

DEPARTMENT OF COMMERCE
SHYAM LAL COLLEGE(UNIVERSITY OF DELHI)

B.Com Semester III: Paper BCH 4.3: COMPUTER APPLICATION IN BUSINESS

FROM	TO	TOPICS TO BE COVERED
26-Aug-23	27-Aug-23	Introduction to computer,working with ms word- inserting,formatting table,mail merge,hyperlink.
29-Aug-23	03-Sep-23	Concept of computing, Data and information; Computing Interfaces: GUI, CLI, Touch Interface, NLI; data processing; applications of computers in business,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,
05-Sep-23	10-Sep-23	Meaning of computer network; objectives/ needs for networking; Applications of networking; Basic Network Terminology;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.
12-Sep-23	17-Sep-23	Types of Networks; Network Topologies; Distributed Computing: Client Server Computing, Peer- to- peer Computing; Wireless Networking; Securing Networks: firewall,Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, hyperlinking, Media; Design; Transition; Animation; and Slideshow.
19-Sep-23	24-Sep-23	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 ,Managing worksheets; Formatting, conditional formatting, Entering data, Editing, and Printing and Protecting worksheets; Handling operators in formula, P of Internet to Society; Cyber Security: Cryptography, digital signature
26-Sep-23	01-Oct-23	Project involving multiple spreadsheets, Organizing Charts and graphs; Working with Multiple worksheets; controlling worksheet views, naming cells and cell ranges,athematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database functions, Text functions and Error functions
03-Oct-23	08-Oct-23	Using spreadsheet for data analysis and reporting features- projects on loan and lease, ratio analysis,payroll statement
10-Oct-23	15-Oct-23	Projects on capital budgeting, depreciation accounting, graphical representation ofvdata
17-Oct-23	22-Oct-23	Projects on frequency distribution and its statistical parameters,correlation and regression.
24-Oct-23	29-Oct-23	Database design for accounting and business application - creating initial design in ER,transforming ER model to relational data model concepts,implementing RDM using DBMS
31-Oct-23	05-Nov-23	Structured query language,data manipulation language
07-Nov-23	12-Nov-23	Working with tables,forms,reorts
14-Nov-23	19-Nov-23	Working with query,modules ,applying DBMS in areas of accounting ,HRM and its accounting
21-Nov-23	26-Nov-23	Managing data records of employees,suppliers and customers
28-Nov-23	03-Dec-23	Tools of business collaboration: emails, wikis, file sharing, screen sharing, web presenting, work scheduling; Cloud computing: meaning, types of cloud services:
05-Dec-23	10-Dec-23	IaaS, PaaS, SaaS; Grid Computing; Virtualization; Green Computing; E-Commerce:meaning, business models , Electronic Data Interchange (EDI), Payment Gateways; Internet of Things (IoT)
12-Dec-23		REVISION