

Lesson Plan

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Odd Semester)
Session: 2020-21

Name of the Teacher: Sonali Mehndiratta

Department of Computer Science and Applications

Class: BBA-1(1st semester)

Subject: Fundamentals Of Information Technology

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	12 Sept, 2020	30 Sept, 2020	Computer Fundamentals: Identifying Types of Computers, Introduction to the Concept of Bit, Byte, Word, Microprocessor, Chips,	Lecture Method, PPT
2.	1 Oct, 2020	31 Oct, 2020	ROM, RAM, Buses, Ports, Hardware, Software, Operating Systems, System Softwares, Application Softwares Various Input and Output Devices, Primary and Secondary Memory, Introduction to Windows. Word Basics: Opening Programs from Start Button Opening Existing Documents, Editing a Document, Creating a New Document, Undo , Highlighting Shortcuts, Entering and Formatting Text, Bold, Italic,	Class Test, dictated notes from online sources, PPT
3.	3 Nov,2020	30 Nov, 2020	Underline, Center, Right and Left Aligned, Change Font and Size , Save and Save As, Print Preview and Printing, Find and Replace, Page Numbers , Headers and Footers, Changing Margins, Using Preset Tabs, Showing Hidden Characters, Checking Spelling, Finding Help, Typing a Business Letter, Formatting the Paragraphs, Double-Spacing and Single Spacing, Moving and Copying Text, Creating a Poster, Using Word Art, Drawing Tools, Clip Art, Copying a Picture from a File.	Assignment given, Lecture Method, PPT
4.	1 Dec, 2020	30 Dec, 2020	Excel Basics: What is a Spreadsheet and why would I use One?, Create a Simple Spreadsheet, Common ,Definitions: Rows, Columns, and Cell, Formatting a Cell, Demonstration of Advanced Features (by Instructor), Charts, Graphs, Formulas, Sort, Find, and Filter.	Lab work assigned, PPT, Extra notes given

			Basics of Microsoft Power Point. How to make Power point presentation? Internet Basics: What's so great about the Internet? Basic Navigating inside and between Web Pages, Copying Text and Graphics from the Web, Bookmarks,	
5.	1 Jan, 2021	Till End of Semester	Search Engines and how to perform Searches , How to Evaluate Websites? E- Business Infrastructure – The Internet – Intranets and Extranets – World Wide Web – Voice Over IP (VoIP) – The Internet Standards – The HTTP Protocol – Audio and Video Standards – Managing E- Business Infrastructure – Web Services and Service-Oriented Architecture – (SOA) – New Access Devices – Future of the Internet Infrastructure	Discussion of previous year questions, Concluded with the syllabus
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
Self Reviewed.				