation/GD Etc. (Marks)	Attendance (Marks)	Total (Marks)	Theory	Practical	
02	--	30	--	10	06	04	20	30	--	50

Course Contents

Module No.	Unit No.	Topic	Teaching Hours
1.0		Introduction to Information Technology	07
	1.1	Introduction, Concept of Data, Information and Knowledge, Meaning and definition of information technology, components of information technology, IT applications in business.	
	1.2	Definition and Characteristics of Computers, Block diagram of computer, Components of a Computer System, Types of computers.	
	1.3	Types of Memory: Primary Memory, Secondary Memory, Types of Programming Languages: Machine Language, Assembly Languages and High-Level Languages, Input and Output Devices	
2.0		Word Processing	08
	2.1	Introduction to word Processing; Word processing concepts, Features of MS Word.	

	2.2	Working with word document, opening an existing document, creating a new document; Saving a document, selecting text, editing text, moving text, deleting text, Inserting text.	
	2.3	Formatting document: Formatting text, Finding and replacing text, Headers & Footers, Borders and Shading, Multiple Columns, Bullets and numbering, Tabs, Paragraph Formatting, Page Setup, Page Numbers.	
3.0		MS Excel	08
	3.1	Introduction, Basic Concepts of Spreadsheet, Features of Spreadsheet, Advantages of Electronic Spreadsheet, Structure of worksheet and its usage in commercial applications	
	3.2	Creating and editing a work book, saving a work book, Creating, and editing worksheet, Entering and Edit data into worksheet, Menus and Toolbars, Keyboard shortcuts	
	3.3	Basic text and cell formatting – Basic arithmetic calculation - Special paste - Freeze pane - Auto completion of series - Sort and filter – Creating a Chart, Types of Charts in MS-Excel.	
4.0		MS PowerPoint	07
	4.1	Introduction, Features of MS PowerPoint, Elements of Presentation, Presentation in Business with Power Point	
	4.2	Creation of Slides, Text and Formats, adding Objects, Movies, Art, Sound and Animation, Making the presentation template.	
	4.3	Styles of Presentation and linking Procedures, Slides Colour Scheme, background, Custom Animation, Slide Transition, Slide Show	
		Total	30 Hrs

Reference Books:

1. ChetanShrivastava - Fundamentals of Information Technology –Kalyani Publishers, New Delhi.
2. Kapur V.K. - Computers & Information Technology - Sultan Chand & Sons, New Delhi.
3. S.K. SrinivasaVallabhan - Computer Applications in Business –Sultan Chand & Sons, New Delhi.
4. V. Rajaraman - Fundamentals of Computers - Prentice Hall of India, New Delhi.
5. Hem Chant Jain, H. N. Tiwari - Taxmann's Basics of Computer Applications in Business – Taxman Publications Pvt. Ltd., (2022)

Continuous and Comprehensive Assessment (CCA or CA) 20 Marks for 2 Credit Course:

1. **Two Tests:** There are Two tests of 05 marks each & must cover at least 80% of syllabus for total 10 marks.
2. **Assignments/Oral/Presentation/GD Etc:** It is for 06 marks covering entire syllabus must be given. It should be students' centric and an attempt should be made to make it more meaningful, interesting, and innovative.
3. **Attendance:** 02 marks for 60-75%, 03 marks for 75-85% and 04 marks for 85% & more.

Semester End Assessment (SEA) 30 Marks for 2 Credit Course:

1. Each question shall be of 10 marks each and the students need to solve total 3 questions.
2. Q. No.1 will be compulsory and shall cover sub-questions on all the modules/chapters (entire syllabus).
2. Attempt any 2 questions (from Q.2 to Q.5) covering all the modules of the syllabus.
3. Q. No. 5 shall have four sub-questions, out of which students are required to solve any two.