

**B.Com-II
Semester-III**

Information Technology & Business Data Processing-I

Time 3 Hours

Theory Marks – 60
Practical Marks 40

Objective – The objective of this course is to familiarize with basics of Information Technology and use of Spreadsheet Package for Business Data Processing

Unit – I Data and Data Processing:

Data: Concept and Use of Data in Computing.

Data Processing: Concept and Advantages of Data Processing, Application of Data Processing in Business.

Unit – II Database: Concept, Objectives, Need of Database, Database Users.

Data warehousing: Concept, Need and Advantages of Data Warehousing.

Data Mining: Concept, Advantages and Applications of Data Mining,

Unit – III Database management System:

DBMS Concept, Characteristics, Objectives, Advantages, Limitations, Components of DBMS. **DBMS Models:** Hierarchical, Network and Relational.

Architecture of DBMS: Internal Level, Conceptual Level and External Level

Unit –IV Spreadsheet Package:

MS-Excel 2007 / Higher: Introduction to Spreadsheet Package, Components of Spreadsheet Windows

Spreadsheet Basics: Concept, Columns & Rows, Cell, Cell Address, Cell Range, Cell Pointer, Sheet Tabs.

Working in Worksheet:

Editing and Formatting Worksheet, Alignment of data in a Cell, Inserting & Deleting Cell, Rows and Columns, Changing the Column width and Row height, Page Setup, Saving and Printing of Worksheet.

Unit V Formulas, Functions and Chart in Excel:

Introduction to Formulas, Functions and Categories of Functions.

Working with Common Excel Functions: TODAY, DATEDIF, NOW, UPPER, LOWER, PROPER, CONCATENATE, AVERAGE, MAX, MIN, COUNT, COUNTBLANK, COUNTIF, SUM, SUMIF, AUTOSUM, IF

Chart in Excel: Introduction, Types, Creating and formatting a Chart Displaying, Saving & Printing.

