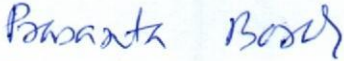# ANNUAL TEACHING PLAN

SESSION: 2017-2018

DEPARTMENT   : IT AND COMPUTER APPLICATION

CLASS/SEMESTER   : BA 3rd SEM. (CORE)

SUBJECT   : COMPUTER SKILL

PAPER CODE   : 304

UNIT NO.	CONTENT OF SYLLABUS	TAUGHT BY	REMARKS
I	MS-Windows: Operating system-Definition & functions, basics of Windows. Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications, exploring computer, managing files and folders, copying and moving files and folders. Control panel – display properties, adding and removing software and hardware, setting date and time, screen saver and appearance. Using windows accessories.	Prasanta Borah	
II	Documentation Using MS-Word - Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Advance Features of MS-Word-Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object, Template.	Prasanta Borah	
III	Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts, Advance features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation.	Prasanta Borah	
IV	Database Management using Excel-Sorting, Filtering, Table, Validation, Goal Seek and Scenario.	Prasanta Borah	
V	Presentation using MS-PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect.	Prasanta Borah	

(Prasanta Borah)

HEAD

DAPARTMENT OF IT AND COMPUTER APPLICATION

LAKHIMPUR COMMERCE COLLEGE

NORTH LAKHIMPUR (ASSAM)

ANNUAL TEACHING PLAN

SESSION: 2017-2018

DEPARTMENT   : IT AND COMPUTER APPLICATION

CLASS/SEMESTER   : B.COM 3rd SEM.(Specialty and General)

SUBJECT   : **IT AND ITS APPLICATION IN BUSINESS**

PAPER CODE   : 304

UNIT NO.	CONTENT OF SYLLABUS	TAUGHT BY	REMARKS
I	Information Technology: deployment of IT in business, basic features of IT; Impact of IT on business environment.	Prasanta Borah	
II	Fundamentals of Computer: Components, Software and hardware with basic idea about different types of Software and Hardware, Storage devises, EDI-concept, standards, advantages.	Prasanta Borah	
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.	Prasanta Borah	
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	Prasanta Borah	

(Prasanta Borah)

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