

COMPUTER APPLICATION IN BUSINESS

B.Com Semester III

TOPICS PLANNED TO BE COVERED

FROM	TO	
20-Jul-17	29-Jul-17	Introduction to computer,working with ms word- inserting,formatting table,mail merge,hyperlink.
1-Aug-17	5-Aug-17	Operating sytem-An overview of various computer and mobiles os and applications,ms word-ole security feature,protection of document
8-Aug-17	12-Aug-17	Os - unix ,linux,dos>window,android>window mobile,payment gateway, ms word- refrencing,bibliography,citation , review document.
15-Aug-17	19-Aug-17	Computer network- hardware,software,computer network component,ms excel- basics of excel , organising charts and graphs .
22-Aug-17	26-Aug-17	Computer network - types of network,network architecture, communication devicesms excel - functions and formulae ; NPV,IRR,EMI,Consolidation of data and data analysis
29-Aug-17	2-Sep-17	Ms excel- ,look up function,statstical analysis,data validation ,pivot tables and reports.
5-Sep-17	9-Sep-17	Using spreadsheet for data analysis and reporting features- projects on loan and lease, ratio analysis,payroll statement
12-Sep-17	16-Sep-17	Projects on capital budgeting, depreciation accounting, graphical representation ofvdata
19-Sep-17	23-Sep-17	Projects on frequency distribution and its statstical parameters,correlation and regression.
26-Sep-17	29-Sep-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
30-Sep-17	6-Oct-17	MID SEMESTER BREAK
7-Oct-17	14-Oct-17	Structured query language,data manipulation language
17-Oct-17	21-Oct-17	Working with tables,forms,reorts
24-Oct-17	28-Oct-17	Working with query,modules ,applying DBMS in areas of accounting ,HRM and its accounting
31-Oct-17	4-Nov-17	Managing data records of employees,suppliers and customers
7-Nov-17	11-Nov-17	Power point - prentation of slides,handouts,media clips,charts,graphs,slide show,special effects
14-Nov-17	15-Nov-17	Computer assisted audit tools