

BACHELOR OF COMMERCE - FOURTH SEMESTER

BUSINESS COMPUTING

Code: SC4.3

Contact Hours: 56

Credits: 4

Evaluation: Continuous Internal Assessment – **30 Marks**
Semester-End Examination – **70 Marks**

Univ Code:

Work load: **4 hours per week**

Objectives:

Pedagogy:

Module 1: Introduction to HTML: What is HTML?, HTML documents, Basic structure of HTML documents, Creating an HTML document, Markup tags, Heading-Paragraphs, Line breaks, HTML tags.

Module 2: Elements of HTML: Introduction to elements of HTML, working with text, working with lists, tabs and frames, Text formatting, List, Linking executing HTML programs

Module 3: Web Design: Basic principles involved in developing a web site., Planning process, Five golden rules of web designing, Designing navigation bar, Page design, Home page layout, Design concept.

Module 4: MS-Excel: Introduction to spreadsheet and excel, Working in excel, Mathematical calculations.

Module 5: Data Manipulation in MS-Excel: Manipulating data, Changing the layout, Simple graphs, Database management manipulating sheets.

Recommended Books

1. HTML 5 in Simple Steps - Kogent Learning solutions Inc.
2. A Beginner's Guide to HTML- NCSA, 14 May 2003.
3. Creating a Web Page and Website - Murray Tom
4. Web Technologies - Kogent Learning.
5. MS- Office 2000 for Everyone - Sanjay Saxena
6. MS-Office Manual.

Practicals:

Practical: 2Hrs/Week

I.A Max. Marks: 20

- I. HTML and Web Design

II. MS-Excel: Creating Excel sheets, Working with functions and macros. Creating Graphs and Charts.

Note: The internal assessment marks (Maximum Marks 20) shall be awarded by the concerned course-teacher based on the two practical tests of 2 hours duration each conducted by him/her during the semester.