FACULTY OF COMPUTER SCIENCE & IT

SYLLABUS

of

COMPUTER

for

Bachelor of Business Administration

(Semester – I& II)

(UnderContinuous Evaluation System)

Session: 2018-19

The Heritage Institution

KANYA MAHA VIDYALAYA JALANDHAR
(Autonomous)

Scheme of Studies and Examination

Bachelor of Business Administration

(Session 2018-19)

SemesterI								
Course Name	**Program Name**	**Course Code**	**Course Type**	**Marks**				**Examination time (in Hours)**
				Total	**Ext.**		**CA**	
					L	**P**		
COMPUTER APPLICATIONS FOR BUSINESS- I	BBA Semester – I	BBRM-1126	C	50	25	15	10	3+3

SemesterII								
Course Name	**Program Name**	**Course Code**	**Course Type**	**Marks**				**Examination time (in Hours)**
				Total	**Ext.**		**CA**	
					L	**P**		
COMPUTER BASED ACCOUNTING SYSTEM	BBA Semester – II	BBRL-2126	C	50	40	-	10	3

Bachelor of Business Administration (Semester – I)

(Session 2018-19)

Course Code: BBRM-1126
COMPUTER APPLICATIONS FOR BUSINESS- I

COURSE OUTCOMES

After passing this course the student will be able to:

CO1: understand the basic knowledge of computer, its components, Input/Output devices of computer.

CO2: use operating system with the proper knowledge of functionality of operating system.

CO3: learn Word processing software to create, edit and format documents.

CO4: gain knowledge on spreadsheet software as how to calculate, organize, edit and present numerical data and apply formulae on it.

Bachelor of Business Administration (Semester – I)

(Session 2018-19)

Course Code: BBRM-1126
COMPUTER APPLICATIONS FOR BUSINESS- I

Time: 3+3 Hours   **Max. Marks: 50**
Theory:25
Practical: 15
CA:10

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

UNIT- I
Computer Fundamentals: Definition of computer, Components of a computer system, Brief history of evolution of computers and generation of computers.
Internal and External Memory Storage: RAM, ROM, PROM, EPROM. Commonly used Input/Output/Memory storage devices: Punched Card, VDU, CRT. Difference between Hardware & Software. Types of software system. Software & Application software, Interpreter.
UNIT-II
Operating System: Definition, Types of operating on the Basis of processing. Introduction to various types of operating system such as windows & DOS Overview and Anatomy of windows, Working with files and folder in windows. Basic Commands of Internal & External commands in DOS.

UNIT-III
MS-Word: Overview, Creating, Saving, Opening, Importing, Exporting& Inserting files. Formatting pages, paragraphs and sections. Indents and outdates. Creating lists and numbering.Heading Styles, Fonts and size editing, positioning& viewing text. Finding & replacing text,inserting page breaks, page numbers, book marks, symbols & dates. Using tabs and tablesHeader, Footer & Printings.

UNIT-IV
MS-Excel: Worksheet overview. Entering information.Worksheet . Opening and saving workbook. Formatting number and texts.Protecting cells. Producing Charges and printing operations graphs.
MS-Power Point: Presentation Basics Menus & Toolbars. Opening &Saving& existing presentation creating & Saving a presentation using auto content wizard. Design Template BlankPresentation. The slides sorter view. Insert slides from another presentation. Inserting picturesand graphics. Slide show, printing, slides.

Suggested Readings:

1. Peter Norton, "Introduction to Computers", McGraw-Hil, New Delhi.
2. Sanjay Sexana, "A First Course in Computers", Vikas Publishing House, New Delhi.
3. Rajaraman, V., "Fundamental of Computers", Prentice Hal India, New Delhi.
4. Srivastava, S.S., "MS-Ofice" Firewal Media, New Delhi.
5. Alexis Loeon and Matheus Leon, "Introduction to Computers with MS-Ofice 200", Tata McGraw-Hil, New Delhi.
Note: The latest editons of the boks should be folowed.

(Session 2018-19)

Course Code: BBRL-2126
COMPUTER BASED ACCOUNTING SYSTEM

COURSE OUTCOMES:

After passing this course the student will be able to:

CO1:utilize computer in maintaining accounting records, for management decisions, and processing common business applications with primary emphasis on a general ledger package - TALLY.

CO2: increase their knowledge about managing accounting records, and also to give exposure to accounts receivable/accounts payable, payroll and inventory modules.

CO3:understand the database concepts about how queries are executed in database and transactions are processed in database.

Bachelor of Business Administration (Semester – II)

(Session 2018-19)

Course Code: BBRL-2126
COMPUTER BASED ACCOUNTING SYSTEM

Time: 3 Hours   **Max .Marks:50**
Theory:40
CA:10

Instructions for Paper Setter -

Eight questions of equal marks are to set, two in each of the four sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be divided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each section. The fifth question may be attempted from any section.

UNIT – I
Computerized Accounting: - Meaning, need, Concepts of Accounting groups, Hierarchy of accounts, Codification in accounting.
Accounting package - Setting up an accounting entity, Creation of groups and accounts Designing and creating vouchers; Data Entry operations using the vouchers, Processing for reports to prepare ledger accounts, trial balance and balance sheet.

UNIT-II
Database Design for Accounting
Identifying and appreciating the data content in accounting transactions; overview of databaseconcepts, ER model; creating and implementing RDM for Financial Accounting; SQL to retrievedata and generate accounting information.

UNIT-III
Documenting transactions using vouchers; System of vouchers and database design for accounting; Storing and maintain transaction data.
Tally
Financial Accounting Packages: Preparation and online finalization of accounts on Tally, ERP
9.0; Introduction of Tally, ERP 9.0, Phases of Implementation, Aides for implementation.
Accounts Management (Using Tally, ERP 9.0 Software Package);

UNIT-IV
Accounts Masters, AccountsTransaction, Accounts Reports. Preparation and Compilation of complete balance sheet of any
Industries/Organization/ Firms.
(The mentioned versions of Tally must be replaced with latest available version)
Suggested Readings:
1. Hall, J.A, "Accounting Information System", South Western College Publishing.
2. Gelinas, Ultric, J. and Steve, G. Suffon, "Accounting Information System, South Western Thomson Learning.
3. "Tally- ERP 9, Simple Steps of Learning", Kogent Learning.
Note: The latest editions of the books should be followed.