ELECTIVE COURSE I – COMPUTER APPLICATIONS IN ECONOMICS

Module -1 : Introduction to Computers

Evolution, Generations and classification of computers – Hardware and Software – CPU and its functions – Input and Output devices – Application of computers in Economics and Business.

Module -2 : Operating Systems

Simple DOS commands – fundamentals of window operating.

Module -3 : Word Processing

Word basics – formatting text and document – working with headers, footers and footnotes – Tabs, tables and sorting – working with graphics – Templates and wizards – creating macros and menus – mail merge.

Module -4 : Spreadsheets and Statistical Packages

Excel basic – Arranging worksheets – functions – chart and its features – graphics – command macros – worksheet as database – what if projects. 8PSS – operation – regressions – ANOVA.

Module -5 : World wide WEB

Internet basics – Browsing Internet-using search engines – opening E-mail ID, sending and checking E-mail – downloading text from Internet.

Reference:

1. Sanders, D.H. (1988), Computers Today, McGraw Hill (3rd Edition), New York.
2. Sinha, (1992), Computer Fundamentals, BPB Publications, New Delhi.
3. Rajaraman, V. (1996), Fundamentals of Computers, (Prentice Hall of India, New Delhi).
4. Lipschutz, M.M. and S. Lipschultz (1982), Theory and Problems of Data Processing, Schaum's Outline Series, McGraw Hill, New Delhi.
5. Leon and Leon, Internet Basics.