



**Name of Faculty: Anisha Nagpal
Course Title: Computer Application in Management
Semester/Section: 2nd SEM**

**Department: BBA
Course Number: BBA-2004
Session: Jan -May, 2018**

Instruction Plan Details:

| L.No. | Topics To Be Covered | Book | Week |
|--------------|--|-------------|-------------|
| 1 | Introduction to Computers- History | | 01 |
| 2,3 | basic anatomy, operating system, | | 01 |
| 4 | basic anatomy, operating system, | | 01 |
| 5 | basic anatomy, operating system, | | 02 |
| 6 | memory, input/output devices; | | 02 |
| 7,8 | types of computers, | | 02 |
| 9 | classification of computers; | | 03 |
| 10 | classification of computers; | | 03 |
| 11 | hardware and software. | | 03 |
| 12 | hardware and software. | | 04 |
| 13,14 | Networking- Advantage, types | | 04 |
| 15 | devices and network connection | | 04 |
| 16,17 | devices and network connection | | 05 |
| 18,19 | wireless networking | | 05 |
| 20 | virus and firewalls. | | 06 |
| 21 | virus and firewalls. | | 06 |
| | VIDEO LECTURE | | |
| 22 | Computer applications using internet | | 06 |
| 23 | Computer applications using internet | | 07 |
| | CLASS TEST-I | | |
| 24,25 | chatting and e-mailing | | 07 |
| | ASSIGNMENT -I | | |
| 26 | chatting and e-mailing | | 08 |
| 27-28 | computer applications | | 08 |
| 29 | advantages and limitations | | 09 |
| 30 | use in offices, education, institutions, healthcare. | | 10 |
| 31 | use in offices, education, institutions, healthcare. | | 10 |
| 32 | Multimedia applications in business | | 10 |
| 33 | marketing and a advertising | | 11 |

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|-------|----------------------------------|--|----|
| 34 | web applications of multimedia. | | 11 |
| | CLASS TEST-II | | |
| 35 | web applications of multimedia. | | 12 |
| | ASSIGNMENT -II SUBMISSION | | |
| 36,37 | web applications of multimedia. | | 13 |