**SHYAMA PRASAD MUKHERJI COLLEGE**

**TEACHING PLAN (Aug- Dec 2022)**

**Course and Year:** B.Com 2nd yr (sec A)

**Semester:** III

**Taught individually or shared:** Individually

**Paper:** BC 3.4(a) Computer Applications in Business

**Faculty**: Dr. Swati Garg (Commerce)

**No. of Classes** (per week): 2 Lectures + 4 Practical Lab(Per Batch)

**Programme Objectives**

* To instil in students the basic knowledge and fundamentals of commerce and business which would be beneficial for them to comprehend, analyse and evaluate the current economic/business scenario of the country and the world at large.
* To develop in students the capability to transform theoretical and conceptual knowledge into practical problem-solving approach using critical thinking.
* To develop skills which would help them undertake research and innovations in commerce and would enhance their employability.

**Course Objectives**

To provide computer based knowledge to commerce students and to equip them with computational skills using ICT tools.

**Course Learning Outcomes**

After completing the course, the student shall be able to:

CO1**:** handle document creation for communication.

CO 2**:** acquire skills to create and make good presentations.

CO 3**:** make various computations in the area of accounting and finance and present business data using appropriate charts.

CO4**:** process and analyse the business data and generalize the work sheets for better understanding of the business environment and decision making.

CO5**:** understand and apply the various database concepts and tools in the related business areas.

**Course Contents**

**Unit I: Word Processing**

Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Autotext; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents. Creating Business Documents using the above facilities.

**Unit II: Preparing Presentations**

Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting: Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow.

Creating Business Presentations using above facilities.

**Unit III: Spreadsheet and its Business Applications**

**Spreadsheet concepts**, Managing worksheets; Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula, Project involving multiple spreadsheets, Organizing Charts and graphs.

**Spreadsheet functions:** Mathematical, Statistical, Financial, Logical, Date and Time, Lookup and reference, Database, and Text functions.

**Unit IV: Creating Business Spreadsheet**

**Creating spreadsheet in the area of:** Loan and Lease statement; Ratio Analysis; Payroll statements; Graphical representation of data; Frequency distribution and its statistical parameters; Correlation and Regression.

**Unit V: Database Management System**

**Database Designs for Accounting and Business Applications:** Reality- Expressing the Application; Creating Initial design in Entity Relationship(ER) Model; Transforming ER Model to Relational data model concepts; Implementing RDM design using an appropriate DBMS.

**DBMS Software:** Environment; Tables; Forms; Queries; Reports; Modules; Applying DB M S in the areas of Accounting; Managing the data records of Employees, Suppliers and Customers.

**Suggested Readings:**

* Jain, Hemachand and Tiwari, H.N. *Computer Applications in Business*. Taxmann Publications Pvt. Ltd. New Delhi.
* Madan, Sushila. *Computer Applications in Business*. MKM Publishers Pvt. Ltd. New Delhi
* Sharma, Sushil Kumar and Bansal, Mansi. *Computer Applications in Business*. Taxmann Publications Pvt. Ltd. New Delhi.
* Leon and Leon. *Introduction to Computers*. Vikas Publishing House, New Delhi.
* [Parameswaran](https://www.google.co.in/search?tbo=p&tbm=bks&q=inauthor:%22R+Parameswaran%22) R. *Computer Applications in Business.* S. Chand Publishing, Tamil Nadu.
* Arora A. *Computer Fundamentals and Applications.* Vikas Publishing House.
* Elmasri, Ramez and Navathe Shamkant B. *Fundamentals of Database Systems*. Pearson.
* Raman, V Raja. *Fundamentals of Computers*. Prentice Hall of India Pvt. Ltd., New Delhi.

**Number of Lectures/Prac. Lab required to complete the units.**

|  |  |  |
| --- | --- | --- |
| **UNIT** | **Lectures/ Prac. Labs** | **Schedule** |
| Unit I: Word Processing | 14 | 26th Aug- 14th Sep |
| Unit II: Preparing Presentations | 4 | 15th Sep-21st Sep |
| Unit III: Spreadsheet and its Business Application | 12 | 22nd Sep- 10th Oct |
| Unit IV: Creating Business Spreadsheet | 20 | 11th Oct- 8th Nov |
| Unit V: Database Management System | 20 | 9th Nov-8th Dec |
| **TOTAL** | **70** |  |

**Methodology of Teaching:**

Lecture, presentation, discussion and the use of ICT and visual aid (projector**)** to teach various tools of MS Office and their application in business, hands on training to students in practical labs to enable them to prepare different types of documents, presentation, spread sheets and database. Using google classroom for uploading e-content and enabling students to upload workbooks, assignments and Quiz.

**Assessments/ assignments:**

Test 1: From unit I,II and III in October last week.

Test 2: From Unit V in November third week.

Assessment of practical workbook submitted on google classroom in November last week

**Criteria of Assessment:**

Conceptual clarity, presentation, accuracy and creativity.

Dr. Swati Garg