

B. Com. Semester IV

Business Data Processing

Unit	Title	Details of Topic
Unit I	Data Processing	Online Processing, Batch Processing, Real-time Processing, Time-Sharing, Multiprogramming Systems, Multiprocessing Systems, Distributed Data Processing
Unit II	File Management	Master File, Transaction File, Intermediate files, Back up files, etc.
Unit III	DBMS Package	DBMS Concepts, Creating Databases, Tables, Views, Queries, Forms, Reports, Fields & Its Properties, Data Types, Normalization, Primary Key, Foreign Keys, Addition/Edition/Deletion of Records, Sorting/Filtering of Records, Design Queries in Design View & SQL View, Relationship, Macro

Books Recommended:

1. V. K. Kapoor, Introduction to Computer Data Processing & System Analysis, Sultan Chand & Sons
2. Joyce Cox & Joan Lambert, Microsoft Access 2010 Step by Step, Microsoft Press