

C0104 - COMPUTER APPLICATIONS
(4 credits)

Objective

To provide students with basic concepts of computers and get them used to analyze and interpret business problems through computer applications. It also gives them basic idea of electronic commerce and its essential models and applications

MODULE I

(15)

WORD PROCESSING, SLIDE PRESENTATIONS AND DATABASE MANAGEMENT SYSTEMS

Unit 1 Word Processing - documents creation-editing –formatting-letters and mailing-tables

Unit 2 Slide Presentations: -Slide Presentations-creating-editing –slide layout and design-using graphics-using animation effects.

Unit 3 Database Management Systems Introduction: traditional approach-database approach-Types of Databases-Database concepts and Development-The Entity-Relationship Model-normalization-Ms Access: Using access to create accounting data-modify entries and generation of trial balance, Profit and Loss statements and Balance sheets.

MODULE II

(20)

SPREADSHEET PROCESSING

Unit 1 Data handling Querying and Sorting – macros-pivot tables, charts and reports-scenario-validation

Unit 2 Financial analysis : Basic financial statements-financial ratios-financial forecasting- break even leverage analysis-future and present value- annuities-uneven cash flow stream- non-annual compound periods- valuation & rate returns-cost of capital- capital budgeting- Risk, capital budget and diversification-normal and t-distributions-t-Tests-One-way annova, simple linear , polynomial and multiple regression-Chi-square test

Unit 3 Creating graphics: creating, editing charts, tables

MODULE III

(15)

ACCOUNTING SOFTWARE-TALLY

Unit 1 Tally: Introduction – Getting started – Creating and configuring the new company

Unit 2 Accounts and Inventory Management System: Accounts Masters Maintenance – Account Vouchers Maintenance-Inventory Masters Maintenance – Inventory Vouchers Maintenance

Unit 3 Reports, Business Management and Advanced Usage: Accounting and Inventory Report-MIS reports- Budget & Scenario management- Forex management- Manufacturing - Group Company-Payroll-Tax

MODULE IV
STATISTICAL PACKAGES-SPSS PACKAGE

(10)

Unit 1: Various functions usage

Unit 2: charts & graphs

Unit 3: Analysis of various statistical packages

Suggested Reading:

1. A.K Nadhani, "Implementing Tally 9 ", Nadhani
2. Mardick, et al, "Information System for Modern Management", Prentice Hall India
3. C.S.V Murthy "E-commerce Concepts Models Strategies", Himalaya Publishing House
4. Timothy R. Mayes , Todd M. Shark "Financial Analysis With Microsoft Excel "Houghton Mifflin Harcourt
5. Heiberger, Richard M., Neuwirth, Erich "R THOROUGH EXCEL" Springer; 1st Edition. edition (August 5, 2009)
6. Greenstein-Marliyn and todd M Feinman- "Electronic Commerce: Security-Risk Management and Control", Tata McGraw Hill New Delhi
7. Whiteley David "E-commerce :Strategy- Technologies and Applications" Tata McGraw Hill New Delhi-New York
8. West Land -J Christopher & Clark-Theodore H.K "Global Electronic Commerce theory and Case studies"
9. Kalakota-Ravi & Whinston-Andrew B "Frontiers of Electronic Commerce" Addison-wesley-Massachusetts
10. C.S Murthy, "E-commerce-concepts, models, Strategies" Himalaya Publishing House
11. David Ruppert,"Statistics and finance An introduction" 2004 Springer -Verlag New York, LLC