

B.COM. (HONS.): SEMESTER - IV	CORE – 10: BCH420C3: COMPUTER APPLICATIONS IN BUSINESS
CREDITS: THEORY: 4; TUTORIAL: 2	MARKS: THEORY: 60; TUTORIAL: 30
	TOTAL MARKS: 90

COMPUTER APPLICATIONS IN BUSINESS

Objectives: To provide computer skills and knowledge for commerce students and to enhance the student understands of usefulness of information technology tools for business operations.

CONTENTS (THEORY):

Unit -1

(Marks: 15)

Basic Concepts

Characteristics of a Computer; Advantages of Computers; Limitation of Computers; Types of Computers; Applications of computers, Computers in Business, Facilities Available in Computerised System, Indian Computing Environment, Office Automation, Components of a Computer System, Hardware Components of Micro Computer, Classification of Software, Generation of Computers, Computer Languages, Language Translators, Hardware, Firmware, Live-ware; Software; System Software: Operating system, Translators, interpreter, compiler; Overview of operating system, function of operating system; Application software: General Purpose Packaged Software and tailor-made software.

Unit - 2

(Marks: 15)

Internet

Meaning of Internet; Growth of internet, Owner of Internet, Anatomy of Internet, Net Etiquette; World Wide Web; Internet Protocols, Usage of Internet to society, Search Engines, Data Communication and Networking: Introduction, Data Communication, Multiplexing, Components of Computer Network, Local Area Network (LAN), Uses of a Network, Topology, Networking Cables.

Unit – 3

(Marks:15)

PC-Software Packages

Introduction, Disk Operating System (DOS), Windows, Word Processor, Starting Word 2010. Editing Documents in Word 2010, Formatting Documents, Clip Gallery, Page Setting, Application of a Word Processor in Corporate Sector, Database Management Packages, Starting Access 2010, Working with Tables, Working with Forms, Working with Reports, Spreadsheet Packages, Starting Excel 2010, Working with Documents, Data Entry and Editing, Types of Cell Entries, Commonly Used Functions, Absolute and Relative Cell Referencing, Number Format, Charting with Excel, Macros, Importing and Exporting Files, Printing a Workbook, Application of a Spreadsheet in Corporate Sector.

Unit - 4

(Marks: 15)

Data Processing

Introduction, Modes of Data Processing, Basic of Data Processing, Data Hierarchy, Data Structure, Application Portfolio Development, Management of Data Processing Systems in Business Organizations, Computerised Financial Accounting System (FAS), Computerised Inventory Control System, Computerised Payroll System, Computerised Invoicing System.

TUTORIAL: Unit – 5 and Unit – 6

(Marks: 30)

1. Use of word processing package/ List some key features supported by modern word processing packages.
2. Cut and paste and copy and paste facilities in Ms-word
3. Use of Style Sheet in Ms-word
4. Use of font size and style in Ms-word
5. Use of grammar and Spell Checker in Ms-Word
6. Word Wrap Features
7. Use of Work book and Worksheet in Ms-Excel
8. Concept of cell in Ms-Excel
9. Use of Formulas in Ms-Excel
10. Making of Power point Presentation
11. Using of Templates

Each student is required to demonstrate the use of above and the concerned teacher shall evaluate the students individually.