

## CURRICULAR PLANNER

**PROGRAMME NAME:** All Hons. (GE), Semester I

**COURSE NAME:** Computer Applications in Business

**SEMESTER DURATION:** August to December

Week	Topics	Teaching Methodology Adopted/ Continuous Internal Evaluation
1	MS Word- Formatting Documents, Table & Shading, Bullets & Numbering, Mail Merge, Data Source	1. Surprise Test- Making Identity Card in MS Word
		2. Making of Bill
		3. Weekly Practice Test
2	MS PowerPoint- Inserting -Pictures, Audio, Video, 3D Models, ClipArt, Animations & Transitions	1. Surprise Test- Making Animated Computer Architect
		2. Weekly Practice Test
		3. Individual Project Assigned
3	Basics of Excel 1-2-3 Functions SUMPRODUCT, RAND, RANDBETWEEN, IF, NESTED IF, COUNT, COUNTA, COUNT BLANK, COUNTIF	1. Weekly Practice Test
		2. Surprise Test
4	MS Excel- Date & Time Functions	Class and Video Lectures Class and Video Lectures
	Logical Functions	
5	Text Functions	Class and Video Lectures
	Maths Functions	Class and Video Lectures
6	Lookup and Reference Functions	Class and Video Lectures
7 & 8	MS Excel- Financial Functions- Projects Payroll,	1. Weekly Practice Test
	Loan sheet	2. Surprise Test
	Depreciation	3. Regular Assignments
		4. Class and Video Lectures

<b>9&amp;10</b>	MS Excel-Statistical Functions – Projects	1. Weekly Practice Test
	Regression Analysis,	2. Surprise Test
	Frequency Distribution,	3. Regular Assignments
	What-If-Analysis,	4. Class and Video Lectures
	Data Tables	
	Goal Seek	
<b>11</b>	MS Excel Functions Projects	1. Weekly Practice Test
	PPMT	2. Surprise Test
	IPMT	3. Regular Assignments
	PMT	
	With Garbage Cleaning	
12	Theory- Computing & <b>Computer Networks</b>	Class & Video Lectures
<b>13</b>	Theory- <b>Internet</b>	Class & Video Lectures
<b>14</b>	Theory- <b>Recent Trends</b>	Class & Video Lectures
<b>15</b>	<b>Revision</b>	