

CBCS Course Curriculum (Effective from Session 2021-22)
[Bachelor of Commerce – Honours (B.Com. – Hons.)]



B.Com. (Hons.): Semester-I
SEC-1

BCM161: COMPUTER APPLICATIONS IN BUSINESS

Teaching Scheme	Examination Scheme
Lectures: 4 hrs/Week	Class Test -12 Marks
Tutorials: 1 hr/Week	Teachers Assessment – 6 Marks
Credits: 5	Attendance – 12 Marks
	End Semester Exam – 70 Marks

Course Objective

To provide computer knowledge to commerce students and equip them with computational skills using MS Tools.

Course Learning Outcomes

- After completing the course, the student shall be able to:
- CO1: understand the various concepts and terminologies used in computer networks and internet and be aware of the recent developments in the fast changing digital business world.
 - CO2: handle document creation for communication.
 - CO3: acquire skills to create and make good presentations.
 - CO4: make various computations in the area of accounting and finance and represent the business data using suitable charts.
 - CO5: manipulate and analyze the business data for better understanding of the business environment and decision making.
 - CO6: understand and apply the various database concepts and tools in the related business areas with the help of suggested popular software.

Unit I: Data Processing and basics:

Computing: Concept of computing, Data and information; Terminology of software and its variants.
Operations: Number system and conversions, Binary addition and subtraction, Subtraction Techniques using 1's and 2's complement Coding schemes and types.

Unit II: Interfaces and Memories:

Introduction to Operating System: Elementary knowledge of DOS. Windows Operating System- Basic Features – Date, Time, Time Zone, Display, Screen saver, Fonts, Mouse, and mouse pointers. Using accessories such as calculator, paint-brush, CD player, etc.
Memories: Memory concepts and importance, Primary memory, secondary memory and Cache memory

Unit III: Database Management System

Introduction to information system: Information system concepts, Variants of information system: Operational Support and Management Support System. **Background of Database Business Applications:** Database, Database Management System, Database System; Comparison of Database System with Traditional File System.

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IV: Networking and Recent trends in computing

Computer Networks: Meaning of computer network; objectives/ needs for networking; Applications of networking; Basic Network Terminology; Types of Networks; Network Topologies Computing Interfaces: II, CLI.

Basic Internet Terminology: I.P. Address, Modem, Internet Service Provider (ISP), World Wide Web (www), Owners, Search Engines, Intranet and Extranet

Recent trends in computing : Tools of business collaboration: emails, EDI, file sharing, Remote desktop connection

Unit V: Creating Business Documents, Spreadsheets and Presentations

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, Autocorrect, 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 Databases and spreadsheet files; Printing documents.

Preparing Presentations: Basics of presentations: Slides, Fonts, Drawing, Editing and various menu bar and toolbar options; Inserting Tables, Design, Transition; Animation; and Slideshow.

Spreadsheet and its Business Applications: Spreadsheet concepts, Managing worksheets; Formatting, conditional formatting, Entering data, Editing, and Printing and Protecting worksheets; naming cells and cell ranges.

Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time

Suggested Readings

- Elmasari, Ranez and Shamkant B. Navathe, Fundamentals of Database Systems, Pearson Education
- Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann
- Madan Sushila, Computer Applications in Business, Scholar Tech Press.
- Mathur Shruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company
- Sharma S.K. and Bansal Mansi, Computer Applications in Business, Taxmann
- Wayne Winston, Data Analysis & Business Modeling, PHI.

Additional Readings

- Simon Benninga, Financial Modeling, The MIT Press

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