Symbiosis College of Arts and Commerce
(An Autonomous College under SPPU)

SYMBIOSIS

Subject code	10123C19	Semester	I									

Title of Subject	Business Computing 1

Objectives:	1. To understand the concepts, techniques & applications of computer 2. To develop the skills of solving real life problems in Business using computers. 3. To make students to use computer Application software in the field of business

Detailed Syllabus

Unit	Contents of the Syllabus	Number of Lectures
1	**Computer Fundamentals** 1.1 Introduction of computer 1.2 Information system- people, software, hardware, data and connectivity 1.4 Types of software- System and Application Software 1.5 Operating system	8
2	**Use of Office Software in Business : MS-Word** 2.1 Introduction, Starting MS-Word, 2.2 MS-Word Screen and its Components, 2.3 Elementary and advanced features in MS-Word 2.4 Use of Google Docs, Forms	12
3	**Use of Office Software in Business : MS-Excel** 3.1 MS-Excel: Introduction, Starting MS-Excel 3.2 Basics of Spreadsheet, , Screen and Its Components 3.3 Elementary Working with MS-Excel 3.4 Formulas in excel 3.5 Google sheets	15
4	**Use of Office Software in Business : MS-PowerPoint** 4.1 MS-Powerpoint: Introduction, Starting MS-PowerPoint, 4.2 Basics of PowerPoint, MS-PowerPoint Screen and Its Components, 4.3 ElementaryWorking with MS Power Point 4.4 Presentation with help of Google Slides	15
5	**Use of different apps to organize work** 5.1 Google Calendar 5.2 Cloud Storage	4
	Total Number of Lectures	54

Reference Books :
1) Peter Norton's Computer fundamentals , 9th Edition – McGraw Hill
2) Computer fundamentals – Rajaraman