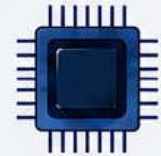
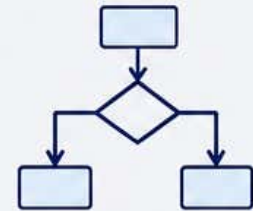




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# Syllabus



## GOEC Theory2: Business Data Processing

| Level | Semester | Course Code                                                | Course Name                     | Credits | Teaching Hours | Exam Duration | Max Marks |
|-------|----------|------------------------------------------------------------|---------------------------------|---------|----------------|---------------|-----------|
| 4.5   | I        | 109272/ 110272/<br>112272/123272/<br>134272/135272/ 138272 | <b>Business Data Processing</b> | 2       | 30             | 2 Hrs         | 30        |

|                           |                                                                                                                                                                                                                                                                                                                                            |                          |                                    |                                                      |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------|------------------------------------------------------|
| <b>Course Objectives:</b> | 1. Student should understand the Data in Business.<br>2. Student should process the data in Business.<br>3. Student should present the data in Business in various forms.<br>4.                                                                                                                                                            |                          |                                    |                                                      |
| <b>Course Outcomes:</b>   | On completion of the following syllabus the students will be able to -<br>1. Understand the concepts of Data Processing.<br>2. Student should process the data in Business.<br>3. Understand type of files required for Data Processing.<br>4. Interpret data in Business.<br>5. Able to present data in graphical forms.                  |                          |                                    |                                                      |
| <b>Unit System</b>        | <b>Contents</b>                                                                                                                                                                                                                                                                                                                            | <b>Workload Allotted</b> | <b>Weightage of Marks Allotted</b> | <b>Incorporation of Pedagogies</b>                   |
| <b>Unit I</b>             | Online Processing, Batch Processing, Real-time Processing, Time-Sharing, Multiprogramming Systems, Multiprocessing Systems, Distributed Data Processing                                                                                                                                                                                    | 8 Hrs                    | 8 Marks                            | Use any pedagogical technique suitable for the topic |
| <b>Unit II</b>            | Master File, Transaction File, Intermediate files, Back up files, etc                                                                                                                                                                                                                                                                      | 7 Hrs                    | 7 Marks                            |                                                      |
| <b>Unit III</b>           | Word processing: application of word processing, menus and tool bars, word processor: creating, entering, saving and printing the document, editing and formatting text, mail merge and macros                                                                                                                                             | 8 Hrs                    | 8 Marks                            |                                                      |
| <b>Unit IV</b>            | Spreadsheet: application, menus and tool bar, preparing tables, charts, sorting, etc., running statistical applications in Excel and Libre Office Calc, creating formulae in spreadsheets.                                                                                                                                                 | 7 Hrs                    | 7 Marks                            |                                                      |
| <b>References:</b>        | <b>Text books:</b><br>1. V. K. Kapoor, Introduction to Computer Data Processing & System Analysis, Sultan Chand & Sons.<br>2. Joyce Cox & Joan Lambert, Microsoft Access 2010 Step by Step, Microsoft Press.<br><br><b>Reference Books:</b><br>1. Foster Provost & Tom Fawcett, Data Science for Business; O'Reilly Media Publishing House |                          |                                    |                                                      |

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|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>2. Bhadka Harsad and Sharma Priyanka, Business Data Processing, LAP Lambert Academic Publishers.</p> <p>3. S.S. Shrivastava, MS Office, Laxmi Publications.</p> <p><b>Weblink to Equivalent MOOC on SWAYAM if relevant:</b></p> <p><b>Weblink to Equivalent Virtual Lab if relevant:-Nil</b></p> <p>Any pertinent media (recorded lectures, YouTube, etc.) if relevant:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.youtube.com/watch?v=uvVsyCR4-7c">https://www.youtube.com/watch?v=uvVsyCR4-7c</a></li> <li>• <a href="https://www.youtube.com/watch?v=b3GjKrArLkw">https://www.youtube.com/watch?v=b3GjKrArLkw</a></li> </ul> |
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### Assessment Rubric: Internal for GOEC-2- Information Communication Technology

| SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI<br>THEORY EXAMINATION<br>B.Sc. I, SEMESTER – I (NEP) |                                                                                                                                                                                                                                                                                    |                                 |                      |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------|
| <b>Theory</b>                                                                                      | <b>Course Code:</b> 109272/ 110272/ 112272/123272/ 134272/135272/ 138272                                                                                                                                                                                                           | <b>Business Data Processing</b> | <b>Max Marks: 20</b> |
| <b>Sr. No.</b>                                                                                     | <b>Assessment Criteria</b>                                                                                                                                                                                                                                                         | <b>Marks</b>                    |                      |
| <b>1</b>                                                                                           | Any Two of the Activity (weekly or monthly assignment/ Unit Test/Class Test) <b>(CAT-1)</b>                                                                                                                                                                                        | <b>10</b>                       |                      |
| <b>2</b>                                                                                           | Any One of the Activity includes Open Book Test, MCQ Tests, / Theory related Class activity/Task etc.) etc. <b>(CAT-2)</b>                                                                                                                                                         | <b>5</b>                        |                      |
| <b>3</b>                                                                                           | Participation in any one Activity includes Quiz, Seminar, Group Discussion, Industry visit, CaseStudy, Mini project, innovative work, etc. based on Theory Course. Involvement in subject related activities such as Conference, Workshop, Coding Competitions etc. <b>(CAT-3)</b> | <b>5</b>                        |                      |