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B.com (Hons) 4TH semester
Course no. C-X LAB

PAPER: BCH-CC -404 : PRACTICAL COMPUTER APPLICATIONS IN BUSINESS (CAB)

TOTAL CREDIT: 2

FULL MARKS: 30

Practical classes 26

Practical related to the content **Course no. C-X**

PAPER: BCH-CC -403 : COMPUTER APPLICATIONS IN BUSINESS (CAB)

B.Com. (Hons.) : Semester IV
Paper BCH 4.3: COMPUTER APPLICATIONS IN BUSINESS

Marks : 100

Lectures: 52

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.

Unit 1: Word Processing (MS-Word)

6 Lectures 20

Introduction to Word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Autotext; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing document.

Creating Business Documents using the above facilities

Unit 2: Preparing Presentations (MS-PowerPoint)

6 Lectures 20

Basics of presentation: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; animation; and Slideshow.

Creating Business Presentations using above facilities

Unit 3: Spreadsheet and its Business Applications (MS-Excel)

12 Lectures 20

Spreadsheet concepts, Managing worksheets; Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs

Generally used Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions.

Unit 4: Creating Business Spreadsheet (MS-Access)

12 Lectures 20

Creating spreadsheet in the area of: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression.

Unit 5 : Database Management System

16 Lectures 20

Database Designs for Accounting and Business Applications: Reality-Expressing the Application; Creating Initial design in Entity Relationship (ER) Model; Transforming ER Model to Relational data model concepts; Implementing RDM design using an appropriate DBMS.

DBMS Software: Environment: Tables; Forms; Queries; Reports; Modules:

Applying DBMS in the areas of Accounting, Inventory, HRM and its accounting, Managing the data records of Employees, Suppliers and Customers.