

**UNIVERSITY OF MADRAS**  
**B.A. DEGREE PROGRAMME IN ECONOMICS**  
 SYLLABUS WITH EFFECT FROM 2023-2024

**FIRST YEAR - SEMESTER II**

Subject Code	Subject Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
<b>104S2B</b>	<b>COMPUTER APPLICATIONS IN ECONOMICS</b>	<b>SEC-3</b>					2	2	25	75	100
<b>Learning Objectives</b>											
C1	To know the basic concepts of Computer Applications										
C2	To apply the MS office and its basic operations										
C3	To describes the data processing techniques using various MS office operations										
C4	To gain knowledge on application of MS Excel										
C5	To know mathematical and statistical functions for Economic Analysis										
<b>UNIT</b>	<b>Contents</b>										<b>No. of Hours</b>
I	<b>Introduction to Computers</b> Computer and Peripherals: Meaning, Types, Features and Limitations– Basic Components – Input and Output Devices – Primary Memory and Secondary Storage – Computer Software– Types – Malicious Software – Operating Systems: Functions and Types.										15
II	<b>MS Office</b> Windows Explorer - MS Word: Basic Operations in Word – Editing– Formatting – Text Creation of Tables and Volumes - MS Power Point Presentation- Creating, Opening and Saving Slideshow and Animations - MS Excel: Work Sheet and Work Book- Opening and Formatting.										15
III	<b>Data Processing</b> Data Processing Techniques using MS Excel: Concept of Data – Record and File – Types of Data – Data Entry – File Handling and Operations– Opening, Appending and Cascading – Closing and Attribute Controls – Data Storage and Retrieval.										12
IV	<b>Introduction to MS Excel</b> Calculation Operators: Arithmetic Operators – Comparison Operators – Logical Operations- Excel Tool Bars- Formatting of Text, Tables and Graphs.										15
V	<b>Application of MS Excel in Statistics and Economics</b> Descriptive Statistics: Mean, Median, Mode and Standard Deviation Variance- Index Numbers and Growth Rates - Demand Function - Supply Function, Production Function and Consumption Function - Demand for and Supply of Money- Correlation – Regression.										18
<b>Total</b>										<b>75</b>	

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<b>Course Outcomes</b>		<b>Programme Outcomes</b>
CO	On completion of this course, students will	
1	Understand basic components of Computer and its functions.	PO1, PO3,PO8
2	Gain Knowledge of MS Office.	PO3,PO8
3	Outline data processing techniques of MS Excel.	PO2,PO3,PO8
4	Understand basic Operation in MS Excel.	PO1,PO2,PO8
5	Apply MS Excel in Statistics and Economics.	PO2,PO3,PO8
<b>Textbooks</b>		
1	Hem Chand Jain and H.N.Tiwari (2019) Computer Applications In Business ,5 <sup>th</sup> EditionTaxmann Publication.	
2	Dhanasekaran.K( 2010) Computer Applications In Economics Vrinda Publications.	
3	Asthana and BrajBhushan (2007):Statistics for Social Sciences (with SPSS Applications).	
4.	Dan Kookin, “Word for Dummies”, Wiley, 2021	
5.	Joseph Muller, “Statistical Analysis with Excel For Dummies”, Wiley, 2008	
<b>Reference Books</b>		
1.	Oscar Afonso , Paulo B. Vasconcelos, Computational Economics: A Concise Introduction, Routledge; 1 <sup>st</sup> Edition	
2.	Alexis Leon and Mathews Leon; (2001), Introduction to Computers with Ms-Office 2000.McGraw Hill Education	
3.	Greg Harvey, PhD, (2007) Microsoft Office Excel 2007 For Dummies, Wiley Publishing.	
4.	Kerns (1992) Essentials of Microsoft Windows, Word and Excel, Prentice Hall	
5.	Kavindra Kumar Singh (2014) Computer Applications in ManagementDreamTech	
<b>Web Resources</b>		
1.	<a href="https://www.excel-easy.com/basics.html">https://www.excel-easy.com/basics.html</a>	
2.	<a href="https://excelchamps.com/excel-basics/">https://excelchamps.com/excel-basics/</a>	
3.	<a href="https://edu.gcfglobal.or/en/topics/excel/">https://edu.gcfglobal.or/en/topics/excel/</a>	
4.	<a href="https://trumpexcel.com/learn-excel/">https://trumpexcel.com/learn-excel/</a>	
5.	<a href="https://www.simplilearn.com/learn-ms-excel-free-training-course-skillup">https://www.simplilearn.com/learn-ms-excel-free-training-course-skillup</a>	

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**Mapping with Programme Outcomes:**

	<b>PO 1</b>	<b>PO 2</b>	<b>PO 3</b>	<b>PO 4</b>	<b>PO 5</b>	<b>PO 6</b>	<b>PO 7</b>	<b>PO 8</b>
<b>CO 1</b>	3	3	3	3	3	3	3	3
<b>CO 2</b>	3	3	3	3	3	3	3	3
<b>CO 3</b>	3	3	3	3	3	3	3	3
<b>CO 4</b>	3	3	3	3	2	3	3	3
<b>CO 5</b>	3	2	2	3	3	3	3	3
<b>Weightage</b>	15	14	14	15	14	15	15	15
<b>Weighted percentage of course contribution to POS</b>	3.0	2.8	2.8	3.0	2.8	3.0	3.0	3.00

**S-Strong-3 M-Medium-2 L-Low-1**

**Level of Correlation between PSO's and CO's**

<b>CO /PO</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>PSO4</b>	<b>PSO5</b>
<b>CO1</b>	2	2	2	3	3
<b>CO2</b>	2	2	2	3	3
<b>CO3</b>	2	2	2	3	3
<b>CO4</b>	2	2	2	3	3
<b>CO5</b>	3	3	3	3	3
<b>Weightage</b>	11	11	11	15	15
<b>Weighted percentage of Course Contribution to PSOs</b>	2.2	2.2	2.2	3	3

**Strong-3 M-Medium-2 L-Low-1**