CORE COURSE IX - COMPUTER APPLICATION IN BUSINESS

Credit Allotted: 5   **Max. Marks: 75**

Internal Assessment Theory – 15 Marks;   Practical – 10 Marks
Univ. Exam. Theory   - 45 Marks   Practical - 30 Marks
Examination Duration : Theory 2 Hours ; Practical 2 Hours

Objective : To make the student understand the computers both theory and in practical.

Unit I

Introduction, Classification and Types of Computer, Evolution of digital Computers, components of digital Computers and their Functions, Hardware and Software, Input and Output Devices, Low level Languages and High Level Languages, Translator, Computer Applications, Impact of Computer on Society.

Unit II - MS-Word :

Word Basics – Menus, Commands, Tool Bars and their Icons – Mail merge, Macros.

Unit III – MS-Excel : Introduction – Menus, Commands, Toolbars and their Icons – Functions – Power Point presentation.

Unit IV – MS-Access :

Introduction, Parts of an Access Window, Creating a Database, Relationships, Creating table through Design. View, Relationship, Query, Form, Reports.

Unit V – Foxpro

Introduction, Applications – Pay Roll, Stock Maintenance, Bank Transactions, File Sorting and Merging, Invoice Preparation, Sales order processing, Income Tax Calculations, Share market processing, Balance Sheet Preparation.

Reference:

1. Sanjay Saxena, MS Office 2000 for Everyone, Vikas Publishing House.
2. Krishnan, N., Windows and MS Office 2000 with database Concepts, Scitech Publications, Chennai.
3. Griever, Yair Alan, Foxpro 2.6: Code Book, BPB Publishers, New Delhi, 1994.
4. Edward Jones, Foxpro 2.5 for Windows Inside & Out, McGraw Hill, 1996.
5. S.V.Srinivasa Vallabhan, Computer Application in Business – Sultan Chand and Sons, 2006 – New Delhi.