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| **Lesson plan**  **2021--22 (21 March 2022 to 1 July 2022) Even Sem.** |
| **Name of Assistant professor** | **Geeta** |
| **Class** | **B.Com I(2nd Semester)** |
| **Subject** | **Basic of Computer** |
| **Week, Month** | **Topics covered** | **Status/Remarks** |
| Week 1 , 21 to 26 March | Chapter of fundamental of computer, Applications of computer |  |
| Week 2, 28 March to 2 April | Window 7 basics, Window 7 Accessories |  |
| Week 3, 4 April to 9 April | Software Concept |  |
| Week 4, 11 April to 16 April | Operating system concept |  |
| Week 5, 18 April to 23 April | Window 7 Control panel |  |
| Week 6, 25 April to 30 April | Practice on system….Group wise & test |  |
| Week 7, 2 May to 7 May | Manage file & folder |  |
| Week 8, 9 May to 14 May  | Getting started with Ms-excel 2007 |  |
| Week 9, 16 May to 21 May  | Working with Worksheet |  |
| Week 10, 23 May to 28 May  | Practice on system….Group wise |  |
| Week 11, 30 May to 4 June | Charts and Built-in-function |  |
| Week 12, 6 June to 11 June | Managing and organising data |  |
| Week 13, 13 June to 18 June | Revision and discussion on completed syllabus, Presentations and discussions, Class test 2 |  |
| Week 14, 20 June to 25 June | Revision test and discussions, Assignments & Presentations  |  |
| Week 15, 27 June to 1 July | Assignments & Presentations |  |

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| **Lesson plan 2021--22 (21 March 2022 to 1 July 2022) Even Sem.** |
| **Name of Assistant professor** | **Geeta** |
| **Class** | **B.A I(2nd Semester)** |
| **Subject** | **Computer Complusory Education** |
| **Week, Month** | **Topics covered** | **Status/Remarks** |
| Week 1 , 21 to 26 March | Chapter of fundamental of computer, Applications of computer |  |
| Week 2, 28 March to 2 April | Window 7 basics, Window 7 Accessories |  |
| Week 3, 4 April to 9 April | Operating system concept |  |
| Week 4, 11 April to 16 April | Window 7 Control panel |  |
| Week 5, 18 April to 23 April | Practice on system….Group wise & test |  |
| Week 6, 25 April to 30 April | Introduction To Tables |  |
| Week 7, 2 May to 7 May | Introduction to working with objects |  |
| Week 8, 9 May to 14 May  | Macro,Mail merge  |  |
| Week 9, 16 May to 21 May  | Internet and its application |  |
| Week 10, 23 May to 28 May  | Practice on system….Group wise |  |
| Week 11, 30 May to 4 June | Web Browsers and Net Surfing |  |
| Week 12, 6 June to 11 June | Email |  |
| Week 13, 13 June to 18 June | Revision and discussion on completed syllabus, Presentations and discussions, Class test 2 |  |
| Week 14, 20 June to 25 June | Revision test and discussions, Assignments & Presentations  |  |
| Week 15, 27 June to 1 July | Assignments & Presentations |  |

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