

Paper BCH 4.3: COMPUTER APPLICATION IN BUSINESS

B.Com(H) Semester IV

TOPICS PLANNED TO BE COVERED

FROM	TO
01-Jan-18	06-Jan-18 Introduction to computer,working with ms word- inserting,formatting table,mail merge,hyperlink.
08-Jan-18	13-Jan-18 Operating sytem-An overview of various computer and mobiles os and applications,ms word-ole security feature,protection of document
15-Jan-18	20-Jan-18 Os - unix ,linux,dos>window,android>window mobile,payment gateway, ms word- referencing,bibliography,citation , review document.
22-Jan-18	27-Jan-18 Computer network- hardware,software,computer network component,ms excel- basics of excel , organising charts and graphs . Computer network - types of network,network architecture, communication devicesms excel - functions and formulae ; NPV,IRR,EMI,
2/29/2018	03-Feb-18 Consolidation of data and data analysis
06-Feb-18	10-Feb-18 Ms excel- ,look up function,statstical analysis,data validation ,pivot tables and reports.
12-Feb-18	17-Feb-18 Using spreadsheet for data analysis and reporting features- projects on loan and lease, ratio analysis,payroll statement
19-Feb-18	24-Feb-18 Projects on capital budgeting, depreciation accounting, graphical representation ofvdata
26-Feb-18	01-Mar-18 Projects on frequency distribution and its statstical parameters,correlation and regression.
02-Mar-18	07-Mar-18 MID SEMESTER BREAK Database design for accounting and business application - creating initial design in ER,transforming ER model to relational data model concepts,
08-Mar-18	10-Mar-18 implementing RDM using DBMS
12-Mar-18	17-Mar-18 Structured query language,data manipulation language
19-Mar-18	24-Apr-18 Working with tables,forms,reorts
26-Mar-18	07-Apr-18 Working with query,modules ,applying DBMS in areas of accounting ,HRM and its accounting
09-Apr-18	14-Apr-18 Managing data records of employees,suppliers and customers
16-Apr-18	21-Apr-18 Power point - prentation of slides,handouts,media clips,charts,graphs,slide show,special effects
23-Apr-18	27-Apr-18 Computer assisted audit tools- introduction,effects of computer on audit,different types of caat,advantages,disadvantages,uses.