

वाणिज्य विभाग

दिल्ली स्कूल ऑफ इकोनॉमिक्स
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DEPARTMENT OF COMMERCE

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फाईल संख्या

Ref. No. CA/EX/279/15

दिनांक

Dated 25/3/2015

NOTICE

Revised Evaluation Sheet

Attached is the evaluation sheet for practical exams of the Paper No. CH-2.2, Fundamentals of Computers and Information System of B. Com (H.), Sem. II, revised in the meeting held on 25th Feb. 2015 at 2.00 p.m. in Department of Commerce.

Dr. Kavita Sharma
Examination Coordinator

Prof. J. P. Sharma
Head of the Department

Annexure I
System No.:

Date of Exam:

Q. Paper's Code/Set No.:

University of Delhi: Semester II April/May Examination 2015
Academic Year 2014-15 and onwards: B. Com. (Hons.) I Year

Paper – Ch 2.2: Part C: Fundamentals of Computers & Information System

EVALUATION SHEET

Name of the college : _____ Code : _____
 External Examiner's Name : _____ Code : _____
 Internal Examiner's Name : _____ Exam. Roll No. : _____
 Name of the candidate : _____

Sl. No	Descriptions	Max. Marks	Marks Obtained
	Machine Handling (1 Marks)	1	
1	A : MS WORD OR WORD PROCESSOR – Document Preparation or Mail Merge (6 Marks) Formatting Document (1) + Table & Shading (2) + Bullets & Numbers (2) + General (1) Or Data Source (2) + Main Document's Formatting & Others (2) + Merged Document (2)	6	
2	A : MS EXCEL OR SPREADSHEET - Financial Functions (Payroll or Loan Lease Statement) (10 Marks) Financial Format (1) + Use of Correct Function and Accuracy (5) + Layout of Work Sheet (1) + Generalized (3)	10	
3	A : MS EXCEL OR SPREADSHEET - Statistical Functions (Regression or Frequency or Standard Deviation or Skewness or Kurtosis) (8 Marks) Format (1) + Graph (2) + Use of correct functions (3) + Layout of work sheet (1) + Generalized (1)	8	
	Or		
	B : MS EXCEL OR SPREADSHEET - Statistical Functions (Ex: AVERAGE, CORREL, DEVSQ, COUNT, MAX, MIN, MODE etc.) (3 Marks) Use of correct function and accuracy (2) + Generalized (1)	3	
	C: MS EXCEL OR SPREADSHEET - Financial Functions (Ex: DB, SLN, RATIO ANALYSIS, IPMT, PMT, PPMT, CUMIPMT, CUMPRINC, ISPMT etc.) (3 Marks) Use of correct function and accuracy (2) + Generalized (1)	3	
	D: MS EXCEL OR SPREADSHEET - Mathematical Functions (Ex: ABS, EXP, LN, RAND, ROUND, SQRT, SUMSQ, TRUNC etc) (2 Marks) Use of correct function and accuracy (1) + Generalized (1)	2	
4	A : M S ACCESS OR DATABASE (15 Marks) Field name conventions and Choosing data type (2) + Setting field properties (1) + Setting relation (1)+ Lookup Properties(2) + Validation Rule including constraints across fields (1) Creating a Form (2) + Report (Based on Grouping) (2) + Query (From Multiple Tables based on 2 to 3 conditions) (4)	15	
Grand Total		40	
In Words:			

Note: Marks in Total are required to be given under each head(s). Individual marking of items are not needed.

Signature:

Internal Examiner

External Examiner