


Lesson Plan

Name of Assistant/Associate Prof. : Dr. Ashwini Kumar
Class & Section : B.Com. 1st Semester
Subject : Basics of Computer-I
Session : 2022-23


Date	Contents
22.08.2022 to 28.08.2022	<ul style="list-style-type: none">• Introduction to Computers: Definition of Computer; Components of Computer; Characteristics of Computers.
29.08.2022 to 04.09.2022	<ul style="list-style-type: none">• History evolution of Computers; Generation of computers.
05.09.2022 to 11.09.2022	<ul style="list-style-type: none">• Classification of Computers- According to Purpose, According to Technology.
12.09.2022 to 18.09.2022	<ul style="list-style-type: none">• According to Size and Storage Capacity ; Human being VS Computer; Difference between Computer and Calculator.
19.09.2022 to 25.09.2022	<ul style="list-style-type: none">• Input Devices: Mouse, Keyboard, Light pen, Track Ball, Joystick, MICR.
26.09.2022 to 02.10.2022	<ul style="list-style-type: none">• Optical Mark reader and Optical Character Reader Scanners, Voice system, Web Camera.
03.10.2022 to 09.10.2022	<ul style="list-style-type: none">• Output Devices: Hard Copy Output Devices; Line Printers, Character Printers, Chain Printers.
10.10.2022 to 16.10.2022	<ul style="list-style-type: none">• Dot-matrix Printers, Daisy Wheel Printer, Laser Printers, Ink Jet Printers; Plotters, Soft Copy device –Monitor, Sound Cards and speakers.
17.10.2022 to 21.10.2022	<ul style="list-style-type: none">• Memory and Mass Storage Devices: Characteristics of Memory Systems; Memory Hierarchy.
22.10.2022 to 26.10.2022	Diwali Vacation.
27.10.2022 to 02.11.2022	<ul style="list-style-type: none">• Types of Primary Memory; RAM and ROM; Secondary and Back-up; Magnetic Disks.
03.11.2022 to 09.11.2022	<ul style="list-style-type: none">• Characteristics and classification of Magnetic Disks; Optical Disks; Magnetic Taps.
10.11.2022 to 16.11.2022	<ul style="list-style-type: none">• MS- Word: Fundamentals of MS-Word, Features of MS-Word, Menus, Formatting and Standard Toolbars. (Practical)
17.11.2022 to 23.11.2022	<ul style="list-style-type: none">• Ruler, Scroll Bar, Creating, Editing, Saving, export and import files, inserting and copying the files, Working with frames. (Practical)
24.11.2022 to 30.11.2022	<ul style="list-style-type: none">• Paragraph formatting, Columns, Pictures, Tables, Macros and Mail Merge. (Practical)
01.12.2022 to 07.12.2022	<ul style="list-style-type: none">• Revision with MS- Word (Practical)
08.12.2022 to 14.12.2022	<ul style="list-style-type: none">• Revision with MS- Word (Practical)


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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 : 2022-23


Date	Contents
12.09.2022 to 18.09.2022	<ul style="list-style-type: none">• Computer Basics: Introduction, Characteristics of a Computer, Classification of Computers, Applications of Computer.
19.09.2022 to 25.09.2022	<ul style="list-style-type: none">• Basic Components of PC, Hardware and Software: Introduction, Computer Memory, Secondary Memory, Computer Peripherals.
26.09.2022 to 02.10.2022	<ul style="list-style-type: none">• Output Devices, Internet basics, Surfing the Internet, Sending Email
03.10.2022 to 09.10.2022	<ul style="list-style-type: none">• Word processing: Introduction and working with MS-Word in MSOffice.
10.10.2022 to 16.10.2022	<ul style="list-style-type: none">• Word basic commands; Formatting-text and documents.
17.10.2022 to 21.10.2022	<ul style="list-style-type: none">• Sorting and tables; Working with graphics; Introduction to mail merge.
22.10.2022 to 26.10.2022	Diwali Vacation.
27.10.2022 to 02.11.2022	<ul style="list-style-type: none">• Spread Sheets: Working with EXCEL-formatting. Functions and formulae, chart features.
03.11.2022 to 09.11.2022	<ul style="list-style-type: none">• Working with graphics in Excel; Using worksheets as database.
10.11.2022 to 16.11.2022	<ul style="list-style-type: none">• MS-Excel (Practical)
17.11.2022 to 23.11.2022	<ul style="list-style-type: none">• Revision &MS-Excel (Practical)
24.11.2022 to 30.11.2022	<ul style="list-style-type: none">• Presentation with Power-Point: Power-point basics with Practical
01.12.2022 to 07.12.2022	<ul style="list-style-type: none">• Creating presentations the easy way, working with graphics in PowerPoint with Practical
08.12.2022 to 14.12.2022	<ul style="list-style-type: none">• Show time, sound effects and animation effects with Practical
15.12.2022 to 21.12.2022	<ul style="list-style-type: none">• MS-Word Practical
22.12.2022 to 24.12.2022	<ul style="list-style-type: none">• MS-Excel Practical
25.12.2022 to 01.01.2023	Winter Vacations


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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 : 2022-23


Date	Contents
22.08.2022 to 28.08.2022	<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.
29.08.2022 to 04.09.2022	<ul style="list-style-type: none">Inserting Header and Footer, Sorting and tables; Introduction to mail merge.
05.09.2022 to 11.09.2022	<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.
12.09.2022 to 18.09.2022	<ul style="list-style-type: none">Spread Sheets: Working with EXCEL-formatting, functions, chart features.
19.09.2022 to 25.09.2022	<ul style="list-style-type: none">Working with graphics in Excel; Descriptive statistics and steps involved in calculation of descriptive statistics in MS Excel.
26.09.2022 to 02.10.2022	<ul style="list-style-type: none">MS Excel: Mean, Median, Mode, Range, Standard Deviation, Skewness and Kurtosis.
03.10.2022 to 09.10.2022	<ul style="list-style-type: none">Hypothesis Testing: Chi-square test, t-Test and Analysis of Variance (ANOVA) with the help of MS Excel.
10.10.2022 to 16.10.2022	<ul style="list-style-type: none">An introduction to SPSS: coding, graphs, pivot tables, missing values etc. Application of Chi-square test,
17.10.2022 to 21.10.2022	<ul style="list-style-type: none">T-Test and Analysis of Variance (ANOVA) using SPSS
22.10.2022 to 26.10.2022	Diwali Vacation.
27.10.2022 to 02.11.2022	<ul style="list-style-type: none">Introduction to Accounting Packages: Preparation of vouchers, invoice and salary statements; Maintenance of inventory records.
03.11.2022 to 09.11.2022	<ul style="list-style-type: none">Maintenance of accounting books and final accounts; financial reports generation; Computation of GST.
10.11.2022 to 16.11.2022	<ul style="list-style-type: none">Concept of Research Ethics: Patents, Copyrights.
17.11.2022 to 23.11.2022	<ul style="list-style-type: none">Plagiarism: Meaning, Types, Tools to detect plagiarism, Consequences of Plagiarism.
24.11.2022 to 30.11.2022	<ul style="list-style-type: none">Revision & Practical in MS-Excel.
01.12.2022 to 07.12.2022	<ul style="list-style-type: none">Revision & Practical in MS-Excel.
08.12.2022 to 14.12.2022	<ul style="list-style-type: none">Revision & Practical in MS-Excel.


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Lesson Plan

Name of Assistant/Associate Prof. : Dr. Ashwini Kumar
Class & Section : M.A. (Hindi) 1st Semester
Subject : कंप्यूटर का हिंदी में अनुप्रयोग
Session : 2022-23


Date	Contents
12.09.2022 to 18.09.2022	• कंप्यूटर (संगणक) प्रणाली - परिचय , उदभव एवं विकास ।
19.09.2022 to 25.09.2022	• परिभाषा , उपकरण और प्रयोग ।
26.09.2022 to 02.10.2022	• आंकड़ासंसाधन, वर्तनी संसोधन ।
03.10.2022 to 09.10.2022	• इंटरनेट का ऐतिहासिक परिचय , इंटरनेट के उपकरणों का परिचय।
10.10.2022 to 16.10.2022	• समय मितव्ययिता का सूत्र।
17.10.2022 to 21.10.2022	• वर्ल्ड वाइड वेब (WWW) का विकास, प्रचार , प्रसार।
22.10.2022 to 26.10.2022	Diwali Vacation.
27.10.2022 to 02.11.2022	• डाउनलोड एवं अपलोड।
03.11.2022 to 09.11.2022	• हिंदी वेबसाइट्सपरिचय।
10.11.2022 to 16.11.2022	पोर्टल क्या हैं ? पोर्टल का स्वरुप , हिंदी पोर्टल।
17.11.2022 to 23.11.2022	• वेबसाइट परिभाषा , हिंदी वेबसाइट्स : वर्गीकरण, भाषा, साहित्य , पत्रिकाएं समाचार आदि।
24.11.2022 to 30.11.2022	• हिंदी साहित्य से सम्बंधित कुछ महत्वपूर्ण वेबसाइट्स और ब्लॉगपोस्ट का परिचय।
01.12.2022 to 07.12.2022	• सोशल साइट्स का परिचय , उपयोग और महत्वा।
08.12.2022 to 14.12.2022	• प्रैक्टिकल वर्क और पुनरीक्षण
15.12.2022 to 21.12.2022	• प्रैक्टिकल वर्क और पुनरीक्षण
22.12.2022 to 24.12.2022	• प्रैक्टिकल वर्क और पुनरीक्षण
25.12.2022 to 01.01.2023	Winter Vacation


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Lesson Plan

Name of Assistant/Associate Prof. : Dr. Ashwini Kumar
Class & Section : B.Com. 2nd Semester
Subject : Basics of Computer-I
Session : 2022-23

Date	Contents
02.01.2023 to 08.01.2023	<ul style="list-style-type: none">• Fundamental of computers: Model of a digital computer; Functioning of a digital computer.
09.01.2023 to 15.01.2023	<ul style="list-style-type: none">• Types of a digital computer; Advantages of computers.
16.01.2023 to 22.01.2023	<ul style="list-style-type: none">• Difference between digital computer and Analog computer.
23.01.2023 to 29.01.2023	<ul style="list-style-type: none">• Applications of computers: Computers in Commerce, Marketing, Education and Management.
30.01.2023 to 05.02.2023	<ul style="list-style-type: none">• Software concepts: Types of Software and their role, Different System Software types Operating systems.
06.02.2023 to 12.02.2023	<ul style="list-style-type: none">• Translators, System Utilities; Concept of Application Packages.
13.02.2023 to 19.02.2023	<ul style="list-style-type: none">• Types of an Operating system- Multi-user O.S., Multi-tasking O.S., Multi-Processing O.S; Time – sharing O.S., Multi-Programming O.S.
20.02.2023 to 26.02.2023	<ul style="list-style-type: none">• Operating System as a resource Manager, concept of GUI and CUI.
27.02.2023 to 04.03.2023	<ul style="list-style-type: none">• Introduction to Windows: Components of a Application Window; Types of Windows, Windows as an Operating System.
05.03.2023 to 12.03.2023	Holi Vacation
13.03.2023 to 19.03.2023	<ul style="list-style-type: none">• Windows explorer, Using Paintbrush, Control Panel, Installing a printer.
20.03.2023 to 26.03.2023	<ul style="list-style-type: none">• User interfaces- CUI and GUI; Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer icons.
27.03.2023 to 02.04.2023	<ul style="list-style-type: none">• MS-Excel: Applications of a Spreadsheet.
03.04.2023 to 09.04.2023	<ul style="list-style-type: none">• Advantages of an Spreadsheet; Features of Excel; Rows, Columns, Cell, Menus, Creating worksheet.
10.04.2023 to 16.04.2023	<ul style="list-style-type: none">• Formatting, Printing, establishing worksheet links, Table creating and printing graphs, Macros, Using Built-in-functions.
17.04.2023 to 23.04.2023	<ul style="list-style-type: none">• MS-Excel Practical
24.04.2023 to 30.04.2023	<ul style="list-style-type: none">• MS-Excel Practical
01.05.2023 to 08.05.2023	<ul style="list-style-type: none">• MS-Excel Practical


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Lesson Plan

Name of Assistant/Associate Prof. : Dr. Ashwini Kumar
Class & Section : M.A.(Political Science) 2nd Semester
Subject : Computer Applications
Session : 2022-23

Date	Contents
02.01.2023 to 08.01.2023	<ul style="list-style-type: none">• Computer Basics: Introduction, Characteristics of a Computer, Classification of Computers, Applications of Computer.
09.01.2023 to 15.01.2023	<ul style="list-style-type: none">• Basic Components of PC, Hardware and Software: Introduction, Computer Memory, Secondary Memory, Computer Peripherals.
16.01.2023 to 22.01.2023	<ul style="list-style-type: none">• Output Devices, Internet basics, Surfing the Internet, Sending Email
23.01.2023 to 29.01.2023	<ul style="list-style-type: none">• Word processing: Introduction and working with MS-Word in MSOffice.
30.01.2023 to 05.02.2023	<ul style="list-style-type: none">• Word basic commands; Formatting-text and documents.
06.02.2023 to 12.02.2023	<ul style="list-style-type: none">• Sorting and tables; Working with graphics; Introduction to mail merge.
13.02.2023 to 19.02.2023	<ul style="list-style-type: none">• MS-Word (Practical)
20.02.2023 to 26.02.2023	<ul style="list-style-type: none">• Revision &MS-Word (Practical)
27.02.2023 to 04.03.2023	<ul style="list-style-type: none">• Spread Sheets: Working with EXCEL-formatting.
05.03.2023 to 12.03.2023	Diwali Vacation.
13.03.2023 to 19.03.2023	<ul style="list-style-type: none">• Functions and formulae, chart features.
20.03.2023 to 26.03.2023	<ul style="list-style-type: none">• Working with graphics in Excel; Using worksheets as database.
27.03.2023 to 02.04.2023	<ul style="list-style-type: none">• MS-Excel (Practical)
03.04.2023 to 09.04.2023	<ul style="list-style-type: none">• Revision &MS-Excel (Practical)
10.04.2023 to 16.04.2023	<ul style="list-style-type: none">• Presentation with Power-Point: Power-point basics with Practical
17.04.2023 to 23.04.2023	<ul style="list-style-type: none">• Creating presentations the easy way, working with graphics in PowerPoint with Practical
24.04.2023 to 30.04.2023	<ul style="list-style-type: none">• Show time, sound effects and animation effects with Practical
01.05.2023 to 08.05.2023	<ul style="list-style-type: none">• MS-Word Practical
09.05.2023 to 15.05.2023	<ul style="list-style-type: none">• MS-Excel Practical
16.05.2023 to 22.05.2023	<ul style="list-style-type: none">• MS- Power Point Practical
23.05.2023 to 31.05.2023	<ul style="list-style-type: none">• Revision

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