

Lesson Plan

Name of Assistant/Associate Prof. : Dr. Ashwini Kumar
Class & Section : B.Com. 1st Semester
Subject : Fundamentals of Computer Science (MDC)
Session : 2024-25

Date	Contents
22.07.2024 to 28.07.2024	<ul style="list-style-type: none">• Computer Fundamentals: Evolution of Computers through generations. Characteristics of Computers, Strengths and Limitations of Computers.
29.07.2024 to 04.08.2024	<ul style="list-style-type: none">• Classification of Computers, Functional Components of a Computer System, Applications of computers in Various Fields.
05.08.2024 to 11.08.2024	<ul style="list-style-type: none">• Types of Software: System software, Application software, Utility Software
12.08.2024 to 18.08.2024	<ul style="list-style-type: none">• Memory Systems: Concept of bit, byte, word, nibble, storage locations and addresses, measuring units of storage capacity, access time.
19.08.2024 to 25.08.2024	<ul style="list-style-type: none">• Concept of memory hierarchy. Primary Memory - RAM, ROM, PROM, EPROM. Secondary Memory - Types of storage devices.
26.08.2024 to 02.09.2024	<ul style="list-style-type: none">• Magnetic Tape, Hard Disk, Optical Disk, Flash Memory. I/O Devices: I/O Ports of a Desk Top Computer, Device Controller.
03.09.2024 to 09.09.2024	<ul style="list-style-type: none">• Device Driver. Input Devices: classification and use, keyboard, pointing devices - mouse, touch pad and track ball, joystick, magnetic stripes.
10.09.2024 to 16.09.2024	<ul style="list-style-type: none">• Scanner, digital camera, and microphone Output Devices: speaker, monitor, printers: classification, laser, ink jet, dot-matrix. Plotter
17.09.2024 to 23.09.2024	<ul style="list-style-type: none">• Introduction to Operating System: Definition, Functions, Features of Operating System, Icon, Folder, File, Start Button.
24.09.2024 to 30.09.2024	<ul style="list-style-type: none">• Task Bar, Status Buttons, Folders, Shortcuts, Recycle Bin, Desktop, My Computer, My Documents, Windows Explorer, Control Panel.
01.10.2024 to 07.10.2024	<ul style="list-style-type: none">• The Internet: Introduction to networks and internet, history, Internet, Working of the Internet.
08.10.2024 to 14.10.2024	<ul style="list-style-type: none">• Modes of Connecting to Internet. Electronic Mail: Introduction, advantages and disadvantages.
15.10.2024 to 21.10.2024	<ul style="list-style-type: none">• User Ids, Passwords, e-mail addresses, message components, message composition, mailer features. Browsers and search engines.
22.10.2024 to 26.10.2024	<ul style="list-style-type: none">• Revision & Test
27.10.2024 to 03.11.2024	<ul style="list-style-type: none">• Vacations (Diwali)
04.11.2024 to 10.11.2024	<ul style="list-style-type: none">• Work on Seminar / Presentation & Test
11.11.2024 to 17.11.2024	<ul style="list-style-type: none">• Assignment/quiz & Test
18.11.2024 to 23.11.2024	<ul style="list-style-type: none">• Revision & Test

Dr. Ashwini Kumar
Dept. of Computer Science
GCW, Narnaul

Lesson Plan

Name of Assistant/Associate Prof. : Dr. Ashwini Kumar
Class & Section : B.Com. 1st Semester
Subject : Basic IT Tools (SEC)
Session : 2024-25

Date	Contents
22.07.2024 to 28.07.2024	<ul style="list-style-type: none">• Introduction to Computer: Computer and Latest IT gadgets, Evolution of Computers & its applications.
29.07.2024 to 04.08.2024	<ul style="list-style-type: none">• Basics of Hardware and Software, Application Software, Systems Software, Utility Software.
05.08.2024 to 11.08.2024	<ul style="list-style-type: none">• Central Processing Unit, Input devices, Output devices, Computer Memory & storage, Mobile Apps.
12.08.2024 to 18.08.2024	<ul style="list-style-type: none">• Practical Work
19.08.2024 to 25.08.2024	<ul style="list-style-type: none">• Introduction to Operating System, Functions of the Operating system, Operating Systems for Desktop and Laptop.
26.08.2024 to 02.09.2024	<ul style="list-style-type: none">• Operating Systems for Mobile Phone and Tablets, User Interface for Desktop and Laptop, Task Bar, Icons & shortcuts, Running an Application.
03.09.2024 to 09.09.2024	<ul style="list-style-type: none">• Operating System Simple Setting, Changing System Date and Time, Changing Display Properties.
10.09.2024 to 16.09.2024	<ul style="list-style-type: none">• To Add or Remove Program and Features, Adding, Removing & Sharing Printers, File and Folder Management & Practical Work.
17.09.2024 to 23.09.2024	<ul style="list-style-type: none">• Introduction to Internet and World Wide Web, Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN).
24.09.2024 to 30.09.2024	<ul style="list-style-type: none">• Network Topology, Internet, Applications of Internet, Website Address and URL with Practical Work.
01.10.2024 to 07.10.2024	<ul style="list-style-type: none">• Work on Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet.
08.10.2024 to 14.10.2024	<ul style="list-style-type: none">• Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet.
15.10.2024 to 21.10.2024	<ul style="list-style-type: none">• Attaching files with email, Email Signature. Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging (WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs, Digital.
22.10.2024 to 26.10.2024	<ul style="list-style-type: none">• Practical Work & Test
27.10.2024 to 03.11.2024	<ul style="list-style-type: none">• Vacations (Diwali)
04.11.2024 to 10.11.2024	<ul style="list-style-type: none">• Revision / Test / Practical
11.11.2024 to 17.11.2024	<ul style="list-style-type: none">• Work on Seminar / Presentation & Test
18.11.2024 to 23.11.2024	<ul style="list-style-type: none">• Assignment/quiz & Test & Practical work

Dr. Ashwini Kumar
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Lesson Plan

Name of Assistant/Associate Prof. : Dr. Ashwini Kumar
Class & Section : M.Sc.(Mathematics)/M.Sc. Geography)/M.A.
(English)1st Semester
Subject : Computer Applications
Session : 2024-25

Date	Contents
05.08.2024 to 11.08.2024	<ul style="list-style-type: none">• Computer Basics: Introduction, Characteristics of a Computer, Classification of Computers, Applications of Computer.
12.08.2024 to 18.08.2024	<ul style="list-style-type: none">• Basic Components of PC, Hardware and Software: Introduction, Computer Memory, Secondary Memory, Computer Peripherals.
19.08.2024 to 25.08.2024	<ul style="list-style-type: none">• Output Devices, Internet basics, Surfing the Internet, Sending Email
26.08.2024 to 01.09.2024	<ul style="list-style-type: none">• Word processing: Introduction and working with MS-Word in MSOffice.
02.09.2024 to 08.09.2024	<ul style="list-style-type: none">• Word basic commands; Formatting-text and documents.
09.09.2024 to 15.09.2024	<ul style="list-style-type: none">• Sorting and tables; Working with graphics; Introduction to mail merge.
16.09.2024 to 22.09.2024	<ul style="list-style-type: none">• Practical Work on MS Word
23.09.2024 to 29.09.2024	<ul style="list-style-type: none">• Spread Sheets: Working with EXCEL-formatting. Functions and formulae, chart features.
30.09.2024 to 06.10.2024	<ul style="list-style-type: none">• Working with graphics in Excel; Using worksheets as database.
07.10.2024 to 13.10.2024	<ul style="list-style-type: none">• MS-Excel (Practical)
14.10.2024 to 20.10.2024	<ul style="list-style-type: none">• Revision &MS-Excel (Practical)
21.10.2024 to 26.10.2024	<ul style="list-style-type: none">• Presentation with Power-Point: Power-point basics with Practical, Creating presentations the easy way, working with graphics in PowerPoint with Practical.
27.10.2024 to 03.11.2024	<ul style="list-style-type: none">• Vacations (Diwali)
04.11.2024 to 10.11.2024	<ul style="list-style-type: none">• Show time, sound effects and animation effects with Practical
11.11.2024 to 17.11.2024	<ul style="list-style-type: none">• MS-Word Practical
18.11.2024 to 23.11.2024	<ul style="list-style-type: none">• MS-Excel Practical
24.11.2024 to 30.11.2024	<ul style="list-style-type: none">• Test /Assignment /Practical Work

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Lesson Plan

Name of Assistant/Associate Prof. : Dr. Ashwini Kumar
Class & Section : M.Com.3rdSemester
Subject : Computer Applications to Business & Research
Session : 2024-25

Date	Contents
22.07.2024 to 28.07.2024	<ul style="list-style-type: none">• Word Processing: Introduction and working with MS-Word in MS-Office; Word basic commands; Formatting-text and documents; Citation and Bibliography.
29.07.2024 to 04.08.2024	<ul style="list-style-type: none">• Inserting Header and Footer, Sorting and tables; Introduction to mail merge.
05.08.2024 to 11.08.2024	<ul style="list-style-type: none">• Presentation with Power-Point: Power-point basics, creating presentations; Working with graphics in Power-Point; show time, sound effects and animation effects.
12.08.2024 to 18.08.2024	<ul style="list-style-type: none">• Spread Sheets: Working with EXCEL-formatting, functions, chart features.
19.08.2024 to 25.08.2024	<ul style="list-style-type: none">• Working with graphics in Excel; Descriptive statistics and steps involved in calculation of descriptive statistics in MS Excel.
26.08.2024 to 02.09.2024	<ul style="list-style-type: none">• MS Excel: Mean, Median, Mode, Range, Standard Deviation, Skewness and Kurtosis.
03.09.2024 to 09.09.2024	<ul style="list-style-type: none">• Hypothesis Testing: Chi-square test, t-Test and Analysis of Variance (ANOVA) with the help of MS Excel.
10.09.2024 to 16.09.2024	<ul style="list-style-type: none">• An introduction to SPSS: coding, graphs, pivot tables, missing values etc. Application of Chi-square test,
17.09.2024 to 23.09.2024	<ul style="list-style-type: none">• T-Test and Analysis of Variance (ANOVA) using SPSS
24.09.2024 to 30.09.2024	<ul style="list-style-type: none">• Introduction to Accounting Packages: Preparation of vouchers, invoice and salary statements; Maintenance of inventory records.
01.10.2024 to 07.10.2024	<ul style="list-style-type: none">• Maintenance of accounting books and final accounts; financial reports generation; Computation of GST.
08.10.2024 to 14.10.2024	<ul style="list-style-type: none">• Concept of Research Ethics: Patents, Copyrights.
15.10.2024 to 21.10.2024	<ul style="list-style-type: none">• Plagiarism: Meaning, Types, Tools to detect plagiarism, Consequences of Plagiarism.
22.10.2024 to 26.10.2024	<ul style="list-style-type: none">• Revision & Practical in MS-Excel.
27.10.2024 to 03.11.2024	<ul style="list-style-type: none">• Vacations (Diwali)
04.11.2024 to 10.11.2024	<ul style="list-style-type: none">• Revision & Practical in MS-Excel.
11.11.2024 to 17.11.2024	<ul style="list-style-type: none">• Revision & Practical in MS-Excel.
18.11.2024 to 23.11.2024	<ul style="list-style-type: none">• Test / Revision / Practical

Dr. Ashwini Kumar
Dept. of Computer Science
GCW, Narnaul

Lesson Plan

Name of Assistant/Associate Prof.	:	Dr. Ashwini Kumar
Class & Section	:	M.A. (Hindi) 1 st Semester
Subject	:	कंप्यूटर का हिंदी में अनुप्रयोग
Session	:	2024.25

Date	Contents
05.08.2024 to 11.08.2024	<ul style="list-style-type: none">कंप्यूटर (संगणक) प्रणाली - परिचय , उदभव एवं विकास ।
12.08.2024 to 18.08.2024	<ul style="list-style-type: none">परिभाषा , उपकरण और प्रयोग ।
19.08.2024 to 25.08.2024	<ul style="list-style-type: none">आंकड़ासंसाधन, वर्तनी संसोधन ।
26.08.2024 to 01.09.2024	<ul style="list-style-type: none">इंटरनेट का ऐतिहासिक परिचय , इंटरनेट के उपकरणों का परिचय।
02.09.2024 to 08.09.2024	<ul style="list-style-type: none">समय मितव्ययिता का सूत्र।
09.09.2024 to 15.09.2024	<ul style="list-style-type: none">वर्ल्ड वाइड वेब (WWW) का विकास, प्रचार , प्रसार।
16.09.2024 to 22.09.2024	<ul style="list-style-type: none">डाउनलोड एवं अपलोड।
23.09.2024 to 29.09.2024	<ul style="list-style-type: none">हिंदी वेबसाइट्सपरिचय।
30.09.2024 to 06.10.2024	<ul style="list-style-type: none">पोर्टल क्या हैं ? पोर्टल का स्वरुप , हिंदी पोर्टल।
07.10.2024 to 13.10.2024	<ul style="list-style-type: none">वेबसाइट परिभाषा , हिंदी वेबसाइट्स : वर्गीकरण, भाषा, साहित्य , पत्रिकाएं समाचार आदि।
14.10.2024 to 20.10.2024	<ul style="list-style-type: none">हिंदी साहित्य से सम्बंधित कुछ महत्वपूर्ण वेबसाइट्स और ब्लॉगपोस्ट का परिचय।
21.10.2024 to 26.10.2024	<ul style="list-style-type: none">सोशल साइट्स का परिचय , उपयोग और महत्वा।
27.10.2024 to 03.11.2024	<ul style="list-style-type: none">Vacations (Diwali)
04.11.2024 to 10.11.2024	<ul style="list-style-type: none">प्रैक्टिकल वर्क और पुनरीक्षण
11.11.2024 to 17.11.2024	<ul style="list-style-type: none">प्रैक्टिकल वर्क और पुनरीक्षण
18.11.2024 to 23.11.2024	<ul style="list-style-type: none">प्रैक्टिकल वर्क और पुनरीक्षण
24.11.2024 to 30.11.2024	<ul style="list-style-type: none">प्रैक्टिकल वर्क और पुनरीक्षण

Dr. Ashwini Kumar
Dept. of Computer Science
GCW, Narnaul

Class:-BA Dept.of Computer Science

Subject: SEC (Basic IT Tools)/MDC (Fundamentals of Computer Science)

Name of the Teacher-Ms.Sheetal Bansal

July to Nov	Topics
July WEEK 1	Computer definition ,Computer Component and Latest IT gadgets, Central Processing Unit, Input devices, Output devices, Block diagram of computer system Computer Lab Practical
WEEK 2	Evolution of Computers through generations & its applications, Characteristics of Computers, Strengths and Limitations of Computers.
WEEK 3	I/O Devices: I/O Ports of a Desk Top Computer, Device Controller, Device Driver. Input Devices: keyboard, pointing devices - mouse, touch pad and track ball, joystick, magnetic stripes, scanner, digital camera, and microphone,
WEEK 4	Output Devices: speaker, monitor, printers: classification, laser, ink jet, dot-matrix. Plotter, Classification of Computers, Basics of Hardware and Software, Application Software, Systems Software, Utility Software, Computer Lab Practical
WEEK 5	Computer Memory & storage, Memory Systems: Concept of bit, byte, word, nibble, storage locations and addresses, measuring units of storage capacity, access time, concept of memory hierarchy. Primary Memory - RAM, ROM, PROM, EPROM. Secondary Memory - Types of storage devices, Magnetic Tape, Hard Disk, Optical Disk, and Flash Memory.
WEEK 6	Task Bar, Icons & shortcuts, Running an Application Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features, Adding, Removing & Sharing Printers, Start Button, Status Buttons Computer Lab Practical
WEEK 7	Recycle Bin, Desktop, My Computer, My Documents, File and Folder Management, Windows Explorer, Control Panel. Computer Lab Practical
WEEK 8	Introduction to Operating System, Functions of the Operating system, Features of Operating System, Operating Systems for Desktop and Laptop, Operating Systems for Mobile Phone and Tablets, User Interface for Desktop and Laptop, , Operating System Simple Setting, Computer Lab Practical
WEEK 9	Introduction to Internet and Network, Working of the Internet, Modes of Connecting to Internet. World Wide Web, Types of Network : Local Area Network (LAN), Wide Area Network (WAN), Metropolitan Area Network (MAN)
WEEK 10	Network Topology, Internet, Applications of Internet, Website Address and URL, Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet. Computer Lab Practical
WEEK 11	Social Networking: Facebook, Twitter, LinkedIn, Instagram, Computer Lab Practical
WEEK 12	Instant Messaging (WhatsApp, Face book Messenger, Telegram), Computer Lab Practical
WEEK 13	Introduction to Blogs, Digital Locker, Mobile Apps Computer Lab Practical
WEEK 14	Electronic Mail: Introduction, advantages and disadvantages, User Ids, Passwords, e-mail addresses, Opening Email account, Mailbox: Inbox and Outbox, message components, message composition, mailer features, Computer Lab Practical
Week 15	Creating and Sending a new E-mail, replying to an E-mail message, forwarding an E-mail message, searching emails, Attaching files with email, Email Signature. Computer Lab Practical

Class:-BA Dept.of Computer Science

Subject: SEC (Basic IT Tools)/MDC (Fundamentals of Computer Science)

Name of the Teacher-Ms.Reena Saini

July to Nov	Topics
July WEEK 1	Computer definition ,Computer Component and Latest IT gadgets, Central Processing Unit, Input devices, Output devices, Block diagram of computer system Computer Lab Practical
WEEK 2	Evolution of Computers through generations & its applications, Characteristics of Computers, Strengths and Limitations of Computers.
WEEK 3	I/O Devices: I/O Ports of a Desk Top Computer, Device Controller, Device Driver. Input Devices: keyboard, pointing devices - mouse, touch pad and track ball, joystick, magnetic stripes, scanner, digital camera, and microphone,
WEEK 4	Output Devices: speaker, monitor, printers: classification, laser, ink jet, dot-matrix. Plotter, Classification of Computers, Basics of Hardware and Software, Application Software, Systems Software, Utility Software, Computer Lab Practical
WEEK 5	Computer Memory & storage, Memory Systems: Concept of bit, byte, word, nibble, storage locations and addresses, measuring units of storage capacity, access time, concept of memory hierarchy. Primary Memory - RAM, ROM, PROM, EPROM. Secondary Memory - Types of storage devices, Magnetic Tape, Hard Disk, Optical Disk, and Flash Memory.
WEEK 6	Task Bar, Icons & shortcuts, Running an Application Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features, Adding, Removing & Sharing Printers, Start Button, Status Buttons Computer Lab Practical
WEEK 7	Recycle Bin, Desktop, My Computer, My Documents, File and Folder Management, Windows Explorer, Control Panel. Computer Lab Practical
WEEK 8	Introduction to Operating System, Functions of the Operating system, Features of Operating System, Operating Systems for Desktop and Laptop, Operating Systems for Mobile Phone and Tablets, User Interface for Desktop and Laptop, , Operating System Simple Setting, Computer Lab Practical
WEEK 9	Introduction to Internet and Network, Working of the Internet, Modes of Connecting to Internet. World Wide Web, Types of Network : Local Area Network (LAN), Wide Area Network (WAN), Metropolitan Area Network (MAN)
WEEK 10	Network Topology, Internet, Applications of Internet, Website Address and URL, Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet. Computer Lab Practical
WEEK 11	Social Networking: Facebook, Twitter, LinkedIn, Instagram, Computer Lab Practical
WEEK 12	Instant Messaging (WhatsApp, Face book Messenger, Telegram), Computer Lab Practical
WEEK 13	Introduction to Blogs, Digital Locker, Mobile Apps Computer Lab Practical
WEEK 14	Electronic Mail: Introduction, advantages and disadvantages, User Ids, Passwords, e-mail addresses, Opening Email account, Mailbox: Inbox and Outbox, message components, message composition, mailer features, Computer Lab Practical
Week 15	Creating and Sending a new E-mail, replying to an E-mail message, forwarding an E-mail message, searching emails, Attaching files with email, Email Signature. Computer Lab Practical

Lesson Plan 2024-2025

Class: BSC (Life Science and Physical Science) Dept.of Computer Science

Subject: SEC (Basic IT Tools)

Name of the Teacher-Ms.Sheetal Bansal

JULY TO NOVEMBER	TOPICS
WEEK 1	Introduction to Computer: Computer and Latest IT gadgets, Evolution of Computers & its applications, Central Processing Unit, Input devices, Output devices Computer Lab Practical
WEEK 2	Basics of Hardware and Software, Application Software, Systems Software, Utility Software. Computer Lab Practical
WEEK 3	Computer Memory & storage, Mobile Apps Computer Lab Practical
WEEK 4	Introduction to Operating System, Functions of the Operating system, Operating Systems for Desktop and Laptop, Operating Systems for Mobile Phone and Tablets, , Computer Lab Practical
WEEK 5	Task Bar, Icons & shortcuts, Running an Application, Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features, Adding, Removing & Sharing Printers, Computer Lab Practical
WEEK 6	File and Folder Management. Computer Lab Practical
WEEK 7	Introduction to Internet and World Wide Web, Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Network Topology, Computer Lab Practical
WEEK 8	Internet, Applications of Internet, Website Address and URL, Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet. Computer Lab Practical
WEEK 9	E-mail: Using E-mails, Opening Email account, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, replying to an E-mail message, forwarding an E-mail message, searching emails, Attaching files with email, Email Signature
WEEK 10	Social Networking: Facebook, Twitter, LinkedIn, Instagram, Computer Lab Practical
WEEK 11	. Instant Messaging (WhatsApp, Facebook, Messenger, Telegram), Computer Lab Practical
WEEK12	Introduction to Blogs, Digital Locker Computer Lab Practical
Week 13	Computer Lab Practical

Lesson Plan 2024-2025

Class: BSC (Life Science and Physical Science) Dept.of Computer Science

Subject: SEC (Basic IT Tools)

Name of the Teacher-Ms.Reena Saini

JULY TO NOVEMBER	TOPICS
WEEK 1	Introduction to Computer: Computer and Latest IT gadgets, Evolution of Computers & its applications, Central Processing Unit, Input devices, Output devices Computer Lab Practical
WEEK 2	Basics of Hardware and Software, Application Software, Systems Software, Utility Software. Computer Lab Practical
WEEK 3	Computer Memory & storage, Mobile Apps Computer Lab Practical
WEEK 4	Introduction to Operating System, Functions of the Operating system, Operating Systems for Desktop and Laptop, Operating Systems for Mobile Phone and Tablets, , Computer Lab Practical
WEEK 5	Task Bar, Icons & shortcuts, Running an Application, Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features, Adding, Removing & Sharing Printers, Computer Lab Practical
WEEK 6	File and Folder Management. Computer Lab Practical
WEEK 7	Introduction to Internet and World Wide Web, Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Network Topology, Computer Lab Practical
WEEK 8	Internet, Applications of Internet, Website Address and URL, Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.), Popular Search Engines, Searching on the Internet. Computer Lab Practical
WEEK 9	E-mail: Using E-mails, Opening Email account, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, replying to an E-mail message, forwarding an E-mail message, searching emails, Attaching files with email, Email Signature
WEEK 10	Social Networking: Facebook, Twitter, LinkedIn, Instagram, Computer Lab Practical
WEEK 11	. Instant Messaging (WhatsApp, Facebook, Messenger, Telegram), Computer Lab Practical
WEEK12	Introduction to Blogs, Digital Locker Computer Lab Practical
Week 13	Computer Lab Practical

