



GOVT. COLLEGE FOR GIRLS, KALANWALI
DISTT. SIRSA (HARYANA)



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LESSON PLAN

Name of Asstt. Professor

Dr. Harjit Kaur

Class and Section

B. A Int Sem

Subject: C.C. E

Month	Week	Topics
2023 July	last week	Introduction, objectives & Application of Computer.
2023 August	1-4	Components of Computer System, CPU, I/O devices, Hardware and Software, Practical.
2023 September	1-4	number System & its Conversion, operating System & a functions of operating system, Control panel settings Practical.
2023 October -	1-4	Word Processing Basics, open, close, Save, Save as, Printing, Text Creation and manipulation, font, Table Manipulation, Practical.
2023 November	1-3.	Bullet and Numbering, changing case, Text formatting, cut, copy, Paste, spell check, Table, Border and shading Practical. also.

Harjit Kaur

Sarbjit Kaur

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LESSON PLAN

Name of Asstt. Professor

Dr. Harjit Kaur

Class and Section

B.A 2nd Sem

Subject: C.C.E

Month	Week	Topics
2024 Junbery	1-4	Computer Network (LAN, WAN, MAN) Internet concept, Applications, www, Search Engines, Popular web Browsing Software, Downloading, web Pages, URL.
2024 Furbery	1-4	MS-Excel concepts - opening, Save, Save as, Manipulation of cell, Editing work -sheet, Inserting-deleting Rows & Columns.
2024 March	1-4	Creating E-mail account, In box - Out- box handling, Sending, Replying, forward- ing of E-mail,
2024 April	1-4	Creating Power point Presentation, Saving. Opening, Creating Blank PP. Adding clip Art, Inserting and deleting slides Printing slides. slid show, Running. Etc. Practical also.

Harjit Kaur

Sem 2022

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LESSON PLAN

Name of Asstt. Professor

Dr. Harjit Kaur

Class and Section

B.com (4th Sem)

Subject: E-Commerce.

Month	Week	Topics
Jan 2024	1-4	Introduction: Electronic Commerce framework, History Basics and tools of E-Commerce, E-Business meaning modals (B2B, B2C, C2C and C2B) world wide web and internet.
Feb 2024	1-4	E-Payment System:- Debit card, Credit card, Smart cards, meaning, advantages and disadvantages E-commerce applications online marketing, online services online Shopping.
2024 March	1-4	Need and concepts the e-commerce security security threats th technology solution Digital Signature, Electronic governance, dispatch of electronic records, Digital Signatures
2024 April	1-4	Online portals, online learning, Publishing and entertainment, Encryption, Duties of Subscribers, Penalties and Cyber-crimes.

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LESSON PLAN

Name of Asstt. Professor

Dr. Harjit Kaur.

Class and Section

B. Com IInd Sem.

Subject: Introduction Comp. App.

Month	Week	Topics
Jan 2024	1-4	Introduction to Computers: definition of Computer: Components of Computer: characteristics of computer: Classification of Computer. Application of computers: input and output devices: memory and mass storage devices. Computer Software. types of Software System. Introduction to operating system. types of operating system. function of operating system.
Feb 2024	1-4	Data Processing system: concept of data: Information and data Processing: Need and uses of Information: characteristics of Information: Levels of Information: Types of data Processing System. Network basic. types of Network. topologies. G-mail: opening an account, g-mail address, finding g-mail address, adding signature, attaching files, opening attachments, managing e-mail account.
March 2024	1-4	Introduction to windows: evaluation of window: types of windows, windows as an operating system, use of GUI in windows explorer. central Panel. Types of Information technology and Business - An overview of concepts of data, Infor mation and computer based information system. Impact of Information technology on business data Processing intra-organisational and using by Network, business Process.
April 2024	1-4	Types of Information system-Transaction Processing System management information system. Introduction to Internet. application of Internet. Internet services - effects of IT on business, visible.

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