

Course Lesson Plan: Computer Application in Business

Course Layout

Week 1: Introduction to Computers & Applications

-  **Video 1:** Introduction to Computers (*Unit 1*)
 -  **Video 2:** Application in Computers (*Unit 2*)
 -  **Video 3:** Web Applications (*Unit 3*)
 -  **Video 4:** Basics of Computer Software (*Unit 4*)
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Week 2: Business Information Systems & Data Management

-  **Video 5:** Business Information System (*Unit 5*)
 -  **Video 6:** Database Management System (*Unit 5*)
 -  **Video 7:** Business Process & Enterprise Applications (*Unit 5*)
 -  **Video 8:** GDPR & Data Privacy in Business (*Unit 5*)
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Week 3: IT Security & Digital Transactions

-  **Video 9:** IT Security Measures in Business (*Unit 6*)
 -  **Video 10:** Internet Services & Email (*Unit 7*)
 -  **Video 11:** Plastic Money, E-Wallet, and Online Payments (*Unit 8*)
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Week 4: Word Processing for Business Documentation

-  **Video 12:** Basics of Word Processing (*Unit 9 & 10*)
 -  **Video 13:** Tools Using Word (*Unit 11*)
 -  **Video 14:** Advanced Tools in Word Processing (*Unit 11*)
 -  **Video 15:** Making Business Documentation Using Word (*Unit 12*)
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Week 5: PowerPoint & Corporate Presentations

-  **Video 16:** Working with PowerPoint (*Unit 13*)
 -  **Video 17:** PPT Usages in Business & Corporate (*Unit 13*)
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Week 6: Multimedia & Video Applications in Business

-  **Video 18:** Meaning of Multimedia (*Unit 14*)
 -  **Video 19:** Animation & Presentation Techniques (*Unit 14*)
 -  **Video 20:** Implementing Multimedia Tools in Business (*Unit 14*)
 -  **Video 21:** Meaning & Role of YouTube in Business (*Unit 15*)
 -  **Video 22:** Video Impact in Business Growth (*Unit 15*)
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Week 7: Introduction to Spreadsheets & Business Utility

-  **Video 23:** Spreadsheet Basics & Its Utility in Business (*Unit 16*)
 -  **Video 24:** Spreadsheet Concepts – I (*Unit 16*)
 -  **Video 25:** Spreadsheet Concepts – II (*Unit 16*)
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Week 8: Spreadsheet Formulas & Functions

-  **Video 26:** Formulas & Functions – I (*Unit 17*)
 -  **Video 27:** Formulas & Functions – II (*Unit 17*)
 -  **Video 28:** Formulas & Functions – III (*Unit 17*)
 -  **Video 29:** Formulas & Functions – IV (*Unit 17*)
 -  **Video 30:** Formulas & Functions – V (*Unit 17*)
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Week 9: Data Visualization & Graphical Representation

-  **Video 31:** Introduction to Graphical Presentation of Data (*Unit 18*)
-  **Video 32:** Data Representation Using Spreadsheet (*Unit 18*)

Week 10: Advanced Spreadsheet Functions

-  **Video 33:** Advanced Options in Spreadsheet – I (*Unit 19*)
-  **Video 34:** Advanced Options in Spreadsheet – II (*Unit 19*)
-  **Video 35:** Advanced Options in Spreadsheet – III (*Unit 19*)

Week 11: Cloud Computing & Business Trends

-  **Video 36:** Google Workspace & Cloud Applications (*All Units 1-20*)
-  **Video 37:** Emerging Trends in Business & Computer Applications (*All Units 1-20*)

Week 12: Course Recap & FAQs

-  **Video 38:** FAQs – Computer Applications (*All Units 1-20*)
-  **Video 39:** FAQs – Business Applications (*All Units 1-20*)
-  **Video 40:** Terminology Used in Computer Applications for Business (*All Units 1-20*)

Course Features & Benefits

- ✓ **100% Online & Self-Paced** – Learn at your own convenience
 - ✓ **Industry-Relevant Curriculum** – Practical case studies & business applications
 - ✓ **Hands-on Projects** – Real-world business computing scenarios
 - ✓ **Access to Expert Content** – Expert educators from **Swayam Portal**
 - ✓ **Assignments & Quizzes** – Assess and enhance your knowledge
 - ✓ **Certificate of Completion** – Recognized in business & corporate sectors
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