**Bharati College**

**(University of Delhi)**

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**Lesson Plan (CORE, Semester III, July to November2022)**

| **Name of Teacher** | Dr. Sakshi Mittal | | **Department** | | Commerce |
| --- | --- | --- | --- | --- | --- |
| **Course** | B. Com. | | **Semester** | | III |
| **Paper** | Computer Applications in Business | | **Academic Year** | | 2022-23 |
| **Learning Objectives** | | | | | |
| To provide basic computer skills for commerce students and to enhance their understanding of usefulness of information technology tools for business operations. | | | | | |
| **Learning Outcomes** | | | | | |
| **On successful completion of this course, the student will be able to:**  \*Learning the preparation of spread sheet for Pay Roll, Loan Sheet, Depreciation Sheet.  \*Appreciating the use of Excel for calculation of statistical parameters as well as their graphical representation.  \*Appreciating the fastest calculation of NPV & IRR for Capital Budgeting Decision  \*Learning of various Excel functions.  \*Understanding the importance of Spread Sheet in the data analysis and reporting. | | | | | |
| **Lesson Plan** | | | | | |
| **Week No.** | | **Theme/Curriculum** | | **Any Additional Information** | |
| Week 1 & 2 | | UNIT III:  Using Spread Sheet for Data Analysis and Reporting Features  Pay Roll Statements | | **\***Presenting to student by using Projector in the Computer Lab  \*Encouraging them for practicing themselves at their systems | |
| Week 3, 4, &5 | | UNIT III:  Using Spread Sheet for Data Analysis and Reporting Features  Loan & Lease Statement | | * Evaluation through class presentation of different topics and soft copy of work book prepared by students | |
| Week 6 & 7 | | UNIT III:  Using Spread Sheet for Data Analysis and Reporting Features  Frequency Distribution and its statistical parameters, Graphical Representation of Data | |  | |
| Week 8, 9 &10 | | UNIT III:  Using Spread Sheet for Data Analysis and Reporting Features  Depreciation Accounting | |  | |
| Week 11 | | UNIT III:  Using Spread Sheet for Data Analysis and Reporting Features  Ratio Analysis | |  | |
| Week 12 | | UNIT III:  Using Spread Sheet for Data Analysis and Reporting Features  Correlation & Regression | |  | |
| Week 13 | | UNIT III:  Using Spread Sheet for Data Analysis and Reporting Features  Capital Budgeting | |  | |
| **References:**  1. Rajaraman,V. Introduction to Information Technology. PHI.  2. Eliason, A.L., On-line Business Computer-Application Science Research Associates Chicago.  3. Leon A. and Leon M. Fundamentals of Information Technology. Leon, Vikas (4) Software manuals.  4.Sinha, Pradeep K. and Preeti Sinha. Foundation of Computing. BPB Publication.  5. Kumar, Muneesh. Business Information System. Vikas Publishing House.  **Additional Resources** | | | | | |
| **Online Resources (If Any)** | |  | | | |
| **Assignment and Class Test Schedule for Semester** | |  | | | |