

4th SEMESTER
SKILL ENHANCEMENT COURSE (SEC)

CAP418S: COMPUTER APPLICATIONS (ECONOMICS)

CREDITS: THEORY: 2, TUTORIAL: 2

***Course Description:** The course is designed to aim at imparting an understanding of basic computer applications for undergraduate students in Economics. After completing this course the student will be able to use computer in their personal, academic and professional fields. It provides basic soft skills in handling complex data in addition to creation and formatting of word documents and presentations.*

UNIT-I: COMPUTER BASICS

Operating systems - concept and types, Windows- concepts and components; Basics of computer network: LAN, WAN and MAN; Introduction to internet and its applications; Working with documents, using tables, pictures and charts; Power points presentation- creating and enhancing a presentation

UNIT II: WORKING WITH SPREADSHEETS & DATA BASE MANAGEMENT

Opening of spreadsheets, menu-bar, creation, addressing and inputting of cells; manipulation of cells: enter text, numbers and dates, creation of tables, cell heights and width, copying of cells; functions- using mathematical, statistical and financial functions, charts- drawing different types of charts; Working with database— using the database wizard, working with data sheets, moving between records and files, using go to updating records, selecting rows and columns, changing column with saving and exiting database

TUTORIALS (2 CREDITS)

History, generations, types and components of computers
Introduction to word processing with MS Word
Elements of electronic spread sheets and M.S Excel
Introduction to data base: definition, components and advantages

REFERENCES:

1. Kahate, A. (2008) Information Technology, 3rd Edition, Me Graw Hill, New Delhi.
2. Sinha, P.K & P. Sinha (2004) Computer Fundamentals, 6th Edition, BPB Publications, New Delhi.