B. COM. PART - II
Optional (b)

PAPER –VI: INTRODUCTION TO COMPUTER APPLICATION IN BUSINESS

1. INTRODUCTION TO COMPUTER AND DATA PROCESSING:

Digital and Analog Computers, Desk top and Lap-top Computers, Number System, ASCII and   EDCDIC Codes.

2. COMPUTER HARDWARE:

   Central Processing Unit, RAM, ROM, Special-purpose memories, Computer Word, Clock-seed,   Input/Output, Devices & media.

3.   COMPUTER SOFTWARE:

System and Application Software, Operating System, Utility programme, Programming   languages, High-level, low-level, procedural & non-procedural languages, Object-oriented and data base query languages, compiler, Interpreter and assembler.   Application software packages.

4. INTRODUCTION TO DATA PROCESSING:

Definition, Analog and digital transmission, modes of data transmission, Modulation / Demodulation, Communication channels, Network topologies.

5. OFFICE AUTOMATION APPLICATIONS:

Word Processing Spread Sheet, E-mail, Voice-mail, FAX, Desk-top publishing internet etc. COMPUTER BASED INFORMATION

SYSTEMS; MIS, Accounting Information System, Decision Support System (DSS), Export System (ES).

BOOKS RECOMMENDED:

1. Robert A. Szymanski, **Introduction to Computer & Information System**

2. Raymond Mcleod Jr. **Management Information System**, 6th Ed. (Prentice Hall International Editions

3. Richard D. Irwin **Computer and Information System**, 1995.