

Paper BCH 4.3: COMPUTER APPLICATION IN BUSINESS

B.Com(H) Semester IV

TOPICS PLANNED TO BE COVERED

FROM	TO	
2-Jan-17	7-Jan-17	Introduction to computer,working with ms word- inserting,formatting table,mail merge,hyperlink.
9-Jan-17	14-Jan-17	Operating sytem-An overview of various computer and mobiles os and applications,ms word-ole security feature,protection of document
16-Jan-17	21-Jan-17	Os - unix ,linux,dos>window,android>window mobile,payment gateway, ms word- refrencing,bibliography,citation , review document.
23-Jan-17	28-Jan-17	Computer network- hardware,software,computer network component,ms excel- basics of excel , organising charts and graphs .
30-Jan-17	4-Feb-17	Computer network - types of network,network architecture, communication devicesms excel - functions and formulae ; NPV,IRR,EMI,Consolidation of data and data analysis
6-Feb-17	11-Feb-17	Ms excel- ,look up function,statistical analysis,data validation ,pivot tables and reports.
13-Feb-17	18-Feb-17	Using spreadsheet for data analysis and reporting features- projects on loan and lease, ratio analysis,payroll statement
20-Feb-17	25-Feb-17	Projects on capital budgeting, depreciation accounting, graphical representation ofvdata
27-Feb-17	4-Mar-17	Projects on frequency distribution and its statstical parameters,correlation and regression.
6-Mar-17	11-Mar-17	Database design for accounting and business application - creating initial design in ER,transforming ER model to relational data model concepts,implementing RDM using DBMS
13-Mar-17	18-Mar-17	MID SEMESTER BREAK
20-Mar-17	25-Mar-17	Structured query language,data manipulation language
27-Mar-17	1-Apr-17	Working with tables,forms,reorts
3-Apr-17	8-Apr-17	Working with query,modules ,applying DBMS in areas of accounting ,HRM and its accounting
10-Apr-17	15-Apr-17	Managing data records of employees,suppliers and customers
17-Apr-17	22-Apr-17	Power point - prentation of slides,handouts,media clips,charts,graphs,slide show,special effects
24-Apr-17	27-Apr-17	Computer assisted audit tools- introduction,effects of computer on audit,different types of caat,advantages,disadvantages,uses.