

### 3.7. COMPUTER APPLICATIONS - II

Lecture per Week: 4 hours

Max Marks: 80 (End Sem.) + 20 (IA) = 100

Exam Duration: 3 Hours

**OBJECTIVES:** To train the students in working with spreadsheet and well versed with Databases.

Unit	Topics	No of periods
I	<b>Introduction to MS EXCEL:</b> Features of MS Excel - Spreadsheet / worksheet , workbook , cell, cell pointer, cell address etc - Parts of MS Excel window – Saving , Opening and Closing Workbook – Insertion and deletion of worksheet – Entering and Editing data in worksheet - cell range – Formatting - Auto Fill – Formulas and its advantages – References : Relative , absolute and mixed.	10
II	<b>Working with MS EXCEL:</b> Functions: Meaning and Advantages of functions, different types of functions available in Excel – Templates – Charts – Graphs – Macros: Meaning and Advantages of macros , creation , editing and deletion of macros – Data Sorting , Filtering , Validation , Consolidation , Grouping, Pivot Table and Pivot Chart Reports.	10
III	<b>DBMS:</b> Database Systems – Evolution – File Oriented Systems – Database Models - database System Components – Database Systems in the Organization - Data Sharing Strategic Database Planning – Database and Management Control – Risks and Costs, Database development. Database Design – Principles of Conceptual Database Design – Conceptual Data Models, Fundamentals concepts – Relational Model – Relational Database Implementation.	10
IV	<b>MS ACCESS:</b> Data , Information, Database, File , Record , Fields – Features, advantages and limitations of MS Access – Application of MS Access – parts of MS Access window – Tables , Forms , Queries and Reports - Data validity checks.	10
V	<b>Management Information System:</b> Concept of MIS, DATA, Source of DATA , Data Processing, Information Requirements of different levels of organization. Desired Properties of Management Information. Role of a system Analyst and his responsibilities in an organization.	10
<b>LAB WORK-PRACTICALS</b> MS EXCEL - Creating Commerce oriented applications. MS ACCESS – Creating Commerce oriented applications. Note: Journal preparation mandatory & Case study question from MS-Access.		

#### SUGGESTED BOOKS / WEBSITES:

1. Microsoft Office 2007 Professional
2. Microsoft Office Sanjay Saxena