

9	22.09.2025 – 27.09.2025	Cyber Security: Perspective of Cyber security	
10	29.09.2025 – 04.10.2025	Application security, Information security	
11	06.10.2025 – 11.10.2025	Network security, Cryptography/Encryption,	
12	13.10.2025 – 18.10.2025	Security threats in E-Business.	
13	27.10.2025 – 01.11.2025	Ethical Responsibility: Business Ethics, Technology Ethics; Cyber Crime& its types, hacking	
14	03.11.2025 – 08.11.2025	virus, worm, Trojan horse, malware	
15	10.11.2025 – 15.11.2025	cyber homicide and other threats to IT infrastructures	
16	17.11.2025 – 22.11.2025	Information Technology Act, 2000, IT (Amendment) Act.	
17	24.11.2025 – 29.11.2025	Revision of theory Unit I-IV.	

Recommended Books/ E resources/ LMS:

1. Aparna Viswanathan, Cyber Law, LexisNexis Butterworths
2. Dave Chaffey, E-Business and E-Commerce Management Strategy, Implementation and Practice, Prentice Hall
3. Jawedkar, S., Management Information System, Tata McGraw-Hill Publication.
4. Rajaraman, V., Introduction to Information Technology, PHI.
5. Ram, B., Computer Fundamentals, New Age Publications.

Signature of the teacher concerned

Head of the Department

9	22.09.2025 – 27.09.2025	Using MS PowerPoint: Creation of Presentation using Template, Creating a Blank Presentation, Entering and Editing Text, Inserting and Deleting Slides	
10	29.09.2025 – 04.10.2025	Preparation of Slides: Inserting Word Table or an Excel Worksheet, Adding Clip Art Pictures, Inserting other Objects, Resizing and Scaling an Object	
11	06.10.2025 – 11.10.2025	Presentation of Slides: Viewing a Presentation, Choosing a set up for a presentation, Printing Slides and Handouts	
12	13.10.2025 – 18.10.2025	Slide Show: Running a Slide Show, Transition and Slide Timings, Automating a Slide Show, Converting a text from "Word Format" to "PDF Format" and vice versa	Minor Test
13	27.10.2025 – 01.11.2025	Web Browsing, Understanding Secondary Data Sources	Assignment
14	03.11.2025 – 08.11.2025	Developing Google Form and Compiling the Collected Information	
15	10.11.2025 – 15.11.2025	Referencing and Citation: Introduction of Mendeley	
16	17.11.2025 – 22.11.2025	Google Scholar and Turnitin	
17	24.11.2025 – 29.11.2025	Revision of theory and Practical Unit I-IV.	

Recommended Books/ E resources/ LMS:

1. Curtis D. Frye, Step by Step Microsoft Excel 2010, PHI.
2. Rajaraman, V. Introduction to Information Technology, PHI

Signature of the teacher concerned

Head of the Department



SMRJ Government College, Siwani (Bhiwani)

(Affiliated to Chaudhary Bansi Lal University, Bhiwani)

Session: 2025-26

Lesson Plan

Department of Commerce (Skill Enhancement Courses)



Teacher:- Mahipal Singh

Class:- M.Com. 1st Year

Semester:- 1st Sem.

Internal Assessment Marks:- 15

End Term Exam Marks: 50(T) +35(P)

Course Type & Title: SEC & IT Application in Business

Course Code:-25COM-105

Credits:- 3 Maximum Marks:- 100

Practical Marks:- 35

Course Outcomes:-

After completing this course, the learner will be able to:

Sr. No	Week/ Month, 2024	Unit/ Topic/ Chapter to be covered	Assignment/Test/ Remarks, if any
1	01.08.2025 – 02.08.2025	Understanding Word Processing	
2	04.08.2025 – 09.08.2025	Word Processing Basics: Menu Bar, Using the Icons below Menu Bar, Opening and Closing Documents: Opening Documents, Save & Save As, Page Setup, Print Preview, Printing of Documents	
3	11.08.2025 – 16.08.2025	Text Creation and Manipulation: Document Creation, Editing Text, Text Selection, Cut, Copy, Paste, Spell Check and Thesaurus, Formatting the Text: Font and Size Selection, Alignment of Text, Paragraph Indenting, Bullets & Numbering and Changing Case	
4	18.08.2025 – 23.08.2025	Table Manipulation: Draw Table, Changing Cell Width & Height, Alignment of Text in Cell, Delete/ Insertion of Row & Column and Border & Shading,	
5	25.08.2025 – 30.08.2025	Elements of Electronic Spread Sheet: Opening of Spread sheet, Addressing of Cells, Printing of Spreadsheet, Saving Workbooks	
6	01.09.2025 – 06.09.2025	Manipulation of Cells: Entering Text, Numbers and Dates; Creating Text	
7	08.09.2025 – 13.09.2025	Numbers and Dates, Editing Worksheet Data	
8	15.09.2025 – 20.09.2025	Inserting and Deleting Rows, Columns and Changing Cell Height and Width, Formulas and Function	



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Session: 2025-26

Lesson Plan

Department of Commerce (MDC)



Teacher:- Mahipal Singh	Course Type & Title: MDC & E-Business and Cyber Security
Class:- B.A. 3 rd Sem.	Course Code:- 24UN-COM-MDC301
Semester:- 1 st Sem.	Credits:- 3 Maximum Marks:- 70
Internal Assessment Marks:- 20	Practical Marks:- Nil
End Term Exam Marks: 50 T	

Course Outcomes:-

After completing this course, the learner will be able to:

1. Understand the framework and anatomy of ecommerce applications and analyze ecommerce consumer, and its organizational applications.
2. Infer mercantile process models from both merchant's and consumer's view point.
3. Understand the implementation of Electronic Data Interchange (EDI) in day to day life.
4. Study all the aspects of Intra-Organizational electronic commerce including supply chain management
5. Analyze different consumer, information searching methods and resource discovery and information retrieval technique

Sr. No	Week/ Month, 2025	Unit/ Topic/ Chapter to be covered	Assignment/Test/ Remarks, if any
1	01.08.2025 – 02.08.2025	Background and Current Status of E-Business	
2	04.08.2025 – 09.08.2025	Enabling Technologies	
3	11.08.2025 – 16.08.2025	E-Business Infrastructure	
4	18.08.2025 – 23.08.2025	E-Business Design	
5	25.08.2025 – 30.08.2025	E-Business Models	
6	01.09.2025 – 06.09.2025	E-Marketing	
7	08.09.2025 – 13.09.2025	E-CRM, E-SCM, E-Procurement	
8	15.09.2025 – 20.09.2025	E-Payment System, ERP	