# Lesson Plan

**Name of College: Government College for Women Shahzadpur (Ambala)**
**Academic Session: Feb-May (2022-23)**
**Class:: B.Com CAV II Semester**
**Subject: BUSINESS DATA PROCESSING AND PC SOFTWARE-II**
**Paper Code: BC(Voc)-206**
**Teacher Name: Dr. Pankaj Kumar**

| Month | Date | Topics Covered | Academic Activity | Assignment/ Test |
|---|---|---|---|---|
| February | 04/02/2023 to 28/02/2023 | Presentation software: creating, opening and saving presentations; working in different views; working with slides; adding and formatting text; spelling checks; preparing overhead transparencies speakers notes, handouts and outlines etc.; printing presentations; working with objects; designing, running and controlling electronic slide shows. | PPT | **Ist Assignment** |
| March | 01/03/2023 to 31/03/2023 | Desktop publishing: concept, need and applications; hardware, software requirements for DTP, an overview of DTP packages- MS word, open office, etc.; comparison of DTP software, PageMaker: text formatting and word-formatting features, composition and typography, graphics and text objects, indexes contents and pagination, color management, tables handling, printing & publications; advantages and limitations of PageMaker over MS word. | Card Design | **Class Test** **IInd Assignment** |
| April | 01/04/2023 to 30/04/2023 | Statistical software: date entry, tabulation, sorting, data analysis using software; data analysis in excel, SPSS. Mobile applications: concept, types, sources of mobile applications, advantages and limitations of mobile applications. | Quiz | **Class Test** |
| May | 01-05-2023 onwards | **Revision and Test** | | **Class Test** |

**Dr. Pankaj Kumar**
**Assistant Professor**
**Department of Computer Science**

Name of College: Government College for Women Shahzadpur (Ambala)
Academic Session: Feb –May (2022-23)
Class:: B.Com CAV IV Semester
Subject: ADVANCED COMPUTER APPLICATIONS
Paper Code: BC(Voc)-406

Teacher Name: Dr. Pankaj Kumar

| Month | Date | Topics Covered | Academic Activity | Assignment/ Test |
|---|---|---|---|---|
| February | 04/02/2023 to 28/02/2023 | Networking: fundamentals, LAN/MAN/WAN, topologies, transmission media, ISDN, B-ISDN, protocols- TCP/IP, OSI, ATM, internet services; hardware and software requirements for internet; browsers- internet explorer, mozilla firefox, opera, google chrome; search engines; webpage. | Debate | Ist Assignment |
| March | 01/03/2023 to 31/03/2023 | Information technology application in business, E-business, net banking; online purchasing and selling; online banking, electronic payment systems- an overview.<br><br>E-governance- concept and examples. digitalization of services – income tax, digital lockers, etc. E-disha, etc., linking AADHAR to service – issues and impact. | Presentation | Class Test<br><br>IInd Assignment |
| April | 01/04/2023 to 30/04/2023 | Social and ethical aspects of IT. Cyber Laws – IT Act 2000, impact of IT on other laws concerning business; cyber security – threats, anti-virus software, firewalls, etc. | Quiz | Class Test |
| May | 01-05-2023 onwards | Revision and Test | | Class Test |

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