

DEPARTMENT OF COMMERCE
B.Com. (Semester-III)
(w.e.f. Academic Session- 2018-19)

Course code	Nomenclature of Paper	Max. Marks	L	T	P	Total Credit
COM- SE-311	Computer Application in Business	100	1	0	1	2

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.

Syllabus Contents

UNIT – I **(6 Lectures)**

Word Processing: Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Auto-correct, Auto-text; 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 documents.

Creating Business Documents using the above facilities.

UNIT – II **(6 Lectures)**

Preparing Presentations: Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow.

Creating Business Presentations using above facilities.

UNIT – III **(6 Lectures)**

Spreadsheet and its Business Applications: Spreadsheet concepts, managing of worksheets; Formatting, Entering data, Editing, and Printing worksheet; Handling operators in formula.

Project, Charts & Graphs: Preparing chart & graph for business reporting.

UNIT – IV **(6 Lectures)**

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

Creating Business Spreadsheet for an organization; like payroll and tax statements.

UNIT – V

Use of Accounting Software **(6 Lectures)**

Tally: Tally – Introduction, Tally Installation & Language Setup; Introduction to Tally; Accounting Information in Tally; Vouchers in Tally; Inventory Information ; Pure Inventory Vouchers in Tally; Purchase/Sales Orders and Invoices in Tally.

ERP: ERP & its basic concepts.

Note:

1. The General Purpose Software referred in this course will be notified by the University Departments every three years. If the specific features, referred in the detailed course above, is not available in that software, to that extent it will be deemed to have been modified.
2. Teaching arrangement need to be made in the computer Lab

Note: Current issues and developments are to be discussed.

ESSENTIALS READINGS:

1. Singh Janardan, Computer Application in Business, Anmol Publication Delhi.
2. Parameswaran R. Computer Application in Business, S. Chand Publication New Delhi.
3. Sudalaimuthu S. Computer Application in Business, Himalaya Publication New Delhi.

SUGGESTED /RECOMMENDED READINGS:

The suggested readings and guidelines shall be notified by the university department at least once in three years based on the selected software.

1. Saha R.G.. Computer Applications in Business, Himalaya Publication New Delhi.
2. Siddiqui Ahmad Tasnim, Computer Application in Management, Himalaya Publication New Delhi.
3. Saha R.G. Computer Fundamentals, Himalaya Publication New Delhi.