**Name of Teacher: Dr. Sakshi Mittal**

**Course: B.Com (Prog) CBCS Semester:III**

**Paper: Computers applications in Business**

**Theory + Lab: 4 Credit hrs. (Two Lectures) + 2 Credit hrs. (Four practical labs per week)**

**Subject Objectives**: To familiarize the students with commonly used applications software. To give an insight into utility of computer in our professional life and terminologies used in computer. To equip the students with computational skills using ICT tools.

**LESSON PLAN (for the year 2021-22, JULY 2021 to Dec2021)**

**(Unit-wise)**

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| **UNIT/ Lectures and Labs Required** | **TOPICS FOR STUDENT PREPARATION (INPUT)** | **PROCEDURE (Tools)** | **LEARNING OUTCOME (OUTPUT)** | **ASSESSMENT** |
| UNIT1 : Data Processing, Networking and Recent Trends in Computing  (14 lectures and 3 labs) | Computing concepts  Computer networks  Basic internet terminology  Recent trends in computing | * Lecture, discussion and Lab sessions * Problem solving with the help of black-board * Use of flow charts, pictures, live examples from our daily life, display of computer parts in class * Practical lab on introduction of computer and its parts | \*Understanding the various concepts and terminologies used in computer networks and internet and be aware of the recent developments in the fast changing digital business world.  \*Getting familiarized with the internet by hand on practice on internet | Evaluation through  Quiz  One word question/answer session and written assignment |
| UNIT 2 : Word Processing (8 lectures and 12 Labs) | Introduction of word processing  Working with word document  Word document linking with database and spreadsheet files  Printing | \*Lecture, discussion and Lab sessions  \*Problem solving with the help of black-board and lab session  \*Use of Templates and working with word documents | \*Understanding word processing concepts  \*Learning working with word documents  \*Learning to edit text, mail merge, paragraph formatting tables, inserting pictures, video etc, printing documents and citations and referencing etc.  \*Appreciating the difference between header and head notes, footer and foot notes, referencing and citation etc  \*handle document creation for communication. | Evaluation through test, presentation, work book and assignment |
| UNIT3 : Preparing Presentation (6 lectures and 5 labs) | Basics of presentations slides, templates, font, drawing editing and inserting  Transition and Animation  Hyperlinking  Media and design  Slide show | \*Lecture and discussion  \*Problem solving with the help of black-board  \*Use of Spread sheetfor estimation of components of cost of capital | acquire skills to create and make good presentations | Evaluation through test, presentation, work book and Assignment |
| UNIT 4 : Spread sheet and its business applications (15 lectures and 20 labs) | Spreadsheet concepts: formatting, editing, printing, protection, handling formula and functions, controlling worksheet, charts and graphs  Functions: Mathematical  Statistical  Financial  Logical  Date and Time  Lookup & references  Database  Text  Error  Creating Business spreadsheets:  Loan  Payroll  Depreciation  Capital budgeting  Ratio analysis  Frequency analysis  Correlation and regression  Pivot table | \*Lecture, discussion and Lab sessions  \*Problem solving with the help of black-board  \*Use of Case- study Method for explaining real life problems and its solutions | \*Develop understanding and skill to make various computations in the area of accounting and finance and represent the business data using suitable charts.  \*Student now able to manipulate and analyse the business data for better understanding of the business environment and decision making | Evaluation through Assignment, workbook, test and MCQ |
| UNIT 5 :Database Management system (15 lectures and 20 labs) | Concept of database, its management system, file handling systems, ER model, Concepts of Keys, Integrity rules, Mapping, Normalisation  SQL: Quarries, embedded queries  DBMS Software: tables, relations, query, forms, report, modules etc. | \*Lecture, discussion and Lab session  \*real life problem solving with the help of softwares | \*Understanding database concepts  \*Learning working with multiple tables (database)  \*Learning to create database, establish relationship, query, form and generate report  \*understand and apply the various database concepts and tools in the related business areas with the help of suggested popular software. | Evaluation through Presentation, workbook assignments |

**Suggested Readings:**

* Elmasari, Ranez and Shamkant B. Navathe, *Fundamentals of Database Systems*, Pearson Education
* Jain Hem Chand and Tiwari H. N. (2019), Computer Applications in Business, Taxmann
* MadanSushila, Computer Applications in Business, Scholar Tech Press.
* MathurShruti and Jain Pooja, Computer Applications in Business, Galgotia Publishing Company
* Sharma S.K. and Bansal Mansi, Computer Applications in Business, Taxmann
* Wayne Winston, Data Analysis & Business Modeling, PHI.