

Computer Applications in Business

B.Com (Annual) Part-I Paper-VI Maximum Marks: 100 (Pass Marks: 40) Duration of Examination: 3 hrs

Course Objectives:

1. Develop awareness of computers' hardware and peripherals; concepts regarding software – its types, basic operations, basic OS concepts, OS installation.
2. Develop advanced user level skills in various Application Packages: MS Word, MS Access, MS Excel, MS PowerPoint.
3. Set up a computer for World Wide Web connection; Use e-mail to send / receive messages and file attachments; Concepts of on-line discussion groups.

Course Contents:

Topics Covered	Source
INTRODUCTION TO COMPUTERS <ul style="list-style-type: none">• Computer, its characteristics, history, generations of computers	Ch 1 Book 3
<ul style="list-style-type: none">• Computer Hardware and its peripherals. New hardware and peripheral's installation. (Hands-On)• Basic Architecture of Computer System	Ch 4 Book 3
<ul style="list-style-type: none">• Software – its types, basic operations. General installation guidelines. (Hands-On)• Healthy Computing• Concepts on Computer Virus, Worms, Hacking, Spam INTRODUCTION TO OS (MICROSOFT WINDOWS XP) <ul style="list-style-type: none">• Basic concepts regarding System Software and OS• OS (Windows) Installation and Repair• Using Windows Environment. (Hands-On)<ul style="list-style-type: none">· Windows XP Features· Windows XP Desktop, Desktop Properties	Ch 2,3 Book 3

<ul style="list-style-type: none"> · Start Menu, Task Bar, System Tray · Control Panel, its basic Icons · Date and Time Settings · Printing · Managing Files And Folders · Windows Explorer · Accessing Windows Explorer · Opening Documents / Files · Copying and Moving Files · Deleting Files and Folders · Controlling the View Detail Level · Customizing the Tool Bars 	
<p>WORD PROCESSING BASICS</p> <ul style="list-style-type: none"> • Types of documents created with a word processing program(MS Word) • An overview of the menus in MS Word • Principal features of a word processing program (Hands-On) 	<p>Ch 11 Book 3 Ch 2 Book 1 Ch 1 Book 2</p>
<ul style="list-style-type: none"> • Create and format a business letter • Create and format a schedule containing a table • Select and use style features to create new documents • Use the Help system to answer questions and troubleshoot problems • Use Important Add-on features like Mail Merge, Spell Check, Thesaurus Select and use style features to create new documents 	<p>Ch 2 Book 1 Ch 2-1 Book 2 Ch 3-1 Book 2</p>
<p>SPREADSHEET APPLICATIONS</p> <ul style="list-style-type: none"> • Spreadsheet basics, its vocabulary, principles 	<p>Ch 3 Book 1 Ch 1-2 Book 2</p>
<ul style="list-style-type: none"> • Usage of functions, macros, sorting, formatting, generating charts, pivot tables. • Financial Management related Formula's Implementation. • Statistics related Formula's Implementation. • Cell Formatting, print previewing / printing of selected data 	<p>Ch 2-2 Book 2</p>

<ul style="list-style-type: none"> • Insert and name worksheets • Import spreadsheet reports and charts into word processing documents • Set up and analyze itemized lists of numbers e-g- various types of budgets / financial statements 	Ch 3-2 Book 2
DATABASE APPLICATIONS <ul style="list-style-type: none"> • Define the purpose, components of a database. • Plan a simple two-table database. 	Ch 13 Book 3 Ch 1-3 Book 2 Ch 1 Book 4
<ul style="list-style-type: none"> • Cardinality of Relationship. • Creating Tables. • Creating Relations of the Tables. • Use wizards to enter and to search data. 	Ch 2-3 Book 2 Ch 5 Book 1
<ul style="list-style-type: none"> • Cardinality of Relationship. • Creating Tables. • Creating Relations of the Tables. • Use wizards to enter and to search data. 	Ch 2-3 Book 2
<ul style="list-style-type: none"> • To create a report. • Enter data in a form. • Creating Module using Microsoft Access. 	Ch 3-3 Book 2
<ul style="list-style-type: none"> • Using simple queries in wizard. • Privacy / Security issues related to databases. • Create Data Base Using Microsoft Sql Server 2000. 	Ch 3-3 Book 2
<ul style="list-style-type: none"> • PRESENTATIONS THROUGH POWERPOINT • Examine purpose, examples of a presentation; explain components of a presentation • Outline a presentation and apply good design principles 	Ch 1-4 Book 2 Ch 4 Book 1
<ul style="list-style-type: none"> • Apply and modify a design template • Add clip art, charts, sound to a presentation • Formatting a slide show; Applying slide background, color, style, transitions – visual, text 	Ch 2-4 Book 2 Ch 4 Book 1

<ul style="list-style-type: none"> • Running a slide show 	
<ul style="list-style-type: none"> • NETWORKS & NETWORKING BASICS • Use of Networks; Its Common Types 	Ch 7 Book 3
<ul style="list-style-type: none"> • Data Communication Modes; Using Telephone Lines, Modems • Wireless Networks • Network Security • INTERNET & E-MAIL BASICS • Introduction to the Internet, the terminology, its advantages / disadvantages • Internet Terminology 	Ch 8 Book 3
<ul style="list-style-type: none"> • Security on the Internet – Tools & Tips • IT Issues • Privacy • Ethics 	Ch 9,10 Book 3

Recommended Text:

1. Kinkoph, Shery (2003) *How to use Microsoft Office XP*. [Sams Publishing](#)
2. Grauer, Robert T. & Barber, Maryam (2000) *Exploring Office XP*, Volume 1. Prentice Hall Publishers
3. Capron, H.L. (2004) *Computers, Tools For An Information Age*, Prentice Hall Publishers, 8th Ed

Further Reading:

4. Recardo, Kethrine *Data Base Management Systems*. [Jones & Bartlett Publishers](#)
5. Gralla, Preston (2003) *How The Internet Works*, Que Publishers, 2nd Ed
6. Crumlish, Christian (1997) *The ABCs of the Internet*, Sybex Inc, 2nd Ed
7. Sinha , P.K. (1992) *Introduction To Computers* BPB Publications