

<b>PROGRAMME NAME:</b> Basic IT Tools
<b>COURSE NAME:</b> BAP,BCOM
<b>SEMESTER DURATION:</b> Jan-April

<b>WEEK</b>	<b>TOPIC(S)</b>	<b>TEACHING METHODOLOGY ADOPTED/CONTINUOUS INTERNAL EVALUATION</b>
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