

Discipline	<b>COMMERCE</b>				
Course Code	UK3DSECOM203				
Course Title	<b>Computer Application in Business</b>				
Type of Course	DSE				
Semester	III				
Academic Level	200 - 299				
Course Details	Credit	Lecture per week	Tutorial per week	Practical per week	Total Hours/Week
	4	3 hours	-	2 hours	5
Pre-requisites	Basic understanding about the fundamentals and peripherals of computer				
Course Summary	This course helps to develop skills to use computer networks, mobile technology and to practice office automation and get familiar with cyber ethics				

**Detailed Syllabus:**

Module	Unit	Content	Hrs
<b>I</b>	<b>Introduction to computer network</b>		12
	1	Computer network - meaning, definition, structure. Topologies – Types of topologies. TCP/IP Protocol. Network Models – OSI Models.	8
	2	Wireless network - cellular wireless technology - mobile phone technologies - purchase of technology - license, guarantee, warranty. Free Software - Latex	4
<b>II</b>	<b>Presentation Technology</b>		12
	1	Microsoft Power point- Introduction to power point, creating presentation from templates & Blank presentation, formatting background, adding sound, setting animation & transition, adding & playing audio clips, creating hyperlinks in presentation, converting presentation into video clips.	8
	2	Advance uses of Power point- Creating Master Slides, Adding AI technology in presentation	4
<b>III</b>	<b>Office Automation</b>		15
	1	Microsoft Word- Introduction to word processing, Creating documents, Page formatting- header, footer, page numbers, setting margins, tab setting, justifying texts, line spacing and paragraph settings. Creating tables- Entering text , inserting rows & columns	7
	2	Advanced uses of MS Word- Resume preparation -mail merge-creating mail document - creating mail merge document - modifying records in data source - merging the main document with data- sending the merged documents to printer - creating document using templates - adding and removing digital signature in documents	8
<b>IV</b>	<b>Designing documents</b>		9
	1	Rotating text-writing multi line text- formatting numbers as text- text superscript/subscript- changing row height or column width- applying conditional formatting- highlighting negative numbers – assigning formats by formula- hyphenation - vector graphics - flow chart – ODF	

<b>V</b>	<b>Cyber Ethics</b>		12
	1	Information overload- cyber ethics - cyber addiction - digital signature - digital certificate - authentication of electronic records - IT Act 2000 - Electronic contracts - electronic evidences.	6
	2	E-commerce and Digital payments- Elements of e-commerce security, E- commerce treats, Mode of digital payments – UPI, E-Wallet, USSD, RBI guidelines on digital payments and consumer protection in unauthorised banking transactions.	6