



# Aggarwal College Ballabgarh

## LESSON PLAN

17 WEEKS (JAN-APRIL)-2025

**NAME OF ASSISTANT/ASSOCIATE PROFESSOR: Ms. Poonam Jain**  
**DEPT. – COMPUTER SCIENCE**

**CLASS: B.Com**

**SEMESTER: 2nd**

**SECTION: B**

**SUBJECT: Digital Fluency in Business(24COM402SE01 )**

Week		
1	7-1-2025	
	8-1-2025	
	9-1-2025	
	10-1-2025	
	11-1-2025	
	12-1-2025	S. U. N. D. A. Y.
2	13-1-2025	
	14-1-2025	
	15-1-2025	
	16-1-2025	
	17-1-2025	
	18-1-2025	SEMINAR
	19-1-2025	S. U. N. D. A. Y.
3	20-1-2025	
	21-1-2025	

	22-1-2025	
	23-1-2025	
	24-1-2025	
	25-1-2025	
	26-1-2025	<b>REPUBLIC DAY /S. U. N. D. A. Y.</b>
4	27-1-2025	
	28-1-2025	
	29-1-2025	
	30-1-2025	
	31-1-2025	
	1-2-2025	
	2-2-2025	<b>S. U. N. D. A. Y/BASANT PANCHAMI</b>
5	3-2-2025	Concept of data, information and data processing, Levels or type of information, Uses of information
	4-2-2025	
	5-2-2025	Business data Processing Cycle. Communication: Basic elements of a Communication System
	6-2-2025	Forms of Data Transmission, Data transmission speed
	7-2-2025	
	8-2-2025	
	9-2-2025	<b>S. U. N. D. A. Y</b>
6	10-2-2025	Modes of Data Transmission: Analog and Digital data transmissions.
	11-2-2025	
	12-2-2025	Data Transmission Media; Wirewireless, Microwave, Fiber-optics, Communication Satellites.
	13-2-2025	Computer Network, Advantages of Networking, Types of Computer Networks- LAN, MAN and WAN, Public and Private Network,

	14-2-2025	
	15-2-2025	
	16-2-2025	<b>S. U. N. D. A. Y.</b>
7	17-2-2025	Network Topologies.
	18-2-2025	<b>GURU RAVIDAS JAYANTI</b>
	19-2-2025	Assignment 1
	20-2-2025	Test
	21-2-2025	
	22-2-2025	
	23-2-2025	<b>S. U. N. D. A. Y.</b>
8	24-2-2025	Meaning, Features and Benefits of E-Commerce. E-Commerce VS Traditional Commerce
	25-2-2025	
	26-2-2025	Need for E-Commerce, Elements and Applications of E-Commerce, Types of E-Commerce System: B2B, B2C,C2C,C2B,B2G and G2C.
	27-2-2025	Meaning of E – Payment System. E - Payment System VS Traditional Payment System.
	28-2-2025	
	1-3-2025	
	2-3-2025	<b>S. U. N. D. A. Y.</b>
9	3-3-2025	Types of E- Payment Systems - Electronic Clearing Services, Credit and Debit Card Payments,
	4-3-2025	
	5-3-2025	Contactless Cards, Rupay Cards, UPI, RTGS, NEFT, IMPS, E-Money
	6-3-2025	Benefits and Limitations of E – Payment System, threats and Security Schemes of an electronic Payment Systems.
	7-3-2025	

	8-3-2025	
	9-3-2025	<b>S. U. N. D. A. Y.</b>
10	10-3-2025	<b>Assignment 2</b>
	11-3-2025	
	12-3-2025	Introduction to Spreadsheets- Features-Components of Worksheet, Menu Bars
	13-3-2025	Test
	14-3-2025	
	15-3-2025	
	16-03-2025	<b>S. U. N. D. A. Y.</b>
11	17-3-2025	Working with worksheets-cells-Entering, editing, moving, copying, cutting, pasting, Inserting and deleting of cells, rows and columns
	18-3-2025	
	19-3-2025	Basic text and cell formatting - Basic arithmetic calculation - Special paste - Freeze pane
	20-3-2025	Auto completion of series - Sort and filter - Creating and editing charts
	21-3-2025	
	22-3-2025	
	23-3-2025	<b>S. U. N. D. A. Y.</b>
12	24-3-2025	Types of Chart, Print the worksheet. Perform calculations by using the SUM function, MIN and MAX functions
	25-3-2025	
	26-3-2025	COUNT function, AVERAGE function. Perform logical operations by using the IF function
	27-3-2025	SUMIF function, AVERAGEIF function.
	28-3-2025	
	29-3-2025	
	30-3-2025	<b>S. U. N. D. A. Y.</b>

13	31-3-2025	Presentation
	1-4-2025	
	2-4-2025	TEST
	3-4-2025	Presentation with Power- Point: Features of Power-point
	4-4-2025	
	5-4-2025	
	6-4-2025	S. U. N. D. A. Y.
14	7-4-2025	Creating presentation the easy way, Title Bar, Menu Bar, Toolbars
	8-4-2025	
	9-4-2025	Creating a New presentation, Opening and Closing presentation - Save and Save As - Closing presentation
	10-4-2025	Print Preview - Printing of presentation and Saving a presentation
	11-4-2025	
	12-4-2025	
	13-4-2025	S. U. N. D. A. Y.
15	14-4-2025	Cut, Copy and Paste, Font, Color, Style and Size selection
	15-4-2025	
	16-4-2025	MAHAVIR JAYANTI
	17-4-2025	inserting picture, working with different views
	18-4-2025	
	19-4-2025	
	20-4-2025	S. U. N. D. A. Y.
16	21-4-2025	graphics in Power Point, Sound effects and Animations effects.
	22-4-2025	

	<b>23-4-2025</b>	<b>Revision</b>
	<b>24-4-2025</b>	Test
	<b>25-4-2025</b>	
	<b>26-4-2025</b>	
	<b>27-4-2025</b>	<b>S. U. N. D. A. Y.</b>
<b>17</b>	<b>28-4-2025</b>	Presentation
	<b>29-4-2025</b>	
	<b>30-4-2025</b>	Presentation
	<b>01-05-2025</b>	Revision
	<b>02-05-2025</b>	
	<b>03-05-2025</b>	
	<b>04-05-2025</b>	<b>S. U. N. D. A. Y.</b>
<b>18</b>	<b>05-05-2025</b>	Revision
	<b>06-05-2025</b>	
	<b>07-05-2025</b>	
	<b>08-05-2025</b>	Revision
	<b>09-05-2025</b>	<b>Test of complete Syllabus</b>
	<b>10-05-2025</b>	
	<b>11-05-2025</b>	<b>S. U. N. D. A. Y.</b>

Signature