ARSD College, University of Delhi

Model Course Handout/Lesson Plan

Course Name :		B.Com.(Hons)				
Semester	**Course Code**	**Course Title**	**Lecture (L)**	**Tutorial (T)**	**Practical (P)**	**Credit (C)**
IV	BCH 4.3	COMPUTER APPLICATIONS IN BUSINESS	4		4 Lab=2 Credit	6
Teacher/Instructor(s)		**DILIP KUMAR GUPTA**				
Session		2021-22 (Even)				

Course Objective:

To provide computer knowledge to commerce students and equip them with computational skills using ICT tools

Course Learning Outcomes:

After completing the course, the student shall be able to:

➢ 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.

➢ Handle document creation for communication.

➢ Acquire skills to create and make good presentations

➢ Make various computations in the area of accounting and finance and represent the business data using suitable charts. S/He should be able to manipulate and analyze the business data for better understanding of the business environment and decision making

➢ Understand and apply the various database concepts and tools in the related business areas with the help of suggested popular software

Unit No.	Learning Objective	Lecture No.	Topics to be covered
1.	**Data Processing, Networking and Recent trends in computing**	1-4	**Computing**: Concept of computing, Data and information; Computing Interfaces: GUI, CLI, Touch Interface, NLI; data processing; applications of computers in business.

		5-8	**Computer Networks**: Meaning of computer network; objectives/ needs for networking; Applications of networking; Basic Network Terminology; Types of Networks; Network Topologies; Distributed Computing: Client Server Computing, Peer- to- peer Computing; Wireless Networking; Securing Networks: firewall.
		9-13	**Basic Internet Terminology**: I.P. Address, Modem, Bandwidth, Routers, Gateways, Internet Service Provider (ISP), World Wide Web (www), Browsers, Search Engines ,Proxy Server, Intranet and Extranet; Basic Internet Services; Internet Protocols: TCP/IP, FTP, HTTP(s), Uses of Internet to Society; Cyber Security: Cryptography, digital signature.
		14-18	**Recent trends in computing** : Tools of business collaboration: emails, wikis, file sharing, screen sharing, web presenting, work scheduling; Cloud computing: meaning, types of cloud services: IaaS, PaaS, SaaS; Grid Computing; Virtualization; Green Computing; E-Commerce: meaning, business models ,Electronic Data Interchange (EDI), Payment Gateways; Internet of Things (IoT)
2.	**Word Processing**	19-35	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 Databases and spreadsheet files; Printing documents; Citations and Footnotes
3.	**Preparing Presentations**	35-40	Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, hyperlinking, Media; Design; Transition; Animation; and Slideshow. Creating Business Presentations using above facilities
4.	**Spreadsheet and its Business Applications**	41-54	**Spreadsheet concepts**: Managing worksheets; Formatting, conditional formatting, Entering data, Editing, and Printing and Protecting worksheets; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs; Working with Multiple worksheets; controlling worksheet views, naming cells and cell ranges. **Spreadsheet functions:** Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and

No.			Module	Contents

				reference, Database functions, Text functions and Error functions **Working with Data**: Sort and filter; Consolidate; Tables; Pivot tables; What–if-analysis: Goal seek, Data tables and Scenario manager; Data analysis ToolPak: Descriptive Statistics, Moving averages, Histogram, Covariance, correlation and Regression analysis (only for projection) **Creating business spreadsheet**: Loan and Lease statement; Ratio Analysis; Payroll statements; Capital Budgeting; Constraint optimization, Assignment Problems, Depreciation Accounting; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression Analysis
5.	**Database Management System**	55-60		**Theoretical background of Database Designs for Accounting and Business Applications**: Database, Database Management System, Database System; Comparison of Database System with Traditional File System; Entity Relationship Model (ER-Model); Relational Database Model: Creating Relationship between Tables, Concept of Keys, Fundamental Integrity Rules; ERD to Relational Mapping; Normalization of databases upto 3 Normal Forms **SQL and Retrieval of Information**: Basic Queries in SQL; Embedded Queries in SQL; Insert, Delete and Update statements in SQL **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

Evaluation Scheme:

No.	Component	Duration	Marks
1.	Internal Assessment • **Work Book- 10 Marks** • **Class Test-10 Marks** • **Attendance-5 Marks**		25
2.	**Practical Exam (2 Hours Duration)**		50
	Theory Exam (1 Hour)		25

Sl. No.	Book References	Year of Publication/Reprint
	➢ 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, Taxman	2022
Mode of Evaluation:	**Internal Assessment + Practical Exam+ End Semester Exam**	