

GONDWANA UNIVERSITY, GADCHIROLI
M.Com. Part I Semester II
COMPUTER APPLICATION IN COMMERCE

Theory : 80 Marks
Internal Assessment : 20 Marks
Credit : 4

Program Learning Outcomes

- Discuss the main features Office Automation and application of Ms-Word
- Examine spreadsheet concepts and explore the Microsoft Power Point Presentation.
- Create and edit charts and graphics.

Period Allotment
15

UNIT-1: Office Automation

Introduction of Office Automation, Need of Office Automation. Office Automation Tools: Computer, Printer, Fax Machine, Internet, E-Mail, Internet for Business Conferencing, E-Commerce, E-Education, E-Business, E-Governance.

UNIT-II: Windows

Introduction to Windows, Features of Windows, GUI, Operating with Windows, Desktop, Taskbar and Windows Explorer.

Control Panel:- Administrative Tools- Data Source, Date and Time, Display, Device Manager, Mouse, Programs and Features, User Accounts, Recycle Bin.

Windows Accessories:- Calculator, Notepad, Paint, System information, Disk, Fragmentation, Disk Clean Up.

UNIT-III: Creating Documents

Introduction to Word Processing, Features of MS-Word, Formatting Text, Paragraph Alignment, Line Spacing, Working with Table, Pictures, Shape, Icon, Header and Footer, Numbering Pages, Creating Columns, Creating Table of Figure, Creating Table of Contents, Creating Citation and Generating Reference List.

UNIT-IV: Working with Spread Sheet and Power Point

Introduction to Spread Sheet, Features of MS-Excel, Basic of MS-Excel, Navigating around the Worksheet, Ribbon, Ribbon Tab, Formatting Features, Chart Features, Copying Data between Worksheet.

Power Point:- Introduction, Features, Basic of Power Point, Creating Presentations, Text Styling, Sound Effects and Animation Effects

Books:

- 1) Dr. S. B. Kishor, "MS-Office", Das Ganu Publication
- 2) K.K. Bajaj, "Office Automation", Mac Millan, ISBN 13: 9780333929278
- 3) Sanjay Saxena, "MS Office in a Nutshell", Vikas Publication, 2011, ISBN-978-81-259-5036-3

References:

- 1) Dr. S. B. Kishor, Information and Communication Technology. ISBN:978-93-81660-73-7
- 2) Gini Courier, Annulet Marquis, "Microsoft Office-2000", BPB, ISBN: 8176560839
- 3) Sanjay Saxena, "A First Course in Computers", Vikas Publication, ISBN: 9788125914440

Rahul Sawlikar
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Professor and Head
Faculty of Commerce

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Time: 3 Hours]

[Max. Marks: 80

- Note:** 1) All Questions are compulsory and carry equal marks.
2) Draw Neat and Labeled Diagrams and use supporting data wherever necessary.
3) Avoid vague answers and write specific points/answers related to questions.

Q 1 Either (From Unit 1)

- | | | |
|----|-----------|---------|
| a) | | 8 Marks |
| b) | | 8 Marks |
| | OR | |
| c) | | 8 Marks |
| d) | | 8 Marks |

Q 2 Either (From Unit 2)

- | | | |
|----|-----------|---------|
| a) | | 8 Marks |
| b) | | 8 Marks |
| | OR | |
| c) | | 8 Marks |
| d) | | 8 Marks |

Q 3 Either (From Unit 3)

- | | | |
|----|-----------|---------|
| a) | | 8 Marks |
| b) | | 8 Marks |
| | OR | |
| c) | | 8 Marks |
| d) | | 8 Marks |

Q 4 Either (From Unit 4)

- | | | |
|----|-----------|---------|
| a) | | 8 Marks |
| b) | | 8 Marks |
| | OR | |
| c) | | 8 Marks |
| d) | | 8 Marks |

Q 5 Solve all Questions

- | | |
|------------------|---------|
| a) (From Unit 1) | 4 Marks |
| b) (From Unit 2) | 4 Marks |
| c) (From Unit 3) | 4 Marks |
| d) (From Unit 4) | 4 Marks |

GONDWANA UNIVERSITY, GADCHIROLI
FACULTY OF COMMERCE

Two Years Regular Post-Graduate Program: Master of Commerce (M. Com.) Semester II
Course and Examination Scheme 2023-2024

Area	Subject Code	Subjects	Teaching Scheme				Examination Scheme					
			Weekly Hours			No. of Credits	Duration of Paper (Hours)	Theory			Total	Min Passing Marks
			L	T	Total Hours			Max. Marks ESE	Max. Marks Internal Assessment IE			
Major : Mandatory Course	02 MCOM 101	1. Advanced Cost Accounting	05		05	04	03	80	20	100	40	
	02 MCOM 102	2. Co-operation and Rural Development	04		04	04	03	80	20	100	40	
	02 MCOM 103	3. Computer Application in Commerce	04		04	04	03	80	20	100	40	
Electives	02 MCOM 104	1. Advanced Human Resource Management	04		04	04	03	80	20	100	40	
	02 MCOM 105	2. Agriculture Economics	04		04	04	03	80	20	100	40	
	02 MCOM 106	3. Rural Marketing	04		04	04	03	80	20	100	40	
	02 MCOM 107	4. Rural Finance	04		04	04	03	80	20	100	40	
	02 MCOM 108	5. Advanced Banking	04		04	04	03	80	20	100	40	
	02 MCOM 109	6. Advanced Insurance	04		04	04	03	80	20	100	40	
	02 MCOM 110	7. Cyber Security	04		04	04	03	80	20	100	40	
	02 MCOM 111	8. Statistical Analysis Using MS-Excel	04		04	04	03	80	20	100	40	
	02 MCOM 112	9. Business Regulatory Framework	04		04	04	03	80	20	100	40	
	02 MCOM 113	10. Fundamental of Tourism Management	04		04	04	03	80	20	100	40	
	02 MCOM 114	11. Co-operative Housing Society Procedure and Practice	04		04	04	03	80	20	100	40	
On Job Training/ Field Project	02 MCOM 115	On Job Training and Training Report	04		04	04	--	50 (External)	50 (Internal)	100	40	
	02 MCOM 116	Field Project (On any Topic of Major/Elective Subjects of Semester I and Semester II)	04		04	04	--	50 (External)	50 (Internal)	100	40	

L= Lectures, T=Theory, ESE= End Semester Examination, IE=Internal Evaluation

NOTE :- External Examiner to be allocated by Gondwana University for the Major Course Subject Computer Application in Commerce

(Signature)

Dr. R.K. Sawlikar

Dr. K.T. Kamble

Dr. H.M. Kamdi