Minutes of the meeting

Guidelines meeting to decide the teaching and assessment guidelines for
Paper 3.4(a): Computer Applications in Business (SEC); B.Com (P) Semester- III

(Effective for admissions in academic session 2019-20 onwards)

Organized jointly By: **Shri Ram College of Commerce**

&

Department of Commerce, Delhi School of Economics

Date: 4th September, 2020

A virtual meeting to decide the teaching and assessment guidelines for revised syllabus of paper no- 3.4(a) titled "Computer Applications in Business" (SEC) of B. Com (P), Semester-III (applicable for admissions in academic session 2019-20 onwards) was held jointly by Shri Ram College of Commerce & Department of Commerce, Delhi School of Economics, University of Delhi, as per the following schedule on Google meet platform:

Date: 04th September, 2020 (Friday)
Time: 11:30 a.m.
Link to join the meeting: https://meet.google.com/ntf-swow-ott

Out of the total 87 registered faculty members teaching in various colleges of University of Delhi total 77 faculty members attended the meeting **(List is appended at the end of the document)**

The following guidelines were prepared for smooth teaching and assessment of the above mentioned paper

Guidelines: 3.4(a) Computer Applications in Business(SEC)

For Practical Component
Total Marks   :   75
Time allowed: 3 Hrs.

1. **Distribution of Marks for Practical's**

    A. Word Processing   :   15 marks

    B. Presentations   :   08 Marks

    C. Spreadsheet   :   30 marks

    D. Databases   :   17 marks

    E. Machine Handling   :   05 Marks

(For detailed distribution of marks and number and type of the questions to be framed for assessment, please refer the **EVALUATION SHEET** appended at the end of the document)

2. Suggestive List of worksheet functions according to category

Financial Functions

1.	CUMIPMT	6.	IRR	11.	PPMT
2.	CUMPRINC	7.	NPV	12.	RATE
3.	DB	8.	NPER	13.	SLN
4.	FV	9.	PV		
5.	IPMT	10.	PMT		

Logical, Text and Lookup Functions

14.	AND	19.	LEFT
15.	CHAR	20.	MID
16.	CONCATENATE	21.	RIGHT
17.	HLOOKUP	22.	OR
18.	IF	23.	VLOOKUP

Mathematical Functions

24.	ABS	31.	MINVERSE	38.	SQRT
25.	CEILING	32.	MDETERM	39.	SUM
26.	EXP	33.	RAND	40.	SUMIF
27.	FACT	34.	RANDBETWEEN	41.	SUMSQ
28.	LN	35.	ROUND	42.	TRUNC
29.	LOG	36.	ROUNDDOWN	43.	TRANSPOSE
30.	MMULT	37.	ROUNDUP		

Statistical Functions

44.	AVEDEV	51.	COUNTIF	58.	SKEW
45.	AVERAGE	52.	FREQUENCY	59.	SLOPE
46.	AVERAGEIF	53.	INTERCEPT	60.	STDEV
47.	CORREL	54.	KURT	61.	TREND
48.	COUNT	55.	MAX	62.	FORECAST
49.	COUNTA	56.	MIN		
50.	COUNTBLANK	57.	MODE		

Some Notes:

1) The list is not exhaustive, if there are more functions necessary to complete projects given in the syllabus must be covered even if not listed above

2) Use of correct functions with accuracy and generalization of the work sheet is must

3) Use proper format depending upon data used in the question

For Internal Assessment

1. Total 25 marks allocated as per syllabus be divided as Class Test (10 marks), Work Book (10 marks) and Attendance (5 marks)

2. The theory component of Database Management System (Unit-V) should be used for class test. Practical questions may also be combined, if so desired.

3. Work book may preferably be collected in CD/DVD/E-mail (electronic form) by ensuring authenticity and identity of the students.

The meeting ended with vote of thanks to chair

Harendra Nath Tiwari
(Convener)

Dr. H. K. Dangi
(Department Representative)

Attachments: 1) Evaluation Sheet, and
                2) Attendees List

University of Delhi: Semester III Nov./Dec. Examination 2020
Academic Year 2019-2020 onwards: B. Com. (P) Semester-III
Paper – 3.4(a): Computer Applications in Business (SEC)

EVALUATION SHEET

Name of the college :

Students Name : **Roll No** :

Date of exam : **Machine No.** :

Sl. No.	Descriptions	Max. Marks	Marks Obtained
	Machine Handling	**5**	
1	**WORD PROCESSOR – Document Preparation and Mail Merge (15 Marks)**		
	Formatting Document, Table & Shading , Bullets & Numbering for Document Preparation, Data Source, Merged Document, etc.(at least 4-5 features required in the question)	**7**	
2	Mail Merge: Document preparation, Data source (From both excel and access)	**8**	
3	**SPREADSHEET – (Payroll / Loan Lease Statement/ Depreciation Accounting)**		
	Appropriate Format ,Use of Correct Function and Accuracy , Generalized work sheet	**12**	
4	**SPREADSHEET - Capital budgeting/ Ratio analysis/ small questions on Finance, statistical and mathematical functions/ Vlookup and HLookup/ Questions based on Matrix functions/ questions based on other excel functions**	**8**	
5	**SPREADSHEET - Regression/ Frequency/ what-if- analysis: Goal seek, data table and scenario manager**		
	Format ,Graph, Use of correct functions, Layout of work sheet ,Generalized	**10**	
6	**PRESENTATION- Preparing Presentation**		
	Maximum 4-5 slides Covering less text and focus on functionalities (should include: setting master slide, header, footer, slide number, animation, transition, hyperlink (both external file as well as place in the document), inserting clip-art, picture, etc.)	**10**	
7	**DATABASE (15 Marks)**		
	Table Creation : (7Marks) Field name conventions and Choosing data type , Setting field properties , Setting relation , Lookup Properties, Validation Rule including constraints across fields **All three: (8 Marks)** Creating a Form (2) + Report (Based on Grouping) (2) + Query (From Multiple Tables based on 2 to 3 conditions) (4)	**15**	
	Grand Total	**75**	
	In Words:		

Sgnature(s) of Examiner (s): **Name(s) of Examiner(s):**

Sl.No.	Participants	College/ Department
	ATTENDANCE SHEET: Guidelines Meeting **Paper No-3.4(a): COMPUTER APPLICATIONS IN BUSINESS** **B. Com (P) Semester-III** **Date: 04-September-2020 at 11:30 a.m.**	
1	Dr. H K Dangi (DOC Representative)	Deparment of Commercee
2	Harendra Nath Tiwari (Convener)	Shri Ram College of Commerce
3	Aakriti Saini	Sri Aurobindo college (M)
4	Aiman Rafiq	Satyawati College
5	Aishvarya bansal	Swami Shradhanand College
6	Amandeep Singh	SGTB Khalsa College
7	Anam khan	Gargi College
8	Anuradha Goel	JANKI DEVI MEMORIAL COLLEGE
9	Arpita Kaul	Sri Venkateshwara College
10	Ayesha Tabbasum	Zakir Hussain Delhi college (Eve.)
11	bal kishan Kishan	Sri Guru Gobind Singh College of Commerce
12	Chhavi Sharma	Shivaji College
13	Deepak tanwar	
14	Deepika Verma	Sri Aurobindo College (eve)
15	Dr Ruchika Bal	Ramanujan College
16	Dr. Archana Agarwal	Sri Aurobindo College (E)
17	Dr. Isha Goel	Daulat Ram College
18	Dr. Ishpreet Virdi	Mata Sundri College
19	Dr. Mohnish Singh	Dr. Bhim Rao Ambedkar college
20	Dr. Nishita Gupta	Sri Aurobindo College
21	Dr. Shivani Bansal	SPM College
22	ekta bansal	Janki Devi Memorial college
23	Jasdeep kaur	SGTB Khalsa College
24	Jyoti Sindhu	Shyam lal college
25	kalpana devi	Mata Sundri College
26	Kamini Bhutani	Bharati College
27	kamna virmani	Mata Sundri College for Women
28	khushboo gupta	Shaheed Bhagat Singh Evening College
29	Laxmi Mehar	Vivekananda College
30	Manish singh	
31	Manisha	Shivaji College, University of Delhi
32	megha aggarwal	Rajdhani College
33	Mehar Marwah	
34	Ms. Sonia	Sri Aurobindo College

35	Neelu Verma	Janki Devi Memorial College
36	Neha Kanojia	Maitreyi College
37	Nidhi Gupta	Gargi College
38	Nishita Gupta	Sri Aurobindo College (M)
39	Nishtha Bhushan	Bharati College
40	NUPUR SABOO	Ram Lal Anand College
41	palak kakkar	Shyam Lal College
42	Parul Tomar	Kamala Nehru College
43	Payal Jain	Gargi College
44	Preeti Gupta	Sri Guru Nanak Dev Khalsa College
45	priyanka bedi	Sri Aurobindo College
46	Priyanka Khanna	P.G.D.A.V. College DU
47	Priyanka Marwah	Jesus and Mary College
48	priyanka saini	Dr. Bhim Rao Ambedkar college
49	puneet kaur dhingra	Mata Sundri College for Women
50	Purshottam	Dr. Bhim Rao Ambedkar College
51	Radha bhola	Sri Aurobindo College
52	Rahul Chopal	Kamala Nehru College
53	Rajeev Upadhyay	Sri Aurobindo College (Evening)
54	Rakesh chawla	Swami Shradhanand College
55	Rashi Paliwal	aditi mahavidyalaya
56	Rashmi Siag	Sri Aurobindo College (Evening)
57	Rasleen Kaur	Sri Guru Gobind Singh College of Commerce
58	RATI DHILLON	Laxmi Bai College
59	Rekha Rani	I P College for Women
60	Richa kaur	Daulat Ram College
61	Ritu Sharma	Dr. Bhim Rao Ambedkar College
62	Ruchika Bal	Ramanujan College
63	Saima Javaid	Zakir Husain Delhi College
64	Sakshi vasudev	Dr. Bhim Rao Ambedkar College
65	Sandhya Ragaur	Kirori Mal college
66	Sanjeewani Sehgal	Dyal Singh College (Morning)
67	Saurav Meena	RAMJAS COLLEGE
68	Shalina Girdhar	
69	Shweta kalra	Satyawati College
70	Sunita Dahiya	Aditi Mahavidyalya
71	Sushila Madan	LSR College
72	Swati gupta	Shyama Prasad Mukherjee College
73	Tarunika jain	Sri Aurobindo college
74	Tusher Kanti Debbarma	Dr. Bhim Rao Ambedkar college
75	Upendra Kumar	Bhim Rao Ambedkar College

76	Vibha gupta	Laxmi Bai College
77	Vipin kumar	KIRORI MAL COLLEGE