



Syllabus of B.Com.
(Accounting and Finance)
Semester III
Information Technology in
Accountancy - I

SYLLABUS OBJECTIVES

- ▶ To study types of software
- ▶ To study the concept hardware.
- ▶ To study Office automation software.
- ▶ To study different web tools.
- ▶ To study different internet concepts
- ▶ To study internet security, EDI, legal issues.
- ▶ To study E-commerce concept

Introduction to Computers

- History of Computers
- Parts of Computers
- Hardware: Specifications and Data Storage Management
- Software: Concept of System Software and Applications
- Networking: Introduction and types of network topologies

Office Productivity Tools

- MS Word: Creating, Editing, Formatting and Printing of Documents, Using Tools, Mail-merge and Print Review and Set-up
- MS Excel: Creating Worksheet, Creating Various Formulae, Creating Charts, Rename and Copy of Worksheets, Using Tools, Printing Review and Set-up
- Power Point: Create Project Report, Create Slides, Animation, Page Designing, Insert Image, View Page, Print Review and Set-up.
- Use of Tools In Accounting :- Preparation of vouchers, invoices and reports, Calculation of Interest, Depreciation ,TDS, Salary, Taxes, inventory and reconciliation

Web

- Use of Various Web Browser
- Information Searching Tools
- Downloading
- Create New email ID
- Sending Data through email
- Search engine optimization

Introduction to Internet and other emerging Technologies

- Introduction - Internet components
- Electronic commerce - e-commerce applications
- Electronic Data Exchange
- Extranet Intranet
- Payment systems - Risks and security considerations
- Legal issues - Other emerging technologies

Electronic Commerce

- Meaning, Advantages and Limitations of E Commerce
- The role of Strategy in E Commerce
- Value chains in E Commerce
- Infrastructure for Electronic Commerce Web Based Tools for Electronic Commerce
- Electronic Commerce software
- Security Threats to electronic Commerce
- Implementing Security for Electronic Commerce
- Electronic Payment Systems
- Strategies for Marketing
- Sales & Promotion Strategies for Purchasing Logistics & Support Activities
- Electronic Markets & Communities
- Business Plans for Implementing Electronic Commerce.

OBJECTIVES

1. To study types of software and hardware.
2. To study Office automation software. (word, excel, PowerPoint etc.)
3. To study different Web techniques
4. To study different terminologies of e-commerce, managerial aspects of e-commerce

SYLLABUS OUTCOMES

- ▶ Learn different parts of hardware and different types of software
- ▶ Learn and execute different commands of Ms word, Ms Excel and Ms PowerPoint
- ▶ Learn Downloading information, creating e-mail ID and sending, receiving emails.
- ▶ Learn legal issues of internet, importance of electronic data interchange and e-commerce.