St. Aloysius' College (Autonomous), Jabalpur

Semester I

Part A – Introduction

Session:	2022-23
Subject/ विषय:	Commerce / कॉमर्स
Programme/ कार्यक्रम:	Certificate / सर्टिफिकेट
Class/ कक्षा:	B. A 1st Semester/ बी. कॉम 1st सेमेस्टर
Course Code/ पाठ्यक्रम कोड:	C1-COMC1T
Course Type/ पाठ्यक्रम का प्रकार:	OPEN ELECTIVE
Course Title/पाठ्यक्रम का शीर्षक:	DATA PROCESSING SOFTWARE – I
Pre–requisite/ पूर्वपिक्षा:	OPEN FOR ALL
Course Learning Outcome/ पाठ्यक्रम अध्ययन की परिलब्धियां:	After completion of this course, it is expected that the student shall be able CO 1- To understand the basic concepts of computer system, memory and data CO2- To understand the concept of office automation CO 2-To understand the basic concepts of various application softwares. CO 3- To study various methods of formatting of documentation. CO4- To apply acquired knowledge in CO5- To develop and enhance the presentation skill using power point.
Credit Value/ क्रेडिट मान:	4 credits
Total Marks/ कुल अंक:	Max. Marks: (internal) + (external)

Part B – Course Content

Unit I	**Fundamentals of Computer-** Computer- Block diagram, Uses, types, Input Devices: Point and drawn devices, scanning devices, Output Devices: Monitors & its Types. Printers - Impact, Non-Impact, Plotters. Primary Memory:-RAM (Dynamic & Static), ROM (PROM, EPROM, EEPROM), Secondary Memory - Disk, Optical disk, Data representation: Number system: Binary, Decimal, Octal and hexadecimal, Conversions.
Unit II	**BASICS OF MS WORD** : Creating word documents : the word window , applying fonts and font styles in word, Aligning and formatting; finding and replacing texts spelling and grammar using the thesaurus command, getting print using print preview, changing page orientation and paper size, aligning text vertically, setting margins , printing options .Cross reference, Bookmarks, Macro and Hyperlink, Index

	creation. creating headers and footers , creating and modifying page numbers ,working with columns working with newspaper columns , creating tables , modifying table structure, formatting table ; use of mail merge in Microsoft word.
Unit III	**Spreadsheet Processor** Creating Excel Worksheets: Workbook and Worksheets, Entering Text and Numbers, Creating Formulae, Changing Worksheet Layout : Adjusting Column Width and Row Height, Inserting and Deleting Rows and Columns, Naming Worksheet , Selecting Worksheets, Inserting and Deleting Worksheets, Aligning Text , Border and Color. Printing in Excel **Advanced Techniques in Excel:** Functions , Entering Functions , Relative and Absolute Cell References. Create Named Ranges, Creating Charts ; Editing and Formatting Charts ; Adding a Data Series , Deleting a Data Series , Modifying and Formatting Charts. Creation of Pivot Table To analyze worksheet data.
Unit IV	**CREATING POWERPOINT PRESENTATION:** Introduction of MS PowerPoint, Creating a Basic Presentation using templates, themes Building Presentations, Modifying Visual Elements, Formatting and Checking Text, Adding Objects, Applying Transitions, Inserting Audio & video in slide, Animation Effects and Linking, Preparing handouts, custom slide show.

Part C – Suggested Readings

S. No.	Author	Name of the Book	Publication
1.	Will Train, Gini Courter, Annette Marquis	Microsoft Office 97	B.P.B. Publications
2.	Gini Courter, Annette Marquis.	Microsoft Office 2000	B.P.B. Publications
3.	Saxena Sanjay, S Schnd	Microsoft Office 2000 for everyone	Vikas Publishing
4.	Kari Holloway	Writer's Guide to Microsoft Word	Hearts & Blades Publishing
5.	Michael Alexender, Richard Kusleika	Access 2016 Bible	Wiley
6.	Greg Harvey	Excel 2019	For Dummies
7	Chris Smith	Microsoft PowerPoint made easy	Flame Tree Publishing

Part D: Assessment & Evaluation

Suggested Continuous Evaluation Method

Maximum Marks: 100

Continuous Comprehensive Evaluation (CCE): 40 **Marks**

External Exam: 60 **Marks**
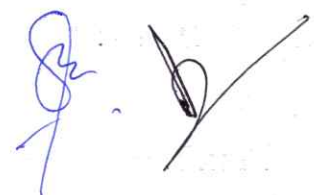
BA I Sem Practical list

Microsoft Word

1. Design an identity card in MS Word application.
2. Design a marksheet of last passed year examination in Word .
3. Design a greeting card in MS Word application.
4. Create an invitation letter for the birthday party and send it to the multiple recipients through mail merge.

MS Excel

1. Using if logical function make an electricity bill in MS Excel application.
2. Using mathematical and logical function create an employee salary sheet in MS Excel application.
3. Design a marksheet in MS Excel application using IF analysis.
4. Using chart display the cricket data Analysis in MS Excel.

MS PowerPoint

1. Create a presentation in MS PowerPoint on the topic "College Assembly".
2. Create a presentation on the topic my hobby by applying transitions and animation effects.

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Course Code/ पाठ्यक्रम कोड:	**C1-COMC1T**
Course Type/ पाठ्यक्रम का प्रकार:	Minor
Course Title/पाठ्यक्रम का शीर्षक:	DATA PROCESSING SOFTWARE – I
Pre–requisite/ पूर्वापेक्षा:	OPEN FOR ALL
Course Learning Outcome/ पाठ्यक्रम अध्ययन की परिलब्धियां:	After completion of this course, it is expected that the student shall be able CO 1- To understand the basic concepts of computer system, memory and data CO2- To understand the concept of office automation CO 2-To understand the basic concepts of various application softwares. CO 3- To study various methods of formatting of documentation. CO4- To apply acquired knowledge in CO5- To develop and enhance the presentation skill using power point.
Credit Value/ क्रेडिट मान:	4 credits
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Unit -II	MS-Windows : Introduction to MS-Windows, features of windows, various version of windows, working with windows, My computer, Recycle Bin, Desktop, Icons, Windows Explorer, Working with files, folders and shortcuts, accessories, and window settings using control panel, start button, program lists, installing new hardware and software's
Unit III	**BASICS OF MS WORD** : Creating word documents ; the word window , applying fonts and font styles in word, Aligning and formatting: finding and replacing texts spelling and grammar using the thesaurus command, getting print using print preview, changing page orientation and paper size. aligning text vertically, setting margins , printing options .Cross reference, Bookmarks, Macro and Hyperlink, Index creation. creating headers and footers , creating and modifying page numbers ,working with columns working with newspaper columns , creating tables , modifying table structure, formatting table ; use of mail merge in Microsoft word.
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Part C – Suggested Readings

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Course Code/ पाठ्यक्रम कोड:	C1-COMC1T
Course Type/ पाठ्यक्रम का प्रकार:	OPEN ELECTIVE
Course Title/पाठ्यक्रम का शीर्षक:	DATA PROCESSING SOFTWARE – I
Pre–requisite/ पूर्वपिक्षा:	OPEN FOR ALL
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5.	Michael Alexender, Richard Kusleika	Access 2016 Bible	Wiley
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7	Chris Smith	Microsoft PowerPoint made easy	Flame Tree Publishing

Part D: Assessment & Evaluation

Suggested Continuous Evaluation Method

Maximum Marks: 100

Continuous Comprehensive Evaluation (CCE): 40 **Marks**

External Exam: 60 **Marks**

Practical: 1 credit

Practical list

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