Lesson Plan—Compulsory Computer Education

Ms. Rupinder Kaur

Assistant Professor

Semester—B.A Ist Sem

August

Knowing Computer : What is computer, Basic Applications or Computer; componentsof Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse,Other Input/Output Devices, Computer Memory, Concepts of Hardware and Software;concept of computing, Data and Information Applications of IECT;
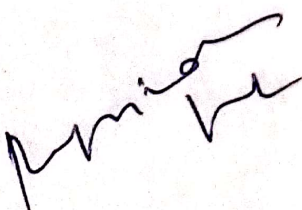
September

Connecting keyboard,mouse, monitor and printer to CPU and checking power supply, binary number system,conversions - binary to octal, decimal, hexadecimal and vice versa,Operating Computer Using GUI Based Operating System: What is an OperatingSystem; Basic of Popular Operating systems, The User Interface, using Mouse, Usingright button of the Mouse and Moving Icons on the screen, Use of Common Icons,status Bar,

October

Using Menu and Menu-selection, Running an Application, Viewing of file,Folders and Directories, Creasting and Renaming of files and folders, Opening andclosing of different windows; Using help; Creating Shortcuts, Basics of O.S. Setup;Common utilities.

November

Understanding Word Processing: Word Processing Basics; Opening and Closingof documents; Text creation and Manipulation; Formatting of text; Table handling; Spellcheck, language setting and thesaurus; Printing of word document.

Lesson Plan—Compulsory Computer Education

Ms. Rupinder Kaur

Assistant Professor

Semester—B.A 2nd Sem

January

Using Spread Sheet: Basics of Spreadsheet, Manipulation of cells; Formulas andFunctions; Editing of Spread Sheet, Printing of Spread Sheet.

February

Introduction to Internet, WWW and Web Browsers: Basic of Computer networks;LAN, WAN, Concept of Internet; Applications of Internet; connecting to internet; Whatis ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting,World Wide Web; Web Browing Software, Search Engines; Understanding URL;Domain name; IP Address; A Using E-governance website.

March

Communications and Collaboration : Basics of Electronic mail, Getting and emailaccount; Sending and receiving emails; Accessing sent emails; Using Emails; Documentcollaboration; Instant Messaging; Netiquettes.

April

Making Small Presentation : Basics of Presentation Software, Creating Presentation;Preparation and Presentation of Slides; Slide Show; Taking printout of presentation/handouts.

Lesson Plan—Computer Awareness Level--2

Ms. Rupinder Kaur

Assistant Professor

Semester—B.A 3rd Sem

August

Spread Sheet: Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet

September

Menus, Manipulation of cells: Enter texts numbers and dates, Cell Height and Widths,Copying of cells, Mathematical, Statistical and Financial function,

October

Drawing different types of charts.Presentation Software: Creating, modifying and enhancing a presentation,

November

Delivering a presentation, Using sound, animation and design templates in presentation.

Lesson Plan—Computer Awareness Level--2

Ms. Rupinder Kaur

Assistant Professor

Semester—B.A4th Sem

August:

ICT Fundamentals: Basics of Information Communication Technology, Computer Networks andtheir advantages.

September:

Types of Computer Network, Network Topologies, Basics of Transmission Media

October:

Internet Advanced Services: Downloading/uploading files using ftp/telnet, Chatting, VideoConferencing.

November:

Online storage of data on Google, and Yahoo, Configuring and Using OutlookExpress for E Mail

Lesson Plan—Computer Awareness Level--3

Ms. Rupinder Kaur

Assistant Professor

Semester—B.A5th Sem

August

Scripting Language: Basics of HTML, Basic tags, Document tags, Empty tags, Comment lines,Ordered and unordered lists

September

Menu list, Absolute links, Relation links in web sites

October

Table handling,Image and Pictures, Frames,

November

Forms, Animation, Use of colours.

Lesson Plan—Computer Awareness Level--3

Ms. Rupinder Kaur

Assistant Professor

Semester—B.A 6th Sem

January

Web authoring tools: Front Page express and explorer, Front Page editor, Application of themes,

February

Formatting of text on web page, Creation of web pages, web sites,

March

Hyperlinks, Images, Sound and Video effects, Tables handling, Frame and frame properties,

April

Tasks views, Web wizards, Radiobuttons and Command buttons.

Lesson Plan--Computer Applications in business &Cyber Security

Ms. Rupinder Kaur

Assistant Professor

Semester—M.com Ist Sem

August

Software Packages for Office Applications- Word Processing using MS Word, Spreadsheets usingMS Excel, Presentations using MS PowerPoint, Creating web pages and web applications withHTML, Business functionalities using Tally software.

September

Electronic Data Processing: An introduction; Data processing cycle; data hierarchy, data filestructure; file organization, Data Base Management Systems

October

Telecommunication and Networks: Types of Telecommunication Networks, TelecommunicationsMedia, Network Topologies, Network Architectures-The OSI Model. The InternetExtranets: Operation of the Internet, Services provided by Internet, World Wide Web. Intranetand Extranets.

November

Cyber Security: Perspective of Cyber security. Application security, Information security,Network security, End-user education, Cryptography / Encryption, Security issues in wireless,Security Threats and Vulnerabilities, Ethical Responsibility - Business Ethics. Technology Ethics;Cyber Crime and Privacy Issues. Brief introduction to Information Technology Act, 2000, IT(Amendment) Act.

Lesson Plan—Computer Applications in business

Ms. Rupinder Kaur

Assistant Professor

Semester—B.A 3rdSem

AUGUST

Word Processing: Introduction to word Processing, Word processing concepts, Use of Templates, Working with word document: Editing text, Find and replace text, Formatting, spell check.Autocorrect, Auto text; Bullets and numbering, Tabs, Paragraph Formatting. Indent, PageFormatting, Header and footer. Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge: including linking with Database; Printing documents, Creating Business Documents using the above facilities

SEPTEMBER

Preparing Presentations: Basics of presentations: Slides, Fonts, Drawing, Editing; Inserting:Tables, Images, texts, Symbols, Media; Design; Transition; Animation; and Slideshow. Creating Business Presentations using above facilities

OCTOBER

Spreadsheet and its Business Applications: Spreadsheet concepts, Managing worksheets;Formatting, Entering data, Editing, and Printing a worksheet; Handling operators in formula,Project involving multiple spreadsheets, Organizing Charts and graphs Generally used

NOVEMBER

Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time,Lookup and reference, Database, and Text functions.Creating Business Spreadsheet: Creating spreadsheet in the area of: Payroll statements;Depreciation Accounting; Graphical representation of data; Frequency distribution and itsstatistical parameters; Correlation and Regression.

Lesson Plan—Introduction to computer applications

Ms. Rupinder Kaur

Assistant Professor

Semester—B.Com 2nd Sem

January

Introduction to Computers: definition of computer; components of computer; characteristics ofcomputers; classification of computer. Application of Computers; input and output devices;memory and mass storage devices, Computer Software - introduction; types of software - system,application and utility software, introduction to operating system, types of operating systems.function of operating system,

February

Introduction to Windows: Evolution of Windows: Types of windows, Windows as an OperatingSystem, Use of GUI in Window Explorer, Control Panel, Paintbrush ToolsData Processing System: Concept of data; Information and data processing; Need and Uses ofInformation; Characteristics of Information: Levels of Information; Types of Data ProcessingSystem, Networks basic, types of networks, topologies.G-mail: opening an account, g-mail address, finding g-mail address, adding signature, attaching files,opening attachments, managing e-mail account.

March

Information Technology and Business - An overview, concepts of data, information andcomputer based information system, Impact of information technology on business - business dataprocessing, intra-organisational and inter-organisational communication by using network.

April

Technology, business process and knowledge process outsourcing, Types of Information System-Transaction Processing System (TPS), Management Information System (MIS), Introduction toInternet, application of Internet, uses of Internet, Internet services, Effects of IT on business.