

**LESSON PLAN FOR EVEN SEM**  
**SESSION 2017-18**

**NAME OF INSTRUCTOR : RAKESH KUMAR SHARMA**  
**CLASS/SECTION :B.COM.II SEMESTER/A & B**  
**SUBJECT :E-COMMERCE (TH & PR)**

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	INTRODUCTION TO INTERNET(A)	INTRODUCTION TO WORD PROCESSING , MENUS
DAY2 DATE 2-1-18	INTRODUCTION TO INTERNET (CONTD)	INTRODUCTION TO WORD PROCESSING , MENUS
DAY4 DATE 4-1-18	INTRODUCTION TO INTERNET(B)	CREATING DOCUMENT
DAY5 DATE 5-1-18	INTRODUCTION TO INTERNET,(CONTD)	CREATING DOCUMENT
DAY6 DATE 6-1-18	APPLICATION OF INTERNET(A &B)	FORMATTING DOCUMENT, EDITING DOCUMENT
DAY7 DATE 8-1-18	APPLICATION OF INTERNET (CONTD)	FORMATTING DOCUMENT, EDITING DOCUMENT
DAY8 DATE 9-1-18	APPLICATION OF INTERNET (CONTD)	ZOOM COMMAND, IMPORT AND EXPORT FILE
DAY9 DATE 10-1-18	.....	ZOOM COMMAND, IMPORT AND EXPORT FILE
DAY10 DATE 11-1-18	INTERNET SERVICES	.....
DAY11 DATE 12-1-18	INTERNET SERVICES (CONTD)	, INSERTING ANOTHER DOC INTO CURRENT DOC
DAY12 DATE 13-1-18	INTERNET SERVICES (CONTD)	INSERTING ANOTHER DOC INTO CURRENT DOC
DAY13 DATE 15-1-18	INTERNET SERVICES (CONTD)	SELECTION & REPLACING TEXT
DAY 14 DATE 16-1-18	INTERNET SERVICES (CONTD)	SELECTION & REPLACING TEXT
DAY15 DATE 17-1-18	.....	TEMPLATE
DAY16 DATE 18-1-18	INTRODUCTION TO INFORMATION TECHNOLOGY AND BUSINESS	TEMPLATE
DAY17 DATE 19-1-18	INTRODUCTION TO INFORMATION TECHNOLOGY AND BUSINESS (CONTD)	TYPES OF FORMATTING
DAY18	INTRODUCTION TO INFORMATION	TYPES OF FORMATTING

DATE 20-1-18	TECHNOLOGY AND BUSINESS (CONTD)	
DAY19 DATE 22-1-18	<b>HOLIDAY</b>	
DAY20 DATE 23-1-18	<b>SPORTS DAY</b>	
DAY21 DATE 24-1-18	<b>HOLIDAY</b>	
DAY22 DATE 25-1-18	INFORMATION SYSTEMS	INTRO TO TABLES
DAY23 DATE 26-1-18	<b>HOLIDAY</b>	
DAY 24 DATE 27-1-18	INFORMATION SYSTEMS (CONTD)	INTRO TO TABLES
<b>UNIT/PART II</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICAL</b>
DAY1 DATE 29-1-18	INFORMATION SYSTEMS (CONTD)	AUTOFIT AND SORTING
DAY2 DATE 30-1-18	INFORMATION SYSTEMS (CONTD)	AUTOFIT AND SORTING
DAY3 DATE 31-1-18	<b>HOLIDAY</b>	
DAY4 DATE 1-2-18	EFFECTS OF IT ON BUSINESS	MERGE AND SPLIT CELL
DAY5 DATE 2-2-18	EFFECTS OF IT ON BUSINESS (CONTD)	SPELLING CHECKING AND GRAMMER
DAY6 DATE 3-2-18	EFFECTS OF IT ON BUSINESS (CONTD)	SPELLING CHECKING AND GRAMMER
DAY7 DATE 5-2-18	TYPES OF INFORMATION SYSTEM	USING GRAPHICS
DAY8 DATE 6-2-18	TYPES OF INFORMATION SYSTEM (CONTD)	USING GRAPHICS
DAY9 DATE 7-2-18	-----	WORD ART
DAY10 DATE 8-2-18	TYPES OF INFORMATION SYSTEM (CONTD)	WORD ART
DAY11 DATE 9-2-18	<b>ASSIGNMENT 1</b>	WORD ART
DAY12 DATE 10-2-18	<b>HOLIDAY</b>	
DAY13 DATE 12-2-18	TYPES OF INFORMATION SYSTEM (CONTD)	THESAURUS
DAY14 DATE 13-2-18	INTRODUCTION TO E-COMMERCE	THESAURUS
DAY15 DATE 14-2-18	-----	AUTO CORRECT
DAY16 DATE 15-2-18	INTRODUCTION TO E-COMMERCE (CONTD)	AUTO CORRECT
DAY17	INTRODUCTION TO E-COMMERCE	MACROS

DATE 16-2-18	(CONTD	
DAY18 DATE 17-2-18	INTRODUCTION TO E-COMMERCE (CONTD	MACROS
DAY19 DATE 19-2-18	E-COMMERCE AND WWW	MACROS
DAY20 DATE 20-2-18	E-COMMERCE AND WWW	MAIL MERGE
DAY21 DATE 21-2-18	-----	MAIL MERGE
DAY22 DATE 22-2-18	E-COMMERCE APPLICATION SERVICES	MAIL MERGE
DAY23 DATE 23-2-18	E-COMMERCE APPLICATION SERVICES (CONTD)	MAIL MERGE
<b>UNIT/PART III</b>	<b>TOPIC</b>	
	<b>THEORY</b>	<b>PRACTICALS</b>
DAY1 DATE 24-2-18	E-COMMERCE MODELS	INTRO TO INTERNET
DAY2 DATE 26-2-18	E-COMMERCE MODELS (CONTD)	INTRO TO INTERNET
DAY3 DATE 27-2-18	E-COMMERCE MODELS (CONTD)	-----
DAY4 DATE 28-2-18	<b>HOLIDAY</b>	
DAY5 DATE 1-3-18	<b>HOLIDAY</b>	
DAY6 DATE 2-3-18	<b>HOLIDAY</b>	
DAY7 DATE 3-3-18	<b>HOLIDAY</b>	
DAY8 DATE 5-3-18	INTRODUCTION TO EDI, ,EDI IMPLEMENTATION	DIAL UP CONNECTION
DAY9 DATE 6-3-18	INTRODUCTION TO EDI (CONTD)	DIAL UP CONNECTION
DAY10 DATE 7-3-18	-----	BROADBAND CONNECTION
DAY11 DATE 8-3-18	BENEFITS OF EDI(CONTD)	BROADBAND CONNECTION
DAY12 DATE 9-3-18	BENEFITS OF EDI(CONTD)	WI-FI
DAY13 DATE 10-3-18	ASSIGNMENT 2	WI-FI
DAY 14 DATE 12-3-18	COMPONENTS OF EDI	WI-FI
DAY15 DATE 13-3-18	COMPONENTS OF EDI(CONTD)	EMAIL
DAY16 DATE 14-3-18	-----	EMAIL
DAY17	COMPONENTS OF EDI(CONTD)	EMAIL

DATE 15-3-18		
DAY18 DATE 16-3-18	SECURITY ISSUES IN E-COMMERCE(CONTDO	EMAIL SERVICES
DAY19 DATE 17-3-18	SECURITY ISSUES IN E-COMMERCE(CONTD)	EMAIL SERVICES
DAY20 DATE 19-3-18	SECURITY ISSUES IN E-COMMERCE(CONTD)	EMAIL SERVICES
DAY21 DATE 20-3-18	SECURITY ISSUES IN E-COMMERCE(CONTD)	E-DISHA APPS
DAY22 DATE 21-3-18	<b>CONDITIONAL TEST</b>	E-DISHA APPS
DAY23 DATE 22-3-18	<b>CONDITIONAL TEST</b>	E-DISHA APPS
DAY 24 DATE 23-3-18	<b>HOLIDAY</b>	
DAY 25 DATE 24-3-18	SECURITY ISSUES IN E-COMMERCE(CONTD)	E-DISHA APPS
<b>UNIT/PART IV</b>	<b>TOPIC</b>	
	<b>THEORY</b>	
DAY1 DATE 26-3-18	INTRODUCTION OF M-COMMERCE	E-DISHA
DAY2 DATE 27-3-18	INTRODUCTION OF M-COMMERCE	E-DISHA
DAY3 DATE 28-3-18	-----	E-DISHA
DAY4 DATE 29-3-18	<b>HOLIDAY</b>	
DAY5 DATE 30-3-18	M.COMMERCE BENEFITS	E-DISHA APPS
DAY6 DATE 31-3-18	M.COMMERCE BENEFITS	E-DISHA APPS
DAY7 DATE 2-4-18	M.COMMERCE BENEFITS	E-DISHA APPS
DAY8 DATE 3-4-18	M.COMMERCE BENEFITS	E-DISHA APPS
DAY9 DATE 4-4-18	M.COMMERCE BENEFITS	E-DISHA APPS
DAY10 DATE 5-4-18	REVISION OF SYLLA BUS	E-DISHA APPS
DAY11 DATE 6-4-18	REVISION OF SYLLA BUS	E-DISHA APPS
DAY12 DATE 7-4-18	REVISION OF SYLLA BUS	E-DISHA APPS
DAY13 DATE 9-4-18	REVISION OF SYLLA BUS	E-GOVERANCE
DAY14 DATE 10-4-18	REVISION OF SYLLA BUS	E-GOVERANCE
DAY15 DATE 11-4-18	-----	E-GOVERANCE

DAY16 DATE 12-4-18	REVISION	E-GOVERNANCE
DAY17 DATE 13-4-18	REVISION	E-GOVERNANCE
DAY18 DATE 14-4-18	<b>HOLIDAY</b>	
DAY19 DATE 16-4-18	REVISION	E-GOVERNANCE
DAY20 DATE 17-4-18	REVISION	E-GOVERNANCE
DAY21 DATE 18-4-18	<b>HOLIDAY</b>	
DAY22 DATE 19-4-18	REVISION	E-GOVERNANCE
DAY23 DATE 20-4-18	REVISION	E-GOVERNANCE

**NAME OF INSTRUCTOR : RAKESH KUMAR SHARMA**  
**CLASS/SECTION :B.A.II SEMESTER/A&C**  
**SUBJECT :BCE (PR)**

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	.....	INTRODUCTION TO WORD PROCESSING(A)
DAY2 DATE 2-1-18	.....	MENUS(A)
DAY3 DATE 3-1-18	.....	CREATING DOCUMENT(A)
DAY4 DATE 4-1-18	.....	INTRODUCTION TO WORD PROCESSING(B)
DAY5 DATE 5-1-18	.....	MENUS(B)
DAY6 DATE 6-1-18	.....	CREATING DOCUMENT(B)
DAY7 DATE 8-1-18	.....	FORMATTING DOCUMENT(A)
DAY8 DATE 9-1-18	.....	EDITING DOCUMENT(A)
DAY9 DATE 10-1-18	.....	SPELL CHECKING(A)
DAY10 DATE 11-1-18	.....	FORMATTING DOCUMENT(B)
DAY11 DATE 12-1-18	.....	EDITING DOCUMENT(B)
DAY12 DATE 13-1-18	.....	SPELL CHECKING(B)
DAY13 DATE 15-1-18	.....	PRINTING AND SAVING DOCUMENT(A)

DAY 14 DATE 16-1-18	.....	ZOOM COMMAND(A)
DAY15 DATE 17-1-18	.....	IMPORT AND EXPORT FILE(A)
DAY16 DATE 18-1-18	.....	PRINTING AND SAVING DOCUMENT(B)
DAY17 DATE 19-1-18	.....	ZOOM COMMAND(B)
DAY18 DATE 20-1-18	.....	IMPORT AND EXPORT FILE(B)
DAY19 DATE 22-1-18	<b>HOLIDAY</b>	
DAY20 DATE 23-1-18	<b>SPORTS DAY</b>	
DAY21 DATE 24-1-18	<b>HOLIDAY</b>	
DAY22 DATE 25-1-18	.....	INSERTING ANOTHER DOC INTO CURRENT DOC (A)
DAY23 DATE 26-1-18	.....	SELECTION & REPLACING TEXT(A)
DAY 24 DATE 27-1-18	.....	TEMPLATE(A)
<b>UNIT/PART II</b>		
DAY1 DATE 29-1-18	.....	INSERTING ANOTHER DOC INTO CURRENT DOC (B)
DAY2 DATE 30-1-18	.....	SELECTION & REPLACING TEXT(B)
DAY3 DATE 31-1-18	<b>HOLIDAY</b>	
DAY4 DATE 1-2-18	.....	TYPES OF FORMATTING(A)
DAY5 DATE 2-2-18	.....	EDITING DOCUMENT(A)
DAY6 DATE 3-2-18	.....	INTRO TO TABLES(A)
DAY7 DATE 5-2-18	.....	TYPES OF FORMATTING(B)
DAY8 DATE 6-2-18	.....	EDITING DOCUMENT(B)
DAY9 DATE 7-2-18	-----	INTRO TO TABLES(B)
DAY10 DATE 8-2-18	.....	AUTOFIT AND SORTING(A)
DAY11 DATE 9-2-18	.....	MERGE AND SPLIT CELL(A)
DAY12 DATE 10-2-18	<b>HOLIDAY</b>	

DAY13 DATE 12-2-18	.....	AUTOFIT AND SORTING(B)
DAY14 DATE 13-2-18	<b>HOLIDAY</b>	
DAY15 DATE 14-2-18	.....	MERGE AND SPLIT CELL(B)
DAY16 DATE 15-2-18	.....	SPELLING CHECKING AND GRAMMER(A)
DAY17 DATE 16-2-18	.....	USING GRAPHICS AND WORD ART(A)
DAY18 DATE 17-2-18	.....	THESAURUS AUTO CORRECT(A)
DAY19 DATE 19-2-18	.....	AUTO TEXT(A)
DAY20 DATE 20-2-18	.....	MACROS(A)
DAY21 DATE 21-2-18	.....	MAIL MERGE(A)
DAY22 DATE 22-2-18	.....	AUTO TEXT(B)
DAY23 DATE 23-2-18	.....	MACROS, MAIL MERGE(B)
<b>UNIT/PART III</b>		
	<b>THEORY</b>	
DAY1 DATE 24-2-18	.....	BOOK MARK HYPERLINK(A)
DAY2 DATE 26-2-18	.....	INTRO TO INTERNET(A)
DAY3 DATE 27-2-18	.....	DIAL UP CONNECTION(A)
DAY4 DATE 28-2-18	<b>HOLIDAY</b>	
DAY5 DATE 1-3-18	<b>HOLIDAY</b>	
DAY6 DATE 2-3-18	<b>HOLIDAY</b>	
DAY7 DATE 3-3-18	<b>HOLIDAY</b>	
DAY8 DATE 5-3-18	.....	BOOK MARK(B) HYPERLINK(B)
DAY9 DATE 6-3-18	.....	INTRO TO INTERNET(B)
DAY10 DATE 7-3-18	.....	DIAL UP CONNECTION(B)
DAY11 DATE 8-3-18	.....	ISDN(A)
DAY12 DATE 9-3-18	.....	BROADBAND CONNECTION AND WI-FI(A)

DAY13 DATE 10-3-18	.....	EMAIL(A)
DAY 14 DATE 12-3-18	.....	ISDN(B)
DAY15 DATE 13-3-18	.....	BROADBAND CONNECTION AND WI- FI(B)
DAY16 DATE 14-3-18	.....	EMAIL(B)
DAY17 DATE 15-3-18	.....	WWW AND WEBSITE(A)
DAY18 DATE 16-3-18	.....	BIRTHDAY INVITATION USING MAIL MERGE.(A)
DAY19 DATE 17-3-18	.....	DOUBTS(A)
DAY20 DATE 19-3-18	.....	WWW AND WEBSITE(B)
DAY21 DATE 20-3-18	.....	BIRTHDAY INVITATION USING MAIL MERGE.(B)
DAY22 DATE 21-3-18	.....	DOUBTS(B)
DAY23 DATE 22-3-18	.....	IRC AND VIDEO CONFERENCING(A)
DAY 24 DATE 23-3-18	<b>HOLIDAY</b>	
DAY 25 DATE 24-3-18	.....	NEWSGROUP AND OTHER INTERNET SERVICES(A)
<b>UNIT/PART IV</b>		
	<b>THEORY</b>	
DAY1 DATE 26-3-18	.....	FTP AND TELNET(A)
DAY2 DATE 27-3-18	.....	IRC AND VIDEO CONFERENCING(B)
DAY3 DATE 28-3-18	.....	NEWSGROUP AND OTHER INTERNET SERVICES(B)
DAY4 DATE 29-3-18	<b>HOLIDAY</b>	
DAY5 DATE 30-3-18	.....	FTP AND TELNET(B)
DAY6 DATE 31-3-18	.....	DNS(A)
DAY7 DATE 2-4-18	.....	IP ADDRESS(A)
DAY8 DATE 3-4-18	.....	URL ADDRESS(A)
DAY9 DATE 4-4-18	.....	DNS(B)
DAY10 DATE 5-4-18	.....	IP ADDRESS(B)



DAY11 DATE 6-4-18	.....	URL ADDRESS(B)
DAY12 DATE 7-4-18	.....	HTTP & NET SURFING(A)
DAY13 DATE 9-4-18	.....	CREATING AN EMAIL(A)
DAY14 DATE 10-4-18	.....	SENDING AND DELETING AN EMAIL(A)
DAY15 DATE 11-4-18	.....	HTTP & NET SURFING(B)
DAY16 DATE 12-4-18	.....	CREATING AN EMAIL(B)
DAY17 DATE 13-4-18	.....	SENDING AND DELETING AN EMAIL(B)
DAY18 DATE 14-4-18	<b>HOLIDAY</b>	
DAY19 DATE 16-4-18	.....	SEARCH ENGINE(A)
DAY20 DATE 17-4-18	.....	WEB BROWSERS(A)
DAY21 DATE 18-4-18	<b>HOLIDAY</b>	
DAY22 DATE 19-4-18	.....	SEARCH ENGINE(B)
DAY23 DATE 20-4-18	.....	WEB BROWSERS(B)

**RAKESH KUMAR SHARMA**  
**NAME OF INSTRUCTOR**