


## Lesson Plan

Name of Assistant/Associate Prof. : Dr. Ashwini Kumar  
Class & Section : B.Com. 1<sup>st</sup> Semester  
Subject : Basics of Computer-I  
Session : 2023-24


Date	Contents
21.07.2023 to 27.07.2023	<ul style="list-style-type: none"><li>• Introduction to Computers: Definition of Computer; Components of Computer; Characteristics of Computers.</li></ul>
28.07.2023 to 03.08.2023	<ul style="list-style-type: none"><li>• History evolution of Computers; Generation of computers.</li></ul>
04.08.2023 to 10.08.2023	<ul style="list-style-type: none"><li>• Classification of Computers- According to Purpose, According to Technology.</li></ul>
11.08.2023 to 17.08.2023	<ul style="list-style-type: none"><li>• According to Size and Storage Capacity ; Human being VS Computer; Difference between Computer and Calculator.</li></ul>
18.08.2023 to 24.08.2023	<ul style="list-style-type: none"><li>• Input Devices: Mouse, Keyboard, Light pen, Track Ball, Joystick, MICR.</li></ul>
25.08.2023 to 31.08.2023	<ul style="list-style-type: none"><li>• Optical Mark reader and Optical Character Reader Scanners, Voice system, Web Camera.</li></ul>
01.09.2023 to 07.09.2023	<ul style="list-style-type: none"><li>• Output Devices: Hard Copy Output Devices; Line Printers, Character Printers, Chain Printers.</li></ul>
08.09.2023 to 14.09.2023	<ul style="list-style-type: none"><li>• Dot-matrix Printers, Daisy Wheel Printer, Laser Printers, Ink Jet Printers; Plotters, Soft Copy device –Monitor, Sound Cards and speakers.</li></ul>
15.09.2023 to 21.09.2023	<ul style="list-style-type: none"><li>• Memory and Mass Storage Devices: Characteristics of Memory Systems; Memory Hierarchy.</li></ul>
22.09.2023 to 28.09.2023	<ul style="list-style-type: none"><li>• Types of Primary Memory; RAM and ROM; Secondary and Back-up; Magnetic Disks.</li></ul>
29.09.2023 to 05.10.2023	<ul style="list-style-type: none"><li>• Characteristics and classification of Magnetic Disks; Optical Disks; Magnetic Taps.</li></ul>
06.10.2023 to 12.10.2023	<ul style="list-style-type: none"><li>• MS- Word: Fundamentals of MS-Word, Features of MS-Word, Menus, Formatting and Standard Toolbars. (Practical)</li></ul>
13.10.2023 to 19.10.2023	<ul style="list-style-type: none"><li>• Ruler, Scroll Bar, Creating, Editing, Saving, export and import files, inserting and copying the files, Working with frames. (Practical)</li></ul>
20.10.2023 to 26.10.2023	<ul style="list-style-type: none"><li>• Paragraph formatting, Columns, Pictures, Tables, Macros and Mail Merge. (Practical)</li></ul>
27.10.2023 to 02.11.2023	<ul style="list-style-type: none"><li>• Revision with MS- Word (Practical)</li></ul>
03.11.2023 to 09.11.2023	<ul style="list-style-type: none"><li>• Revision with MS- Word (Practical)</li></ul>
<b>10.11.2023 to 16.11.2023</b>	<b>Diwali Vacation</b>
17.11.2023 to 24.11.2023	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)1<sup>st</sup> Semester  
Subject : Computer Applications  
Session : 2023-24


Date	Contents
26.07.2023 to 27.07.2023	<ul style="list-style-type: none"><li>Computer Basics: Introduction, Characteristics of a Computer, Classification of Computers, Applications of Computer.</li></ul>
28.07.2023 to 03.08.2023	<ul style="list-style-type: none"><li>Basic Components of PC, Hardware and Software: Introduction, Computer Memory, Secondary Memory, Computer Peripherals.</li></ul>
04.08.2023 to 10.08.2023	<ul style="list-style-type: none"><li>Output Devices, Internet basics, Surfing the Internet, Sending Email</li></ul>
11.08.2023 to 17.08.2023	<ul style="list-style-type: none"><li>Word processing: Introduction and working with MS-Word in MSOffice.</li></ul>
18.08.2023 to 24.08.2023	<ul style="list-style-type: none"><li>Word basic commands; Formatting-text and documents.</li></ul>
25.08.2023 to 31.08.2023	<ul style="list-style-type: none"><li>Sorting and tables; Working with graphics; Introduction to mail merge.</li></ul>
01.09.2023 to 07.09.2023	<ul style="list-style-type: none"><li>Spread Sheets: Working with EXCEL-formatting. Functions and formulae, chart features.</li></ul>
08.09.2023 to 14.09.2023	<ul style="list-style-type: none"><li>Working with graphics in Excel; Using worksheets as database.</li></ul>
15.09.2023 to 21.09.2023	<ul style="list-style-type: none"><li>MS-Excel (Practical)</li></ul>
22.09.2023 to 28.09.2023	<ul style="list-style-type: none"><li>Revision &amp;MS-Excel (Practical)</li></ul>
29.09.2023 to 05.10.2023	<ul style="list-style-type: none"><li>Presentation with Power-Point: Power-point basics with Practical</li></ul>
06.10.2023 to 12.10.2023	<ul style="list-style-type: none"><li>Creating presentations the easy way, working with graphics in PowerPoint</li></ul>
13.10.2023 to 19.10.2023	<ul style="list-style-type: none"><li>Show time, sound effects and animation effects with Practical</li></ul>
20.10.2023 to 26.10.2023	<ul style="list-style-type: none"><li>MS-Word Practical</li></ul>
27.10.2023 to 02.11.2023	<ul style="list-style-type: none"><li>MS-Excel Practical</li></ul>
03.11.2023 to 09.11.2023	<ul style="list-style-type: none"><li>MS-Power Point Practical</li></ul>
<b>10.11.2023 to 16.11.2023</b>	<b>Diwali Vacation</b>
17.11.2023 to 24.11.2023	Practical
25.11.2023 to 06.12.2023	Practical

  
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## Lesson Plan

Name of Assistant/Associate Prof. : Dr. Ashwini Kumar  
Class & Section : M.Com.3<sup>rd</sup>Semester  
Subject : Computer Applications to Business & Research  
Session : 2023-24


Date	Contents
21.07.2023 to 27.07.2023	<ul style="list-style-type: none"><li>Word Processing: Introduction and working with MS-Word in MS-Office; Word basic commands; Formatting-text and documents; Citation and Bibliography.</li></ul>
28.07.2023 to 03.08.2023	<ul style="list-style-type: none"><li>Inserting Header and Footer, Sorting and tables; Introduction to mail merge.</li></ul>
04.08.2023 to 10.08.2023	<ul style="list-style-type: none"><li>Presentation with Power-Point: Power-point basics, creating presentations; Working with graphics in Power-Point; show time, sound effects and animation effects.</li></ul>
11.08.2023 to 17.08.2023	<ul style="list-style-type: none"><li>Spread Sheets: Working with EXCEL-formatting, functions, chart features.</li></ul>
18.08.2023 to 24.08.2023	<ul style="list-style-type: none"><li>Working with graphics in Excel; Descriptive statistics and steps involved in calculation of descriptive statistics in MS Excel.</li></ul>
25.08.2023 to 31.08.2023	<ul style="list-style-type: none"><li>MS Excel: Mean, Median, Mode, Range, Standard Deviation, Skewness and Kurtosis.</li></ul>
01.09.2023 to 07.09.2023	<ul style="list-style-type: none"><li>Hypothesis Testing: Chi-square test, t-Test and Analysis of Variance (ANOVA) with the help of MS Excel.</li></ul>
08.09.2023 to 14.09.2023	<ul style="list-style-type: none"><li>An introduction to SPSS: coding, graphs, pivot tables, missing values etc. Application of Chi-square test,</li></ul>
15.09.2023 to 21.09.2023	<ul style="list-style-type: none"><li>T-Test and Analysis of Variance (ANOVA) using SPSS</li></ul>
22.09.2023 to 28.09.2023	<ul style="list-style-type: none"><li>Introduction to Accounting Packages: Preparation of vouchers, invoice and salary statements ;Maintenance of inventory records.</li></ul>
29.09.2023 to 05.10.2023	<ul style="list-style-type: none"><li>Maintenance of accounting books and final accounts; financial reports generation; Computation of GST.</li></ul>
06.10.2023 to 12.10.2023	<ul style="list-style-type: none"><li>Concept of Research Ethics: Patents, Copyrights.</li></ul>
13.10.2023 to 19.10.2023	<ul style="list-style-type: none"><li>Plagiarism: Meaning, Types, Tools to detect plagiarism, Consequences of Plagiarism.</li></ul>
20.10.2023 to 26.10.2023	<ul style="list-style-type: none"><li>Revision &amp; Practical in MS-Excel.</li></ul>
27.10.2023 to 02.11.2023	<ul style="list-style-type: none"><li>Revision &amp; Practical in MS-Excel.</li></ul>
03.11.2023 to 09.11.2023	<ul style="list-style-type: none"><li>Revision &amp; Practical in MS-Excel.</li></ul>
<b>10.11.2023 to 16.11.2023</b>	<b>Diwali Vacation</b>
17.11.2023 to 24.11.2023	Practical

  
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## Lesson Plan

Name of Assistant/Associate Prof. : Dr. Ashwini Kumar  
Class & Section : M.A. (Hindi) 1<sup>st</sup> Semester  
Subject : कंप्यूटर का हिंदी में अनुप्रयोग  
Session : 2023-24


Date	Contents
26.07.2023 to 27.07.2023	• कंप्यूटर (संगणक) प्रणाली - परिचय , उदभव एवं विकास ।
28.07.2023 to 03.08.2023	• परिभाषा , उपकरण और प्रयोग ।
04.08.2023 to 10.08.2023	• आंकड़ासंसाधन, वर्तनी संसोधन ।
11.08.2023 to 17.08.2023	• इंटरनेट का ऐतिहासिक परिचय , इंटरनेट के उपकरणों का परिचय।
18.08.2023 to 24.08.2023	• समय मितव्ययिता का सूत्र।
25.08.2023 to 31.08.2023	• वर्ल्ड वाइड वेब (WWW) का विकास, प्रचार , प्रसार।
01.09.2023 to 07.09.2023	• डाउनलोड एवं अपलोड।
08.09.2023 to 14.09.2023	• हिंदी वेबसाइट्सपरिचय।
15.09.2023 to 21.09.2023	• पोर्टल क्या हैं ? पोर्टल का स्वरुप , हिंदी पोर्टल।
22.09.2023 to 28.09.2023	• वेबसाइट परिभाषा , हिंदी वेबसाइट्स : वर्गीकरण, भाषा, साहित्य , पत्रिकाएं समाचार आदि।
29.09.2023 to 05.10.2023	• हिंदी साहित्य से सम्बंधित कुछ महत्वपूर्ण वेबसाइट्स और ब्लॉगपोस्ट का परिचय।
06.10.2023 to 12.10.2023	• सोशल साइट्स का परिचय , उपयोग और महत्वा।
13.10.2023 to 19.10.2023	• प्रैक्टिकल वर्कऔर पुनरीक्षण
20.10.2023 to 26.10.2023	• प्रैक्टिकल वर्क और पुनरीक्षण
27.10.2023 to 02.11.2023	• प्रैक्टिकल वर्कऔर पुनरीक्षण
03.11.2023 to 09.11.2023	• प्रैक्टिकल वर्क और पुनरीक्षण
<b>10.11.2023 to 16.11.2023</b>	<b>Diwali Vacation.</b>
17.11.2023 to 24.11.2023	• प्रैक्टिकल वर्क और पुनरीक्षण
25.11.2023 to 06.12.2023	• प्रैक्टिकल वर्क और पुनरीक्षण

  
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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 : 2023-24

Date	Contents
01.01.2024 to 07.01.2024	<ul style="list-style-type: none"><li>• Fundamental of computers: Model of a digital computer; Functioning of a digital computer.</li></ul>
08.01.2024 to 14.01.2024	<ul style="list-style-type: none"><li>• Types of a digital computer; Advantages of computers.</li></ul>
15.01.2024 to 21.01.2024	<ul style="list-style-type: none"><li>• Difference between digital computer and Analog computer.</li></ul>
22.01.2024 to 28.01.2024	<ul style="list-style-type: none"><li>• Applications of computers: Computers in Commerce, Marketing, Education and Management.</li></ul>
29.01.2024 to 04.02.2024	<ul style="list-style-type: none"><li>• Software concepts: Types of Software and their role, Different System Software types Operating systems.</li></ul>
05.02.2024 to 11.02.2024	<ul style="list-style-type: none"><li>• Translators, System Utilities; Concept of Application Packages.</li></ul>
12.02.2024 to 18.02.2024	<ul style="list-style-type: none"><li>• 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.</li></ul>
19.02.2024 to 25.02.2024	<ul style="list-style-type: none"><li>• Operating System as a resource Manager, concept of GUI and CUI.</li></ul>
26.02.2024 to 03.03.2024	<ul style="list-style-type: none"><li>• Introduction to Windows: Components of a Application Window; Types of Windows, Windows as an Operating System.</li></ul>
04.03.2024 to 10.03.2024	<ul style="list-style-type: none"><li>• Windows explorer, Using Paintbrush, Control Panel, Installing a printer.</li></ul>
11.03.2024 to 17.03.2024	<ul style="list-style-type: none"><li>• User interfaces- CUI and GUI; Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer icons.</li></ul>
18.03.2024 to 22.03.2024	<ul style="list-style-type: none"><li>• MS-Excel: Applications of a Spreadsheet.</li></ul>
<b>23.03.2024 to 31.03.2024</b>	<b>Holi Vacation</b>
01.04.2024 to 07.04.2024	<ul style="list-style-type: none"><li>• Advantages of an Spreadsheet; Features of Excel; Rows, Columns, Cell, Menus, Creating worksheet.</li></ul>
08.04.2024 to 14.04.2024	<ul style="list-style-type: none"><li>• Formatting, Printing, establishing worksheet links, Table creating and printing graphs, Macros, Using Built-in-functions.</li></ul>
15.04.2024 to 21.04.2024	<ul style="list-style-type: none"><li>• MS-Excel Practical</li></ul>
22.04.2024 to 30.04.2024	<ul style="list-style-type: none"><li>• MS-Excel Practical</li></ul>

  
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## Lesson Plan

Name of Assistant/Associate Prof. : Dr. Ashwini Kumar  
Class & Section : M.A.(Political Science) 2<sup>nd</sup> Semester  
Subject : Computer Applications  
Session : 2023-24

Date	Contents
01.01.2024 to 07.01.2024	<ul style="list-style-type: none"><li>• Computer Basics: Introduction, Characteristics of a Computer, Classification of Computers, Applications of Computer.</li></ul>
08.01.2024 to 14.01.2024	<ul style="list-style-type: none"><li>• Basic Components of PC, Hardware and Software: Introduction, Computer Memory, Secondary Memory, Computer Peripherals.</li></ul>
15.01.2024 to 21.01.2024	<ul style="list-style-type: none"><li>• Output Devices, Internet basics, Surfing the Internet, Sending Email</li></ul>
22.01.2024 to 28.01.2024	<ul style="list-style-type: none"><li>• Word processing: Introduction and working with MS-Word in MSOffice.</li></ul>
29.01.2024 to 04.02.2024	<ul style="list-style-type: none"><li>• Word basic commands; Formatting-text and documents.</li></ul>
05.02.2024 to 11.02.2024	<ul style="list-style-type: none"><li>• Sorting and tables; Working with graphics; Introduction to mail merge.</li></ul>
12.02.2024 to 18.02.2024	<ul style="list-style-type: none"><li>• MS-Word (Practical)</li></ul>
19.02.2024 to 25.02.2024	<ul style="list-style-type: none"><li>• Revision &amp;MS-Word (Practical)</li></ul>
26.02.2024 to 03.03.2024	<ul style="list-style-type: none"><li>• Spread Sheets: Working with EXCEL-formatting.</li></ul>
04.03.2024 to 10.03.2024	<ul style="list-style-type: none"><li>• Functions and formulae, chart features.</li></ul>
11.03.2024 to 17.03.2024	<ul style="list-style-type: none"><li>• Working with graphics in Excel; Using worksheets as database.</li></ul>
18.03.2024 to 22.03.2024	<ul style="list-style-type: none"><li>• MS-Excel (Practical)</li></ul>
<b>23.03.2024 to 31.03.2024</b>	<b>Holi Vacation</b>
01.04.2024 to 07.04.2024	<ul style="list-style-type: none"><li>• Revision &amp;MS-Excel (Practical)</li></ul>
08.04.2024 to 14.04.2024	<ul style="list-style-type: none"><li>• Presentation with Power-Point: Power-point basics with Practical</li></ul>
15.04.2024 to 21.04.2024	<ul style="list-style-type: none"><li>• Creating presentations the easy way, working with graphics in PowerPoint with Practical</li></ul>
22.04.2024 to 30.04.2024	<ul style="list-style-type: none"><li>• Show time, sound effects and animation effects with Practical</li></ul>

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