

Lesson Plan (2023-24)

Name of Teacher: - Dr. Rajinder Singh & Dr. Poonam Kumari

Class:-B.A. 4th Sem

Subject:-Basics of Computer

S No.		Topics / Chapters to be covered	Month
1.	Theory	Basics of E-Mail: Introduction, Objective, Open Email account, Mailbox: Inbox, Outbox, Creating and sending a new mail, Reply, Forward Email, CC, BCC. Introduction to E-Governance, Social Networking, E-Learning, E-Business. Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Saving a document, Menu Bar, Ribbon, Page setup, Formatting Text, Editing, Printing, drawing table, manipulating table, working with graphics	February 2024
	Practical	To create your personal E-mail account, Create a letter in MS Word and with help of Mail merge feature send it to 10 people, Create a document in MS Word and save it with student name, Draw a student detail table in Ms Word and insert rows and column in this.	
2.	Theory	Mail merge, Inserting equation, Word Art, Smart Art, Header and Footer, Track Changes, Macros. Using Spread Sheet: Basics of Spreadsheet; Elements of spreadsheet, Manipulation of cells, saving workbook, entering data, editing data, formatting worksheet, Formula and Function, Working with Charts and Graphics, Data Validation, Conditional Formatting, Sorting, Filtering, Advance Filter, Page Layout, What-if analysis.	March 2024
	Practical	Create a MS Excel worksheet and create a table in it and save it with any name, Apply cell formatting in that table, Create a table of student's data with marks and calculate total marks of all students, percentage of marks of all subjects of any student.	
3.	Theory	Working with Presentation: Basics of presentation software; Opening, Saving, creating a Presentation; Preparation and Presentation of Slides; entering and editing text, Insert and delete slides, adding clip art picture, Inserting objects, Inserting Graphics, views in PowerPoint presentation, Transition, Slideshow, Rehearse Timing, Slide master.	April 2024
	Practical	Create a worksheet and move data from one place to another in same worksheet and in different worksheets, Create a power point presentation and apply transition of different slide.	

Lesson Plan (2023-24)

Name of Teacher: - Dr. Rajinder Singh & Dr. Poonam Kumari

Class:-B.A. 3rd Sem

Subject:-Basics of Computer

S No.		Topics / Chapters to be covered	Month
1.	Theory	Introduction of Computers, Definition of Computer, Block Diagram of Computer, Components of Computer, Characteristics of Computers, Limitation of Computer, Classification of Computers-According to Purpose, According to Technology, According to Size and Storage Capacity	August 2023
	Practical	Get familiar with computer parts and use of keyboard and mouse	
2.	Theory	Human being VS Computer, Application of Computer in various field Introduction to Windows Operating System, Types of Operating System, Functions of Operating System, Features of Windows Operating System. Computer Software, Types of Software, Proprietary and Open Source Software. Basics of Windows:- Basic Components of Windows, Icons, Type of Icons, Taskbar, Activating Windows, Title bar, exploring Computer, managing files and folders, copying and moving files and folders.	September 2023
	Practical	Creating Files and Folders, Managing File and Folders, Change Date and Time Setting	
3.	Theory	Control Panel:- Display Property, Adding and removing hardware and software, Setting date and time, Screensaver and appearance, using windows accessories. Input Devices, Mouse, Keyboards, Light Pen, Track Ball, Joystick, MICR, Optical Mark Reader and Optical Character reader, Scanners, Voice system, Web Camera Output Devices, Hard Copy, Output Devices, Line Printers, Character Printers, Chain Printers, Dot-Matrix Printers, Daisy Wheel Printer, Laser Printer, Inkjet Printers, Plotters, Soft Copy Device – Monitor, Sound Card and Speakers	October 2023
	Practical	Changing Desktop Wallpaper and also applying Screen Saver, Create a document with formatting, Program to create folder on desktop	
4.	Theory	Memory and Mass Storage Devices, Characteristics of Memory Systems, Memory Hierarchy, Types of Primary Memory, RAM and ROM, Secondary and Back-up, Magnetic Disks, Characteristics and Classification of Magnetic Disk, Optical Disk, Magnetic Tape. Computer Viruses:- Definition, Type of Viruses, Characteristics of virus, antivirus softwares Overview of Networking:- Introduction to Network, Type of Network, Network Topologies, Mode of Data Transmission, Transmission Media	November 2023
	Practical	Change desktop icon setting using windows, Program to manage files and folders	
5.	Theory	Introduction to Internet, Application of Internet, Hardware and Software requirement for internet, Application of Intranet, World wide web, Web Browsers, Search engines, Understanding URL, Domain Name.	December 2023
	Practical	Create personal E-mail account, working with E-mail, setup sleep mode in windows	

Lesson Plan (2023-24)

Name of Teacher: - Dr. Poonam Kumari

Class:-B.Sc. 1st Sem

Subject:-Basics of Computer

S No.		Topics / Chapters to be covered	Month
1.	Theory	Introduction of Computers, Definition of Computer, Block Diagram of Computer, Components of Computer, Characteristics of Computers, Limitation of Computer, Classification of Computers-According to Purpose, According to Technology, According to Size and Storage Capacity	August 2023
	Practical	Get familiar with computer parts and use of keyboard and mouse	
2.	Theory	Human being VS Computer, Application of Computer in various field Introduction to Windows Operating System, Types of Operating System, Functions of Operating System, Features of Windows Operating System. Computer Software, Types of Software, Proprietary and Open Source Software. Basics of Windows:- Basic Components of Windows, Icons, Type of Icons, Taskbar, Activating Windows, Title bar, exploring Computer, managing files and folders, copying and moving files and folders.	September 2023
	Practical	Creating Files and Folders, Managing File and Folders, Change Date and Time Setting	
3.	Theory	Control Panel:- Display Property, Adding and removing hardware and software, Setting date and time, Screensaver and appearance, using windows accessories. Input Devices, Mouse, Keyboards, Light Pen, Track Ball, Joystick, MICR, Optical Mark Reader and Optical Character reader, Scanners, Voice system, Web Camera Output Devices, Hard Copy, Output Devices, Line Printers, Character Printers, Chain Printers, Dot-Matrix Printers, Daisy Wheel Printer, Laser Printer, Inkjet Printers, Plotters, Soft Copy Device – Monitor, Sound Card and Speakers	October 2023
	Practical	Changing Desktop Wallpaper and also applying Screen Saver, Create a document with formatting, Program to create folder on desktop	
4.	Theory	Memory and Mass Storage Devices, Characteristics of Memory Systems, Memory Hierarchy, Types of Primary Memory, RAM and ROM, Secondary and Back-up, Magnetic Disks, Characteristics and Classification of Magnetic Disk, Optical Disk, Magnetic Tape. Computer Viruses:- Definition, Type of Viruses, Characteristics of virus, antivirus software. Overview of Networking:- Introduction to Network, Type of Network, Network Topologies, Mode of Data Transmission, Transmission Media. Introduction to Internet, Application of Internet, Hardware and Software requirement for internet, Application of Intranet, World wide web, Web Browsers, Search engines, Understanding URL, Domain Name.	November 2023
	Practical	Change desktop icon setting using windows, Program to manage files and folders.	
5.	Theory	Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Saving a document, Menu Bar, Ribbon, Page setup, Formatting Text, Editing, Printing, drawing table, manipulating table, working with graphics. Using Spread Sheet: Basics of Spreadsheet; Elements of spreadsheet, Manipulation of cells, saving workbook, entering data, editing data, formatting worksheet, Formula and Function, Working with Charts and Graphics, Data Validation, Conditional Formatting, Sorting, Filtering, Advance Filter, Page Layout, What-if analysis. Working with Presentation: Basics of presentation software; Opening, Saving, creating a Presentation; Preparation and Presentation of Slides; entering and editing text, Insert and delete slides, adding clip art picture, Inserting objects, Inserting Graphics, views in PowerPoint presentation, Transition, Slideshow, Rehearse Timing, Slide master.	December 2023
	Practical	Create personal E-mail account, working with E-mail, setup sleep mode in windows	

Lesson Plan (2023-24)

Name of Teacher: - Dr. Rajinder Singh

Class:-B.Com. 1st Sem

Subject:-Fundamentals of Computer

S No.		Topics / Chapters to be covered	Month
1.	Theory	Introduction of Computers: Organisation, Characteristics, Types of Computers, types of Memories, Hardware and Software Concepts.	August 2023
	Practical	MS-Word : Introduction of Word Processing	
2.	Theory	Operating System: Introduction of OS, Types of OS, Functions of OS, MS-DOS Internal Commands: chdir, cls, path, prompt, label, ver, bol, echo, set. External Commands: scandisk, discopy, diskcomp, format, backup, restore. Windows: Windows Explorer, Print Manager, Control Panel	September 2023
	Practical	MS-Word: Creating, Editing, Printing, Page Formatting, Sorting and Tables, Mail Merge.	
3.	Theory	Windows: Paint Brush. Dialog box: Text box, Check box, slide boxes, Desktop. Data Communication and Networks: Data Communication Concept, Medias,	October 2023
	Practical	MS-Excel : Introduction to Spread Sheet, Creating, Editing, Printing	
4.	Theory	Data Communication and Networks: Modes, Multiplexers. Networking; Need, Types of Network, Distributed Networking, Client- Server Concepts, OSI Models.	November 2023
	Practical	MS-Excel : Formatting of Worksheets, Preparation of Graphs	
5.	Theory	Revision of All Syllabus and Clear the Issues of Students if any. More focus on Practical Work.	December 2023
	Practical	Revision of All Syllabus and Clear the Issues of Students if any. More focus on Practical Work.	

Lesson Plan (2023-24)

Name of Teacher: - Dr. Rajinder Singh

Class:-M.Com. 1st Sem

Subject:-Fundamentals of Computer

S No.		Topics / Chapters to be covered	Month
1.	Theory	Basic Concept of IT, Data & Information, Characteristics of Information, Data Processing Introduction to Computers, Classification and Generation of Computer, Real-time Applications of Computer, Block Diagram and Anatomy of Computer, Input and Output Devices, Types of Software, Free and Open Source Software, Operating System, Types of Operating System, Function of Operating System, Features of Window OS	August 2023
	Practical	Creating Files and Folders, Managing File and Folders, Change Date and Time Setting	
2.	Theory	History of Internet, Intranet, Web Browsers, Search Engine, Working with Internet, Applications of Internet; E-Commerce: Evolution and Architecture of E-Commerce, Computer Application in Business; Computer Application in Various Field of Commerce: Accounting, Purchasing, Banking, Cost and Budget Management; Internet Payment Systems, Concept of Mobile Commerce; Multimedia, Concept of Multimedia & application of Multimedia	September 2023
	Practical	MS-Word: Creating, Editing, Printing, Page Formatting, Sorting and Tables, Mail Merge.	
3.	Theory	Social Media: Introduction to Class and Social Media, Measuring, Monitoring, and Analyzing Social Media Trends and Impact, Domains of Application in Social Media, Social Media Marketing Strategy; Mobile Communication: Fundamentals of Mobile Communication, 2G and 3G Technology, 3GPP LTE, GSM Evolution in GPRS and EDGE, Emerging Technologies for 4G; Data Communication: General Block Diagram of Communication System, Types of Communication, Applications of Data Communications, Digital Data Communication Techniques; Concept of Network, Types of Network, LAN Topologies, Computer Protocols	October 2023
	Practical	MS-Excel : Introduction to Spread Sheet, Creating, Editing, Printing	
4.	Theory	File Management: Desktop Components, Start Menu and Taskbar, Types of Icons, Viewing, Arranging, and Working with Files and Folders MS Word: Toolbars, Menu, Editing a Document, Previewing Document, Printing Documents, Mail Merge. MS Excel: Entering and Editing Worksheet Data, Worksheet Operations, Introducing Tables, Pivot Table, Charts and Graphics, Graphing and Summarizing Data; Statistical Processing of Data, Spreadsheet Formulas and Functions: Mathematical, Statistical and Financial Functions, Conditional Formatting; MS PowerPoint: PowerPoint Basics, Insert, Tools, Format, Slide Show, Formatting Slides, Create Presentations, Insert and Modify Text, Work with Graphics and Media	November 2023
	Practical	MS-Excel : Formatting of Worksheets, Preparation of Graphs	
5.	Theory	Revision of All Syllabus and Clear the Issues of Students if any. More focus on Practical Work.	December 2023
	Practical	Revision of All Syllabus and Clear the Issues of Students if any. More focus on Practical Work.	

Lesson Plan (2023-24)

Name of Teacher: - Dr. Poonam Kumari

Class:-M.A. (History) 1st Sem

Subject:-IT Fundamentals

S No.		Topics / Chapters to be covered	Month
1.	Theory	Basic Concept of IT, Data & Information, Characteristics of Information, Data Processing Introduction to Computers, Classification and Generation of Computer, Real-time Applications of Computer, Block Diagram and Anatomy of Computer, Input and Output Devices, Types of Software, Free and Open Source Software, Operating System, Types of Operating System, Function of Operating System, Features of Window OS	August 2023
	Practical	Creating Files and Folders, Managing File and Folders, Change Date and Time Setting	
2.	Theory	History of Internet, Intranet, Web Browsers, Search Engine, Working with Internet, Applications of Internet; E-Commerce: Evolution and Architecture of E-Commerce, Computer Application in Business; Computer Application in Various Field of Commerce: Accounting, Purchasing, Banking, Cost and Budget Management; Internet Payment Systems, Concept of Mobile Commerce; Multimedia, Concept of Multimedia & application of Multimedia	September 2023
	Practical	MS-Word: Creating, Editing, Printing, Page Formatting, Sorting and Tables, Mail Merge.	
3.	Theory	Social Media: Introduction to Class and Social Media, Measuring, Monitoring, and Analyzing Social Media Trends and Impact, Domains of Application in Social Media, Social Media Marketing Strategy; Mobile Communication: Fundamentals of Mobile Communication, 2G and 3G Technology, 3GPP LTE, GSM Evolution in GPRS and EDGE, Emerging Technologies for 4G; Data Communication: General Block Diagram of Communication System, Types of Communication, Applications of Data Communications, Digital Data Communication Techniques; Concept of Network, Types of Network, LAN Topologies, Computer Protocols	October 2023
	Practical	MS-Excel : Introduction to Spread Sheet, Creating, Editing, Printing	
4.	Theory	File Management: Desktop Components, Start Menu and Taskbar, Types of Icons, Viewing, Arranging, and Working with Files and Folders MS Word: Toolbars, Menu, Editing a Document, Previewing Document, Printing Documents, Mail Merge. MS Excel: Entering and Editing Worksheet Data, Worksheet Operations, Introducing Tables, Pivot Table, Charts and Graphics, Graphing and Summarizing Data; Statistical Processing of Data, Spreadsheet Formulas and Functions: Mathematical, Statistical and Financial Functions, Conditional Formatting; MS PowerPoint: PowerPoint Basics, Insert, Tools, Format, Slide Show, Formatting Slides, Create Presentations, Insert and Modify Text, Work with Graphics and Media	November 2023
	Practical	MS-Excel : Formatting of Worksheets, Preparation of Graphs	
5.	Theory	Revision of All Syllabus and Clear the Issues of Students if any. More focus on Practical Work.	December 2023
	Practical	Revision of All Syllabus and Clear the Issues of Students if any. More focus on Practical Work.	

Lesson Plan (2023-24)

Name of Teacher: - Dr. Rajinder Singh & Dr. Poonam Kumari

Class:-B.A. 4th Sem

Subject:-Basics of Computer

S No.		Topics / Chapters to be covered	Month
1.	Theory	Basics of E-Mail: Introduction, Objective, Open Email account, Mailbox: Inbox, Outbox, Creating and sending a new mail, Reply, Forward Email, CC, BCC. Introduction to E-Governance, Social Networking, E-Learning, E-Business. Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Saving a document, Menu Bar, Ribbon, Page setup, Formatting Text, Editing, Printing, drawing table, manipulating table, working with graphics	February 2024
	Practical	To create your personal E-mail account, Create a letter in MS Word and with help of Mail merge feature send it to 10 people, Create a document in MS Word and save it with student name, Draw a student detail table in Ms Word and insert rows and column in this.	
2.	Theory	Mail merge, Inserting equation, Word Art, Smart Art, Header and Footer, Track Changes, Macros. Using Spread Sheet: Basics of Spreadsheet; Elements of spreadsheet, Manipulation of cells, saving workbook, entering data, editing data, formatting worksheet, Formula and Function, Working with Charts and Graphics, Data Validation, Conditional Formatting, Sorting, Filtering, Advance Filter, Page Layout, What-if analysis.	March 2024
	Practical	Create a MS Excel worksheet and create a table in it and save it with any name, Apply cell formatting in that table, Create a table of student's data with marks and calculate total marks of all students, percentage of marks of all subjects of any student.	
3.	Theory	Working with Presentation: Basics of presentation software; Opening, Saving, creating a Presentation; Preparation and Presentation of Slides; entering and editing text, Insert and delete slides, adding clip art picture, Inserting objects, Inserting Graphics, views in PowerPoint presentation, Transition, Slideshow, Rehearse Timing, Slide master.	April 2024
	Practical	Create a worksheet and move data from one place to another in same worksheet and in different worksheets, Create a power point presentation and apply transition of different slide.	