**Govt. College Jassia (Rohtak)**

**Lesson Plan for the Session 2024-25**

**Class: B.Com 2nd Sem. Subject: Digital Fluency in Buisness**

**Name of Teacher: Smt. Geeta Bajaj**

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| **Week & Month** | **Topics covered** |
| Week 1: Feb. 01, 03 to 08 | Concept of data information and data processing, level of type of information , Uses of information, Business data processing cycle. Communication: basic element of a communication system |
| Week 2: Feb. 10 to Feb. 15 | Forms of data transmission ,data transmission speed, Modes of Data transmission :Analogue and digital data transmission  |
| Week 3: Feb. 17 to Feb. 22 | Data transmission ;media wire wireless, Microwave, Fibre optics Communication satellite. |
| Week 4: Feb. 24-28 & Mar. 1 | Introduction to Spreadsheets -feature Component of worksheet Menu bars. Working with worksheet-cell-entering, editing moving copping,cutting, pasting, Inserting and deleting of cell,row and column,Basic text and cell formatting -Basic arithmetic calculation  |
| Week 5: Mar. 03 to Mar. 08 | Special paste-Freeze pane-Auto completion of series- Sort and filter -creating and editing chart,Types of chart, Print the worksheet Perform calculation by using the Sum function,MIN and Max function, count function, Average function. Perform logical operation by using the if function, SUMIF function, AVERAGEIF function |
| Mar. 09 to Mar. 16 | Holi Vacations |
| Week 6: Mar. 17 to Mar. 22  | Meaning, features and benefit of E-commerce. E-Commerce versus traditional commerce, Need for e-commerce, Element and Application of E-Commerce,  |
| Week 7: Mar. 24 to 29 & 31 | Type of e-commerce system B2B b2c C2C, C2B,B2G, G2C. Meaning of E-payment system, E-payment system versus traditional Payment system.  |
| Week 8: Apr. 01 to Apr. 05 | Types of E-payment system- Electronic clearing services, credit and debit card payment contactless cards, Rupaye card, UPI ,RTGS,NEFT ,IMPS , E-  |
| Week 9: Apr. 07 to Apr. 12 | money ,Benefit and limitation of e payment system, threats and security schemes of an electronic payments games |
| Week 10: Apr. 14 to Apr. 19 | Presentation with PowerPoint: Features of PowerPoint, Creating presentation the easy way, Title bar, Menu bar, Toolbar- Creating a new presentation,Opening and Closing presentation |
| Week 11: Apr. 21 to Apr. 26 | Save and save As and closing presentation, Print preview- Printing of presentation and Saving a presentation, Cut,Copy and Paste |
| Week 12: Apr. 28 to 30 & May 1-3 | Font, color, Style and size selection, inserting picture worksheet with different view,Graphics in PowerPoint, Ssound effect and animation effect. |
| Week 13: May 5 to May 10 | Computer network, Advantage of networking, |
| Week 14: May 12 to May 17 | Types of computer network LANMAN WAN, public and private network topology |
| Week 15: May 19 to May 24 | Test, Assignmemt |
| Week 16: May 26 to May 31 | Revision  |
| June 01, 2025 onwards |  Examinations |

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