विवेकानन्द कॉलेज
VIVEKANANDA COLLEGE
(दिल्ली विश्वविद्यालय)
(UNIVERSITY OF DELHI)
विवेक विहार, दिल्ली-110095
VIVEK VIHAR, DELHI-110095
GRADE 'A' ACCREDITED By NAAC

VIVEKANANDA COLLEGE

UNIVERSITY OF DELHI

SUPPORTING DOCUMENTS FOR 2.3.1

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1. **Sample Proof of Syllabus of Course Highlighting Experiential/Participative Learning**

B.Com.(Hons) CBCS   Department of Commerce, University of Delhi

B.Com. (Hons.): Semester-IV
Paper BCH 4.3: COMPUTER APPLICATIONS IN BUSINESS

Duration: 3 Hrs.   Marks: 100   Credits: 6

Course Objective

To provide computer knowledge to commerce students and equip them with computational skills using ICT tools.

Course Learning Outcomes

After completing the course, the student shall be able to:

CO1: understand the various concepts and terminologies used in computer networks and internet and be aware of the recent developments in the fast changing digital business world.
CO2: handle document creation for communication.
CO3: acquire skills to create and make good presentations
CO4: make various computations in the area of accounting and finance and represent the business data using suitable charts. S/He should be able to manipulate and analyze the business data
CO5: understand and apply the various database concepts and tools in the related business areas with the help of suggested popular software.

Course Contents

Unit1: Data Processing, Networking and Recent trends in computing

Computing: Concept of computing, Data and information; Computing Interfaces: GUI, CLI, Touch Interface, NLI; data processing; applications of computers in business.
Computer Networks: Meaning of computer network; objectives/ needs for networking; Applications of networking; Basic Network Terminology;   Types of Networks; Network Topologies; Distributed Computing: Client Server Computing, Peer- to- peer Computing; Wireless Networking; Securing Networks: firewall.
Basic Internet Terminology: I.P. Address, Modem, Bandwidth, Routers, Gateways, Internet Service Provider (ISP), World Wide Web (www), Browsers, Search Engines ,Proxy Server, Intranet and Extranet; Basic Internet Services; Internet Protocols: TCP/IP, FTP, HTTP(s), Uses of Internet to Society; Cyber Security: Cryptography, digital signature.
Recent trends in computing : Tools of business collaboration: emails, wikis, file sharing, screen sharing, web presenting, work scheduling; Cloud computing: meaning, types of cloud services: IaaS, PaaS, SaaS; Grid Computing; Virtualization; Green Computing; E-Commerce: meaning, business models , Electronic Data Interchange (EDI), Payment Gateways; Internet of Things (IoT)

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Creating business spreadsheet: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Constraint optimization, Assignment Problems, Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression Analysis

Unit 5: Database Management System (Theory)

Theoretical background of Database Designs for Accounting and Business Applications: Database, Database Management System, Database System; Comparison of Database System with Traditional File System; Entity Relationship Model (ER-Model); Relational Database Model: Creating Relationship between Tables, Concept of Keys, Fundamental Integrity Rules; ERD to Relational Mapping; Normalization of databases upto 3 Normal Forms.

SQL and Retrieval of Information: Basic Queries in SQL; Embedded Queries in SQL; Insert, Delete and Update statements in SQL
DBMS Software: Environment; Tables; Forms; Queries; Reports; Modules;

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Unit 2: Word Processing

Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Autotext; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Databases and spreadsheet files; Printing documents; Citations and Footnotes.
Creating Business Documents using the above facilities

Unit 3: Preparing Presentations

Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, hyperlinking, Media; Design; Transition; Animation; and Slideshow.
Creating Business Presentations using above facilities

Unit 4: Spreadsheet and its Business Applications

Spreadsheet concepts, Managing worksheets; Formatting, conditional formatting, Entering data, Editing, and Printing and Protecting worksheets; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs; Working with Multiple worksheets; controlling worksheet views, naming cells and cell ranges.

Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database functions, Text functions and Error functions

<u>**Practical**</u>

Note: There shall be 4 credit hours (4 lectures) and 2 credit hours (4 practical lab periods) per batch.

References
- Elmasari, Ranez and Shamkant B. Navathe, *Fundamentals of Database Systems*, Pearson Education
- Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann
- Madan Sushila, Computer Applications in Business, Scholar Tech Press.
- Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company
- Sharma S.K. and Bansal Mansi, Computer Applications in Business, Taxmann
- Wayne Winston, Data Analysis & Business Modeling, PHI.

Additional Sources
- Simon Benninga, Financial Moddeling, The MIT Press

Note: The latest editions of the books should be referred.

Teaching Learning Process
The course would involve lectures supported by group discussion, real life projects, open ended projects and hands-on-practice in computer labs.

Assessment Methods
There shall be practical examination of 50 Marks (2 hours duration (External)), theory exam of 25 marks (1 hour duration) and Internal Assessment of 25 marks (Class Test-10 Marks, Work Book-10 Marks and attendance- 5 marks).

2. **Sample Proof of Internships/ Projects by Students (2022-2023)**

INTERNSHIP
CERTIFICATE

THIS IS TO CERTIFY THAT

Miss. KHUSHI VERMA

has successfully completed her internship from 12th December 2022 to 28th February 2023. During her tenure, She worked as Customer Support Intern at Overlays Clothing. She has shown eagerness to learn, understand and cope with her work. Further, she has also shown glimpses of an intelligent & diligent employee in making.

We wish her all the best!

Date : 23/03/2023

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3.   Sample Proof of Extension Activities (2022-2023)

<u>Donation Drive</u>

A donation drive was organized by Social outreach & Community Development Committee under the project HUM, in association with Slum Swaraj Foundation from the 23rd August, 2022 to the 31st August, 2022. A poster and message were circulated throughout the college. Two boxes were placed at both the gates of the College so that students could donate stationery (pens, pencils, eraser, sharpener, unused copies, crayons, pencil colors, paints, geometry box), books (NCERT books from class 1-12, handwriting copies, story books, drawing copies, poem-prose books) and other things like plastic mats and toys during the college hours (9 am-5 pm). The response to the donation drive was generous. Students donated new boxes of sharpeners, erasers, pencils, and paints. There were NCERT books for classes 9th, 10th, 11th, 12th. These donation items have helped the children extract a smoother, better learning that we work to provide them with. 37 volunteers were involved in this.

<u>Poster:</u>

4. Sample Proof of Student Enrichment Activities (2022-2023)

REPORT

Title of Event: DELICIOUS: Bakery Sale Trial

Date: Friday, October 21

Time: 1:30 PM onwards

Location: Near open stage, in front of college canteen

Organised by: Department of Food Technology and Home Science, Vivekananda College, University of Delhi

Teacher Incharge: Dr. Sukhmeet Suri

Teacher Coordinator: Dr. Arushi Jain

Student Coordinators: Divyanshi, Mehak, Mehak Baid, Mitali Jain

On October 21, the students of B.A. (Programme), Department of Food Technology and Home Science, third Year, fifth Semester, organised a bakery sale trial in the college premises. It was done with the aim to share smiles and happiness during the festive season, the sweet treats proved to be fast selling favourites amongst both the teachers and students alike.

During the sales, a total of three different bakery products were sold: icebox cookies, chocolate chip cookies and naan khatai biscuits. The products were prepared by the students in the college premises within the college timings itself.

Students showcased remarkable work ethics and dedication as they perfectly worked through all the steps of manufacturing bakery products. From conducting market surveys and scouting for quality and affordable ingredients to calculating nutritional information and cost of production, baking the actual product and packaging it into labelled boxes, the students managed everything under the careful guiding hands of teacher coordinator Dr. Arushi Jain.

The schedule for the preparation and production of bakery products was a follows:

1. Chocolate Chip Cookies
Production: 17, October

Packaging: 18, October

2. Ice Box Cookies
Production: 18, October

Packaging: 19 October

3. Nan Khatai Biscuits

Production: 19 October

Packaging: 19 October

The department also bagged sponsorship from Avon Pacfo Pvt. Ltd. who provided all the 70 boxes required for the packaging of the cookies. The packaging was provided free of cost.

The products were all sold out within a few minutes with the customers singing praises over both the products and the organisation. Customers showed great satisfaction over the choice of products being generally favoured and well liked. The precise and professional packaging was also liked by the customers a lot.

The initial cost of production was covered by raising donations by the students of B.A. Prog., food technology, fifth semester, which collected a total of Rs. 1630 (One thousand six hundred and thirty).

Total money gained during the sale of 65 boxes amounted to a total of Rs. 1630 (One thousand six hundred and thirty).

Vivekananda College
University of Delhi
Department of Food Technology
and Home Science

presents

"DELICIOUS"
Festive Bakery Sale
by
VIVEKANANDA
BAKERY

...Creating Happiness with Food!

FRESHLY BAKED
HANDMADE BISCUITS
WITH NO ADDED
PRESERVATIVES AT
"REASONABLE PRICE"

Date: 21 October,2022
Time: 1::30 PM
Venue: Near Open Stage

DR. HINA NANDRAJOG
(OFFG. PRINCIPAL)
DR. SUKHNEET SURI
(Teacher In Charge)
DR. ARUSHI JAIN
Teacher Coordinator

IN CASE OF QUERY, CONTACT
Mehak: 9999827768
Mehak Baid: 9821599406
Divyanshi: 8383081383
Mitali Jain: 9310716918

Vivekananda College
University of Delhi
Department of Food Tech. & Home Sc.
Bakery Sale Trial

S.no.	Name	Department/Clg	Units purchased	Variety purchased	Unit price	Money collected	Money returned	Amount (Rs.)	Sign.	Overall feedback
1.	Anchala mam	English	3	1 Icebox, 1 Choco chip, 1 Nan khatai	30, 30, 20	100	20	80	Al	Excellent endeavour. Pretty Packaging.
2.	Jaspratap Sir	Political Science	3	1 Icebox, 1 Choco chip, 1 Nan khatai	30, 30, 20	100	20	80	Jay	Excellent quality and very tasty.
3.	Mansha Arora	B.com (H)	6	2 IB, 2 CC, 2 NK	30×2=60, 30×2=60, 20×2=40	160	0	160	Mansha	Good
4.	Payal	BA (P)	9	5 CC, 2 IB, 2 NK	30×5=150, 30×2=60, 20×2=40	250	0	250	Payal	Very good service
5.	Vanshita	BA (P)	5	4 CC, 1 NK	30×4=120, 20×1=20	140	0	140	Vanshita	Nice Packing & service
6.	Amit Sir	English	6	3 NK, 2 CC, 1 IB	20×3=60, 30×3=90	500	350	150	A	Excellent
7.	Ishani	English	3	1 CC, 1 NK, 1 IB	30, 30, 30	80	0	80	Is	Excellent
8.	Sneha	BA (P)	9	7 NK, 2 IB	20×7=140, 30×2=60	200	0	200	Sneha	Very good
9.	Nishakcha	Eco teacher	4	3 NK, 1 IB	20×3=60, 30×1=30	100	10	90	Nishakcha	Very goo
10.	Preeti Yadav	BA (P)	8	4 IB, 4 NK	30×4=120, 20×4=80	200	0	200	Preeti	V.V. Goo
11.	Mehak	BA (P)	3	2 NK, 1 IB	20×2=40, 30×1=30	70	0	70	Mehak	Tasty
12.	Mitali Jain	BA (P)	1	NK	20	20	0	20	Mitali	Amazing taste
13.	Navedita	BA (P)	1	IB	30	30	0	30	Navedita	Amazing taste

S.no.	Name	Department/Clg	Units purchased	Variety purchased	Unit price	Money collected	Money returned	Amount (Rs.)	Sign.	Overall feedback
14.	Noorziya	BA (P)	1	NK	20	20	0	20		Nice Packaging Taster good
15.	Alka	BA (P)	1	NK	20	20	0	20	Alka	Excellent
16.	Priya Bhui	BA (P)	1	NK	20	20	0	20	Priya	Setup was amazing
17.	Nihad fatima	BA (P)	1	NK	20	20	0	20		Nice Packer

5.Proof of College Publications (2022-2023)

Link to College Magazine:
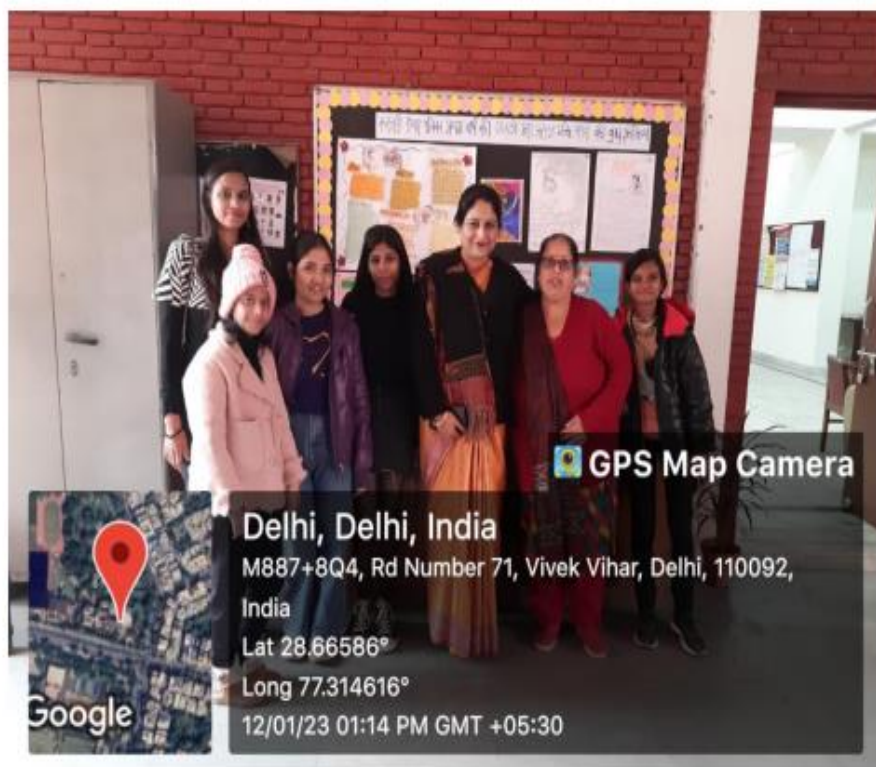https://www.vivekanandacollege.edu.in/uploads/collegepublications/isha/FINAL-ISHA-2023.pdf

Kasturi Wall Magazine (By Hindi Department)

कस्तूरी दीवार पत्रिका ने अपने बारह वर्षों की यात्रा को हर पल एक चुनौती की तरह अनुभव किया है क्योंकि उम्र के जिस पड़ाव पर छात्राएं हमारे पास आतीं हैं, वो समय उनके भीतर बहुत कुछ नव -निर्मित हो रहा होता है।उनका हृदय किसी अनंत गगन में उन्हें उड़ा लेना चाहता है, पर सामाजिक मर्यादाएं उन्हें धैर्य का पाठ पढ़ाने की चेष्टा करते है।परिणाम एक अलग तरह का संघर्ष उनके जीवन का अभिन्न अंग बन जाता है।उसी संघर्ष को शब्द देनी की कोशिश है कस्तूरी।इस दीवार पत्रिका के माध्यम से रचनात्मक लेखन का प्रयास तो छात्राएं करतीं ही हैं, साथ ही साथ संपादक, संचालक, और साज.सज्जा जैसे व्यावहारिक अनुभवों का लाभ भी उठातीं हैं।समय -समय पर कार्यशाला ,प्रतियोगिता और वक्तव्य आयोजित कर उनकी रूचि और कला को मांजने का प्रयास भी किया जाता है।मशीनीकरण के इस दौर में जब पुस्तकें भी ऑनलाइन मिल रहीं हैं, तब कस्तूरी अपने अथक प्रयासों से शब्दों की खुशबू बचाकर रखने के लिए संकल्पबद्ध है।
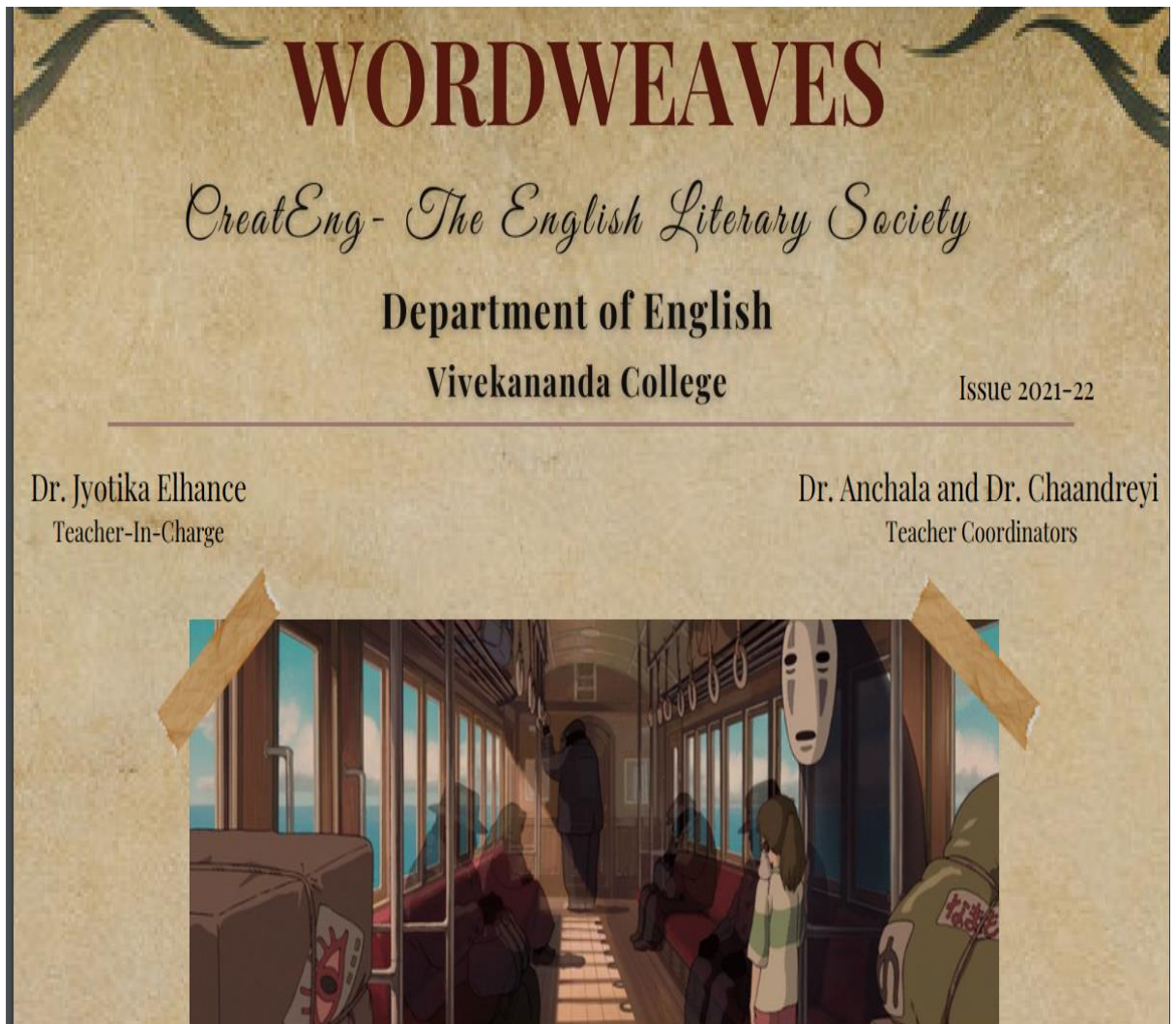
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साज सज्जा-शोभा

संकलन कनिष्का,रितु

Word Weaves (By English Literary Society)