**Name of Teacher: Alok Anand**

**Course: B.A (Program) CBCS, Semester: III**

**Paper: Computer Applications in Business**

**Theory: 5 Credit hrs. (Five Lectures)**

**Subject Objectives**: To provide computer skills and knowledge for O.M.S.P. students and to enhance the understanding of usefulness of Information Technology tools for business operations.

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**LESSON PLAN (for the year 2021-22)**

**(Unit-wise)**

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| **UNIT/ Lectures and Labs Required** | **TOPICS FOR STUDENT PREPARATION (INPUT)** | **PROCEDURE (Tools)** | **LEARNING OUTCOME (OUTPUT)** | **ASSESSMENT** |
| UNIT 1 : Basic Knowledge of Computer (15 Lectures) | **\*** History of computer, Generations of computers, \*Characteristics of computers, advantages, functions of computers, limitations of computers, \*Classification of computers- Digital computers, classification by size: Mini Computers, Mainframe computers, personal computers, super computers  \*Input and Output devices, monitors, printers, scanners, pendrives, keyboard terminals, their functions,  \*Hardware, software, liveware and firmware. \*Types of softwares: System software: \*Operating systems and its functions, Application Software: General purpose packaged software and tailor made software, \*Layout of keyboard:  \*Touch and sight system of computer.  \*Internet- Meaning, Growth and Types, Basic Terminology, Webpage, Homepage, WWW, Email, Website,  Client Server Relationship, Email  \*Basics of Networking and Internet Security  Internet Protocol, Netiquette, Usage of Internet for society, Search Engine and their types | \*Lecture and discussion  \*Problem solving with the help of black-board  \*Questions and Internet based exercises | \*Learn about the History and evolution of computers  \*Recall the advantages and limitations of computers  \*Understand the classification of computers  \* Get information on input and output devices  \*Understand Hardware, software, liveware and firmware.  \*Learn the Types of software  Layout of keyboard:  \* Get knowledge of Touch and sight system of computer.  \* Learn Internet- Meaning, Growth and Types, Basic Terminology, Webpage, Homepage, WWW, Email, Website,  Client Server Relationship, Email  \*Understand the Basics of Networking and Internet Security  Internet Protocol, Netiquette, Usage of Internet for society, Search Engine and their types | Evaluation through Assignment |
| UNIT 2 :  Word Processing  (15 lectures) | \*Introduction  Concepts  Working with Word- Opening, Closing, Saving, Selecting, Editing, Finding and replacing text, Formatting, Checking and Correcting spelling, Alignment, Justification, Bullets and Numbering, Tab, Para and Page formatting, Mail Merge, Using Smart Art | \*Lecture and discussion  \*Problem solving with the help of Internet based exercises  \*Practical applications | \*Gain \*Introduction to word  \*Understand the Concepts  Learn how to Work with Word- Opening, Closing, Saving, Selecting, Editing, Finding and replacing text, Formatting, Checking and Correcting spelling, Alignment, Justification, Bullets and Numbering, Tab, Para and Page formatting, Mail Merge, Using Smart Art | Evaluation through test |
| UNIT 3 :  **Spreadsheets** (15 lectures,) | \* Concepts, creating, Opening Editing and Saving a workbook  Creating and Editing Worksheets, Insert and Delete worksheets,  \*Entering data in a cell, copying formula. moving data, handling arithmetic operations  \*Inserting different charts  Using basic formulae  Cell referencing and their types  \*Use of basic functions- Logical, Financial, Statistical, Mathematical, \*Making Generalised worksheets | \*Lecture and discussion  \*Problem solving with the help of Internet  \*Use of Spread sheet practical  Practical applications | * \*Learn the concept of spreadsheets, worksheets and their working * \*Understand working with charts * \*Get familiar with the arithmetic operations * \*Recall handling basic functions | Evaluation through test & Assignment |
| UNIT 4 : **Powerpoint (5** lectures) | \*Meaning, Uses, \*Slide Design, Slide Layout, Slide Sort, Slide show,  \*Print Options, \*Set up rows, \*Rehearse Timings, \*Transition and Animation | \*Lecture and discussion  \*Problem solving with the help of Internet  \*Live problem solving through Internet | \* Understand the Meaning, Uses of powerpoint, \*Learn about Slide Design, Slide Layout, Slide Sort, Slide show,  \*Recall different Print Options, \*Learn of Setting up rows,  \*Gain information of Rehearse Timings,  \*Get knowledge of Transition and Animation | Evaluation through Assignment |
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**Suggested Readings:**

1. **Sushila Madan. Computer Applications in Business, Mayur Paperback, Delhi**
2. **Sumita Arora, Computer Applications in Business, Dhanpat Rai and Sons, Delhi**
3. **V Rajaraman, Introduction to Information Technology, PHI**
4. **Pradeep Sinha and Preeti Sinha, Foundation of Computing, BPB Publications**
5. **Sanjay Saxena, A First Course in Computers, Vikas Publishing**