

**FACULTY OF COMPUTER SCIENCE & IT**

**SYLLABUS**

**of**

**COMPUTER APPLICATIONS FOR BUSINESS (OPTIONAL)**

**for**

**M.A. ECONOMICS (Semester – I/II/III/IV)**

**(Under Continuous Evaluation System)**  
**(12+3 System of Education)**

**Session: 2018-19**



**The Heritage Institution**

**KANYA MAHA VIDYALAYA**  
**JALANDHAR**  
**(Autonomous)**

**Scheme of Studies and Examination**  
**MA (ECONOMICS) SEMESTER - I/II/III/IV**  
**(Session 2018-19)**

**COMPUTER APPLICATIONS FOR ECONOMISTS**

<b>Semester I</b>								
<b>Course Name</b>	<b>Program Name</b>	<b>Course Code</b>	<b>Course Type</b>	<b>Marks</b>				<b>Examination time (in Hours)</b>
				<b>Total</b>	<b>Ext.</b>		<b>CA</b>	
					<b>L</b>	<b>P</b>		
Computer Applications for Economists	M.A. Economics Semester – I/ II/ III/ IV	MECM-1125 (OPT- XI)	E	100	50	30	20	3+3

**M.A. (ECONOMICS) SEMESTER – I/II/III/IV**

**Session: 2018-19**

**Course Code: MECM- 1125 (OPT - XI)**

**Computer Applications for Economists**

**COURSE OUTCOME**

**After passing this course the student will be able to:**

CO1 understand the organisation of Computer System and functioning of various units

CO2 make use of I/O statements, control statements, looping, arrays and library functions in C programming

CO3 understand Number systems, conversion from one number to another and floating point arithmetic

CO4 make use of word processing and spreadsheet software

CO5 make use of I / O statements, control statements, looping, arrays and library functions

CO6 solve simple problems using C programming

**M.A. (ECONOMICS) SEMESTER – I/II/III/IV**

**Session 2018-19**

**Course Code: MECM- 1125 (OPT - X1)**

**Computer Applications for Economists)**

**Time: 3+3 Hours**

**Max. Marks : 100**

**Theory : 50**

**Practical : 30**

**CA:20**

**Note: Instructions for the Paper-Setters/Examiners:**

- (i) First question consisting of 10 short answer type based upon the entire syllabus, (each carrying 1 marks) will be compulsory.
- (ii) Students will attempt 1 out of 2 questions from each of four units (10 marks each).

**Unit– I**

Introduction to Computers: What is Computer and its applications?

Computer Organization: Input/output unit, memory unit, control unit.

Input Unit: (Input devices and functions: Keyboard, Joystick, Mouse, Light Pen, Magnetic Tape, Magnetic Disks, Floppy Disk, OMR (Optical Mark Reader), Optical Character Reader (OCR), Punch Cards.

Output Unit: (Output devices and functions: Visual Display Unit (Monitor), LCD and LED, Plotters, Printers, CTD.

**Unit– II**

Data Representation: Introduction to Number System: Binary system, Octal number system, Hexadecimal number system, Decimal number system.

Converting from one number to another number: Converting to binary from octal, converting to octal from binary, converting to decimal from binary, octal, hexadecimal, converting to binary from hexadecimal, converting to hexadecimal from binary.

Floating Point Arithmetic: Addition, Subtraction, Multiplication, Division of Floating Point.

**UNIT -III**

MS Word: Overview, Creating, Saving, Importing, Exporting and Inserting Files, Formatting pages, Paragraphs and Sections, Indents and Outdents, Creating lists and numbering, Heading, Styles, Fonts and font size, Editing, Positioning and Viewing texts, Finding and replacing text, Inserting page breaks, Page numbers, Book marks, Symbols and dates using tabs and tables, Header, footer and printing.

MS Excel: Worksheet Overview, Entering information, Worksheet Creation, Opening and Saving, Workbook, Formatting numbers and texts, Protecting cells, Producing Charts and Printing Operations.

**UNIT -IV**

Introduction to 'C' Language: 'C' character set, data types; Constants and variables, assignment statement; Expression.

Input-Output Statement: Scanf, printf, Library functions.  
Control structures; Decision making and Loop statements.  
Use of :Arrays, String and String functions.

**Suggested Readings:**

1. Gurvinder Singh, Rashpal Singh: P.C. Computing Kalyani Publishers.
2. BPB Publishers: Complete Reference M.S. Office.
3. Saxena: First Course in Computer.
4. K.S. Kahlon, Rashpal Singh, Gurvinder Singh: Programming in 'C' Kalyani Publishers.
5. Yashwant Kanitkar: Let us 'C'.
6. R.S. Salaria: Programming in 'C'.
7. Ravi Chandran: Programming in 'C'.