**Curriculum plan (ODD Semester 2021-22)**

**Teacher Name: Ms. Isha Verma**

**Paper name: Computer Application in Business**

**Class type: B.Com Sem III**

**Paper shared with: N/A**

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| **Unit to be taken** | **Month wise schedule to be followed** | **Tests/Assignments/ Revision/Presentations etc** |
| Unit I: Data Processing, Networking and Recent Trends in Computing (Theory)  Unit II: Word Processing (Theory and Practical)  Unit III: Preparing Presentations (Theory and Practical) | Aug 2021 | Presentation |
| Unit IV : Spreadsheet and its Business Applications  Loan and Lease Statement; Ratio  Analysis; Payroll Statements; Capital Budgeting; Constraint Optimization, Assignment Problems,  Depreciation Accounting. | Sep 2021 | Practice Assignment |
| Computing  Unit IV : Spreadsheet and its Business Applications  Graphical Representation of Data; Frequency Distribution and its  Statistical Parameters; Correlation and Regression Analysis.  Unit V : Database Management System  Table creation with the field name  conventions and choosing data type,setting field properties,setting relation, lookup properties, validation rule including constraints across fields | Oct 2021 | Class test |
| Unit V : Database Management System  Theory   Practical: Creation of the Forms,  Reports based on grouping, and Queries from multiple tables based on 2 to 3 conditions. | Nov 2021 | Workbook |

**References**

1. **Tiwari, H.N., “Computers Applications in business”**