Lesson Plan –B.A/ B.SC. 1 (2020-21)
Computer awareness Level-1
Basic Computer Education

May: Operating System - Definition & Functions of Operating System, Basics of Popular Operating Systems; The User Interface, Exploring Computer, Icons, taskbar, desktop, Using Menu and Menu-selection, managing files and folders, Control panel – display properties, add/remove software and hardware, Running an Application, Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

June: Word Processing: Introduction to Word Processing, Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros.

July: Spread Sheet: Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet, Menus, Manipulation of cells: Enter texts numbers and dates, Cell Height and Widths, Copying of cells, Mathematical, Statistical and Financial function, drawing different types of charts.

Presentation Software: Creating, modifying and enhancing a presentation, Delivering presentation, using sound, animation and design templates in presentation.

Computer Communication: Internet and its applications, Connecting to internet, Surfing the Internet using web browsers, Web Browsing software's, Search Engines, Understanding URL, Domain name, IP Address, Creating Email Id, Viewing an E-Mail, Sending an E-Mail to a single and multiple users, Sending a file as an attachment.

Revision of Full Syllabus

Kavita

P.T.O.

Lesson Plan of Miss Suman Kavita

Lesson Plan – B.COM 2ⁿᵈ Sem(2020-21)
Internet and E- Commerce

May:

Introduction to internet: concept, application and uses of Internet, Internet services.
Information Technology and Business: concepts of data, information and information system.

June:

Effects of IT on business; Types of information system: Transaction Processing System (TPS), Management Information System (MIS).

July:

Introduction to E-commerce; e-commerce and World Wide Web; e-commerce application services; ecommerce models: B2B, B2C, C2C; electronic data interchange: benefits, components of EDI, EDI implementation, security issues in e-commerce.

M-commerce and e-governance: an overview.

Revision of Full Syllabus.

Kavita