COMPUTER APPLICATIONS IN BUSINESS

Theory   : 60 Marks Exam. Hrs. 2   Int. 15 marks Ext. 45 marks
Practical   : 40 Marks Exam. Hrs. 2   Int. 10 marks Ext. 30 marks

Unit I:

Meaning of Computer – Characteristics of Computer – Areas of application – l – p – o cycle – Component of Computer – Memory and control unit – Input and Output device – Hardware and Software Operation Systems – Introduction to Windows 98 Logging on Desktop & Taskbar Icons on desktop – Start menu options Creation of files and folders. Windows explorer. Find options Shortcuts – Briefcase Running applications and customization.

Unit II:

Introduction to word 2000 starting word 2000- Creating short cut for word 2000 – creating word documents – creating business letters using wizards – editing word documents – inserting objects formatting documents – spelling and grammar check – word count – thesaurus auto correct working with tables – saving, opening and closing documents – mail merge.

Unit III

Introduction to spread sheets – spread sheet programmes and applications - Ms Excel and its features – what is on the screen? - Building work sheets – entering data in work sheets, editing and formatting work sheets – creating and formatting different types of charts – application of financial and statistical function – creating a – Analyzing and organizing data using Automatic rule total saving, opening and closing work books.

Unit IV

Fundamentals of Computerized accounting – Computerized accounting Vs manual accounts. Architecture and customization of tally – Features of tally – Configuration of Tally screens and menus – Creation of company – Creating of groups – Editing and deleting groups - Caution of ledgers - Editing and deleting ledgers – Introduction to vouchers – Vouchers entry payment voucher – Receipt voucher - Sales vouchers – Purchase vouchers – contra voucher - Journal vouchers – Editing and deleting vouchers.

Unit V:

Introduction to Inventories – Creation of stock categories – Creation of Stock groups – Creation of Stock items – Configuration and features of stock item – Editing and deleting stocks – Usage of stocks in Vouchers entry. Purchase orders – stock vouchers – Sales orders – stock vouchers – Introduction to cost – Creation of cost category – Creation cost centres - Editing and deleting cost centres & categories – Usage of cost category and cost centres in vouchers entry -

Budgetary controls – Creation of budgets – Editing and deleting budgets – Generating and printing reports in detailed and condensed format.

Day books – Balanced sheets – Trial balance – Profit and Loss Account – Ratio analysis Cash flow statement – Found flow statement - Cost centre report – Inventory report Bank reconciliation statement conclusion.

Reference:

Microsoft office for Windows 95 Bible Author Ed. Jones and Derek Sulton Publications Comdex Computer Publication
TIAL Smart Accountant Book SMW Deva Publication, AVC Deva Publication
Computerized Accounting under Tally Publication, Deva Publication
Implementing Tally 5-4 Author K.K. Nadhani Publication BPB Publication
Computer Application in Business Accounting Exercises for Practical & MS word (Unit II)
Creating Business Letters
Creating an application for the job with Bio-data
Creating circular letter with Mail Merge options
Creating a Table by using the split and merge options
MS – Excel (Unit III)
Creating a work sheet like Mark Sheet, Pay Slip, PF Contribution list etc.
Creating Charts
Creating a list for the enclosures
Filtering the date using Auto filter custom filters using comparison operations.
Accounting Package (Unit IV & V)
Preparing voucher entries for the given transactions
Preparing final accounts from the Trial Balance given with any ten adjustments
Practical exam Question Paper Pattern & Mark Allotment

Maximum Marks: 30   Time for Practical Exam – 2 Hours

There will be two questions carrying 10 marks each. Both are to be answered.

(a) One problem in MS Word
                (OR)
One Problem in Ms Excel

(a) One Problem in Accounting Package
                (OR)
One Problem in Accounting Package

Maximum marks for any 2 questions from the above   2 x 10 = 20
        Practical Note Book   = 10

                                                      Total   30