

Lesion Plan

Subject – Computer Application in Business and Research (M.Com. 3rd Semester)

Month	Content /topics
August	Word Processing: Introduction and working with MS-Word in MS-Office; Word basic commands; Formatting-text and documents; Citation and Bibliography, Inserting Header and Footer, Sorting and tables; Introduction to mail merge. Presentation with Power-Point: Power-point basics, creating presentations; Working with graphics in Power-Point; show time, sound effects and animation effects.
September	Spread Sheets: Working with EXCEL-formatting, functions, chart features, working with graphics in Excel; Descriptive statistics and steps involved in calculation of descriptive statistics in MS Excel: Mean, Median, Mode, Range, Standard Deviation, Skewness, Kurtosis.
October	Hypothesis Testing: Chi-square test, t-Test and Analysis of Variance (ANOVA) with the help of MS Excel. An introduction to SPSS: coding, graphs, pivot tables, missing values etc. Application of Chi-square test, t-Test and Analysis of Variance (ANOVA) using SPSS
November	Introduction to Accounting Packages: Preparation of vouchers, invoice and salary statements; Maintenance of inventory records; Maintenance of accounting books and final accounts; financial reports generation; Computation of GST. Introduction to Artificial Intelligence (AI): Concept of AI, importance and application of AI, Evolution of AI, Domains of AI; Machine learning and deep learning.