

**Course No.: 304 (OR IT AND ITS APPLICATION IN BUSINESS(ITAB XII)
(For B.Com General And Six Speciality Courses)**

Marks: 80

Hours: 40

Objectives: The basic objective of this paper is to familiarize the students with the innovations in Information Technology and how it affects business. Further the paper enables the students to understand the practical applications of computer as a part of IT.

Course Contents:

Unit I: Information Technology: deployment of IT in business, basic features of IT; Impact of IT on business environment.

20: 10 hrs

Unit II: Fundamentals of Computer: Components, Software and hardware with basic idea about different types of Software and Hardware, Storage devices, EDI-concept, standards, advantages.

20: 10 hrs

Unit III: Application of Computer in office administration: a. MS word- creating document, formatting and printing, using different tools like spell check, cut, copy, paste functions. MS Excel and its functions.

20: 10 hrs

Unit IV: Application of Computer in Accounting with the help of Tally (Preferably in Windows version)- creating keys, fundamental voucher entries, demo on preparation of trial balance and final accounts.

20: 10 hrs

Text and Reference Books:

1. Edwards, Ward and Bytheway: The essence of Information systems; Prentice Hall, New Delhi.
2. Kanter: Managing with Information; Prentice Hall, New Delhi.
3. Nath C.K.: Information Technology and its implications in Business; Kalyani Publication, Hariyana.