

Department of Computer Science
Lesson Plan Session 2024-2025
BA Semester-II
Skill Enhancement Course
C24SEC203T: Digital Efficiency Tools

Feb 2025 to May 2025	Topics
1 st Week	Introduction to Digital Efficiency: What is Digital Efficiency? Benefits of Being Digitally Efficient
2 nd week	Handling Digital Distractions
3 rd Week	Basic Time Management Tools: Using Digital Calendars (Google Calendar), Google Tasks
4 th Week	Organizing Files: Basics of Digital Note-Taking (Google Keep),
5 th Week	Simple File and Folder Organization
6 th Week	Managing Emails Effectively (Gmail).
7 th Week	Digital Collaboration with G Suite: File Sharing and Storage (Google Drive),
8 th Week	Online Meetings (Google Meet),
9 th Week	Collaborative Document Editing (Google Docs,)
10 th Week	Google Sheets
11 th Week	Using Google Classroom for Education
12 th Week	Creating Surveys and Forms (Google Forms)
13 th Week	Doubt Clearance