

PROGRAMME NAME: Basic IT Tools
COURSE NAME: BAP,BCOM
SEMESTER DURATION: Aug -December

WEEK	TOPIC(S)	TEACHING METHODOLOGY ADOPTED/CONTINUOUS INTERNAL EVALUATION
1-3	Unit 1 Introduction to Spread sheets	Practical presentations
4-6	Unit 1 Introduction to Spread sheets	Demonstration , Practical Test
7-8	Unit 2- Data Analysis to spreadsheets	Giving different data scenarios to solve, Quiz
9-10	Unit 2- Data Analysis to spreadsheets	Giving different data scenarios to solve, Quiz
11	Unit 3- Word Processing	Practical Demonstration and assignment
12-13	Unit 3- Word Processing	Practical Demonstration and assignment
14-15	Unit 4 Databases	Viva preparation and PPT presentation
16	Unit 4 Databases	Viva preparation and PPT presentation