BCA -S103:   Business Data Processing

UNIT-I

Introduction to Data Processing

Introduction to Data and Information, Logical and Physical Concept of Data, File organization, Different Systems of Data Processing, Business Data Processing (Identification Data, Classification of Business Data File, Data Security, Data Integrity and Type of Checking, Basic Task in Business Data Processing, File Generation, File Backup).

UNIT-II

Business Accounting

Accounting, Accounting Conventions (Single and Double Entry), Basic Accounting Equation, Types of Accounts, Personal Accounts, Impersonal Accounts, Real, Nominal, Terms in Accounting, Assets, Liabilities, Capital, Goods, Debtor, Creditor, Gross Profit, Net Profit, Revenue, Expense, Types of Vouchers, Journal Entries, Final Accounts, Trading / Manufacturing Account, Profit / Loss Account, Balance Sheet,

UNIT-III

Introduction to ACCESS

Introduction to Database, DBMS, RDBMS, Feature of Access, Designing Database, Relationship (One to One, One to Many, Many to One, Many to Many)

UNIT-IV

, Create Table (Design View, Wizard, and Datasheet View), Query (Update Query, Delete Query, Selection Query, Cross Table Query, Make Table Query).

UNIT-V

Forms, Reports and Labels

Create (Manually, Form Wizard, Auto Form), Sorting, Filtering, Report Creation (Design View and Wizards), Report using Single Tables/ Multiple Tables/Queries, Labels.

Recommended Books
1. O' Level Business System – V. Jain –BPB
2. An introduction to Accounting – T.S. Grewal – Sultan Chand & Co
3. 'Access 2000 Developer hand book – Gilbert – BPB