# Lesson Plan Session 2020-21

**Name of Teacher: Mrs. Garima Mann**

**Class: BCom-2<sup>nd</sup> Sem**                    **Paper: E-Commerce**

| Week | Date | Topics |
|---|---|---|
| Week 1 | 05.05.21 to 08.05.21 | Introduction to internet: concept, application and uses of Internet. |
| Week 2 | 10.05.21 to 15.05.21 | Internet services, WWW and websites, FTP, Telnet, and Other Internet services like Gopher, veronica, email. |
| Week 3 | 17.05.21 to 23.05.21 | Information and information system, Search Engine, Internet practical work. |
| Week 4 | 24.05.21 to 29.05.21 | Effects of IT on business, Research using online sources – surveys, Group Discussion |
| Week 5 | 31.05.21 to 05.06.21 | Types of information system: Transaction Processing System (TPS) |
| Week 6 | 07.06.21 to 12.06.21 | Management Information System (MIS). Research on social networking sites |
| Week 7 | 14.06.21 to 19.06.21 | Introduction to E-commerce; e-commerce, e-commerce websites |
| Week 8 | 21.06.21 to 26.06.21 | World Wide Web, e-governance initiatives such as E-Disha, Digital Locker |
| Week 9 | 28.06.21 to 03.07.21 | e-commerce application services; ecommerce models: B2B, B2C, C2C, Quiz |
| Week 10 | 05.07.21 to 10.07.21 | Electronic Data Interchange and its benefits, Google forms. |
| Week 11 | 12.07.21 to 17.07.21 | Components of EDI, EDI implementation, test. |
| Week 12 | 19.07.21 to 24.07.21 | Security issues in e-commerce, Presentation. |
| Week 13 | 26.07.21 to 30.07.21 | M-commerce, Presentation. |
| Week 14 | 02.08.21 to 07 .08.21 | E-governance, Presentation. |
| Week 15 | 09.08.21 to 14 .08.21 | Viva voce |
| Week 16 | 16.08.21 to 21 .08.21 | Revision |

**Name of Teacher: Mrs. Garima Mann**          **Paper:** BC-104 Computer application in Business
**Class: BCom- Ist Sem**

December 2020

Introduction to Computers:  Definition of computer;  components of computer;  characteristics of computers; History evolution of computers; input and output devices;  memory and mass storage devices,  Introduction to modern CPU and processors .

MS Window  in practical

January 2021

Computer Software – introduction; types of software - system, application and utility software; Programming languages, introduction to operating system, types of operating systems, Word Processors,  Ms word in practical

February 2021

Function of operating system. Real time  applications. Operating  systems for Tabs, mobile phones, etc. – Android, Open source Software: Definitions and history, principles, success, methodologies. Introduction to Google  Applications. Ms Powerpoint in practical,

March2021

Networks basic, types of networks, topologies, media, hardware and software required for networking.

Concept and evolution of internet; World Wide Web; Multimedia technologies; Video conferencing; Broadband networks. Introduction  to html, http, shttp, etc. Internet Services – search engines, social networking, email, SMS, etc. Ms excel in practical:  Spreadsheets, Revision

## LESSON PLAN    Session 2020-21
### Basic of Computer Education Level - 1
### Garima Mann,  Dr. Rakesh Kumar  Computer Science.

### JULY 2021

Definition, Characteristics, Applications, Components of Computer System, Input/Output Devices, Concept of Memory, Magnetic and Optical Storage Devices.

### August  2021

Operating System- Windows: Definition & Functions of Operating System, Basic Components of Windows, Exploring Computer, Icons, taskbar, desktop, managing files and folders, Control panel.

### September 2021

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

### October 2021

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.

### November 2021

Computer Communication: Internet and its applications, Surfing the Internet using web browsers, Creating Email Id, Viewing an E-Mail, Sending an E-Mail to a single and multiple users, Sending a file as an attachment.