**SARASWATI MAHILA MAHAVIDHYALAYA, PALWAL**

**LESSON-PLAN**

**Class: BCOM.1ST YR Semester: EVEN**

**Subject: Operating System & Business Data Processing Session: 2021-22**

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| **Lecture Plan** | **Topic** |
|  | **Data Processing System: Data, Information and Data Processing.** |
|  | **Need of Information, Data Storage Hierarchy.** |
|  | **File Mgt. System- File Types.** |
|  | **File Utilities.** |
| **1-20** | **file sorting Utility, Searching, Merging, Copying.** |
|  | **Printing and Maintenance Utility.** |
|  | **Revison** |
|  | **Test** |
|  | **Unit-2** |
|  | **Database Management System. Objectives of a Database System or Advantages of Database System.** |
|  | **Components of a Database System. Disadvantages of Database System.** |
| **21-40** | **Database Administrator (DBA).** |
|  | **DBMS and its Functions.** |
|  | **Main Components of DBMS-DDL.** |
|  | **Query Language and Report Generator.** |
|  | **Architecture of DBMS; Data Independence.** |
|  | **various keys in DBMS- Primary key, Foreign key, candidate key, alternate key, super key.** |
|  | **Test** |

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|  | **Unit-3** |
|  | **Database Models .** |
|  | **Hierarchical Model Network Model and Relational Model.** |
| **41-52** | **Creating and Using a Database- Define its Structure.** |
|  | **Designing Forms.** |
|  | **Entering data; Viewing, Modifying.** |
|  | **Deleting and Adding Records.** |
|  | **Revision** |
|  | **Unit-4** |
|  | **Spreadsheet and its Business applications,features of Spread-Sheet, Creating a Workbook.** |
|  | **Saving a Work-sheet, Creating a table and converting in graph, Built-in-functions.** |
| **53-65** | **Business Application using MS-Access: Concept of Field, Records and files, Creation of Database, Reports; Sorting and Searching records.** |
|  | **Designing queries and reports.Basic of data arrangement and access** |
|  | **Traditional file environment, identificationof relevant data, evaluation of database technology.** |
|  | **Databases: the Modern approach.** |

**Ms.Mamta**

**(Asst.prof.in CS)**