

# I.B. (PG) COLLEGE, PANIPAT

## LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan

(Odd Semester)

UG ( 1st Semester )

Name of the Paper:- BUSINESS ORGANISATION

Class:- BBA I

Name of the Teachers : Prof. Nisha

WEEK	DATE	TOPICS
1	September (6-10)	SYLLABUS DISCUSSION
		HUMAN ACTIVITIES : MEANING & TYPES
		BUSINESS: CONCEPT & FEATURES
		CONTINUE... & SCOPE / CLASSIFICATION OF BUSINESS ACTIVITIES
		CONTINUE...
<b>SUNDAY - 11.09.2022</b>		
2	September (12-17)	CONTINUE...
		CONTINUE... & OBJECTIVES OF BUSINESS
		DIFFERENCE BETWEEN INDUSTRY, TRADE & COMMERCE
		BUSINESS ETHICS : CONCEPT & FEATURES
		IMPORTANCE & EXAMPLES OF BUSINESS ETHICS
		COMPONENTS OF BUSINESS ETHICS & REVISION
<b>SUNDAY - 18.09.2022</b>		
3	September (19-24)	VALUES: MEANING & FEATURES
		TYPES & FACTORS AFFECTING VALUES
		CONTINUE...
		PROFESSION: MEANING & NATURE
		EMPLOYMENT: MEANING & NATURE & DIFFERENCE BETWEEN BUSINESS, PROFESSION & EMPLOYMENT
		<b>HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)</b>
<b>SUNDAY - 25.09.2022</b>		
<b>HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)</b>		
4	September (27-30) October (1)	REVISION & ORAL TEST
		CORPORATE GOVERNANCE : MEANING & OBJECTIVES
		CONTINUE....
		PRINCIPLES OF GOOD CORPORATE GOVERNANCE
		BENEFITS/ ADVANTAGES OF CORPORATE GOVERNANCE & CORPORATE EXCELLANCE
<b>SUNDAY - 02.10.2022 &amp; Holiday (Mahatma Gandhi Jayanti)</b>		
5	October (3-8)	CONTINUE...
		SOLE PROPRIETORSHIP: MEANING & FEATURES
		MERITS OF SOLE PROPRIETORSHIP
		CONTINUE...
		DEMERITS & SUITABILITY OF SOLE PROPERITORSHIP
<b>HOLIDAY - 05.10.2022 (Dussehra)</b>		
<b>SUNDAY - 09.10.2022 &amp; Holiday (Maharishi Valmiki Jayanti)</b>		

6	October (10-15)	EXPANSION OF SOLE PROPRIETORSHIP
		CONTINUE...
		PARTNERSHIP : MEANING & CHARACTERISTICS
		MERITS OF PARTNERSHIP & ORIENTATION
		DEMERITS & TYPES OF PARTNERSHIP
CONTINUE....		
<b>SUNDAY - 16.10.2022</b>		
7	October (17-21)	TYPES AND RIGHTS OF PARTNERS
		CONTINUE..
		DUTIES & LIABILITIES OF PARTNERS
		MINOR AS A PARTNER
		FORMATION & REGISTRATION OF PARTNERSHIP
<b>Diwali Break - 22.10.2022 to 26.10.2022</b>		
8	October (27-29)	CONTINUE...
		PARTNERSHIP DEED & ASSIGNMENT- I ON INTRODUCTION TO BUSINESS
		DISSOLUTION OF PARTNERSHIP : MEANING & METHODS
<b>SUNDAY - 30.10.2022</b>		
9	October (31) November (1-5)	CONTINUE.. & DIFFERENCE BETWEEN DISSOLUTION OF PARTNERSHIP & DISSOLUTION OF FIRM
		COMPANY: MEANING & FEATURES
		ADVANTAGES OF COMPANY
		DISADVANTAGES OF COMPANY
		TYPES OF COMPANY
<b>HOLIDAY - 01.11.2022 (Haryana Day)</b>		
<b>SUNDAY - 06.11.2022</b>		
10	November (7-12)	CONTINUE..
		CONTINUE...
		DIFFERENCE BETWEEN COMPANY & PARTNERSHIP
		FORMATION OF COMPANY
		CONTINUE...
<b>HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)</b>		
<b>SUNDAY - 13.11.2022</b>		
11	November (14-19)	CONTINUE..
		CONDITIONAL (SOLE PROPRIETORSHIP, COMPANY)
		MNCs: MEANING & FEATURES
		ADVANTAGES & DISADVANTAGES OF MNCs
		CO-OPERATIVE ORGANISATIONS : MEANING & FEATURES
		FORMATION & TYPES OF CO-OPERATIVE ORGANISATIONS
<b>SUNDAY - 20.11.2022</b>		
12	November (21-26)	CONTINUE....
		ADVANTAGES & DISADVANTAGES OF CO-OPERATIVE ORGANISATIONS
		EVALUATION OF VARIOUS ORGANISATIONS & REVISION
		CONDITIONAL (SOLE PROPRIETORSHIP, COMPANY)
		STATE OWNERSHIP- PRIVATE SECTOR : MEANING & TYPES
		CONTINUE...
<b>SUNDAY - 27.11.2022</b>		

13	November (28-30) December (1-3)	PUBLIC SECTOR: MEANING & TYPES
		ASSIGNMENT-II ON MNCs & PARTNERSHIP
		CONTINUE...
		CONTINUE...
		CONTINUE...
<b>SUNDAY - 04.12.2022</b>		
14	December (5-10)	CHANGING ROLE OF PUBLIC SECTOR & NPO
		CONTINUE....
		CONTINUE...
		TRADE ASSOCIATIONS
		CONTINUE..
<b>SUNDAY - 11.12.2022</b>		
15	December (12-14)	REVISION
		REVISION
		REVISION

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## LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan

(Odd Semester)

UG ( 1st Semester )

Name of the Paper:-Business Accounting

Class:- BBA Ist

Name of the Teachers (Section Wise) : Prof. Karuna Sachdeva

WEEK	DATE	TOPICS
1	September (6-10)	Discussion about Syllabus
		Basic Accounting : Nature
		Continued
		Scope And Objectives Of Accounting
		Accounting as Information System
<b>SUNDAY - 11.09.2022</b>		
2	September (12-17)	Users Of Accounting Information
		GAAP v/s Accounting Standards
		Continued
		Continued
		Continued
<b>SUNDAY - 18.09.2022</b>		
3	September (19-24)	Revision
		Accounting Equation
		Continued
		Continued
<b>HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)</b>		
<b>SUNDAY - 25.09.2022</b>		
<b>HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)</b>		
4	September (27-30) October (1)	Problems
		Accounting Concepts And Conventions
		Continued
		Continued
<b>SUNDAY - 02.10.2022 &amp; Holiday (Mahatma Gandhi Jayanti)</b>		
5	October (3-8)	Class Test
		Capital And Revenue Expenditure
		Continued
		Continued
<b>HOLIDAY - 05.10.2022 (Dussehra)</b>		
<b>SUNDAY - 09.10.2022 &amp; Holiday (Maharishi Valmiki Jayanti)</b>		

6	October (10-15)	Revision
		Assignment I On Basic Accounting And Accounting Equation
		Principles Of Financial Accounts
		Continued
		Continued
<b>SUNDAY - 16.10.2022</b>		
7	October (17-21)	Journal And Ledger: Double Entry System
		Continued
		Continued
		Continued
		Continued
<b>Diwali Break - 22.10.2022 to 26.10.2022</b>		
8	October (27-29)	Journal And Recording Of Entries In Journal with Narration
		Continued
		Continued
<b>SUNDAY - 30.10.2022</b>		
9	October (31) November (1-5)	Continued
		Continued
		Problems And Revision
		Accounting For Goods And Services Tax i.e. GST
		Continued
<b>HOLIDAY - 01.11.2022 (Haryana Day)</b>		
<b>SUNDAY - 06.11.2022</b>		
10	November (7-12)	Continued
		Continued
		Ledger Posting From Journal To Respective Ledger Accounts
		Continued
		Continued
<b>HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)</b>		
<b>SUNDAY - 13.11.2022</b>		
11	November (14-19)	Conditional Test on Journal And Ledger
		Trial Balance : Need And Objectives
		Application Of Trial Balance
		Continued
		Continued
		Continued
<b>SUNDAY - 20.11.2022</b>		
12	November (21-26)	Different Types Of Errors;Escaped Trial Balance Preparation
		Continued
		Rectification Of Errors
		Continued
		Continued
		Continued
<b>SUNDAY - 27.11.2022</b>		

13	November (28-30) December (1-3)	Problems And Revision
		Assignment II on Accounting Concepts and Conventions; Trial Balance
		Final Accounts : Concept Of Adjustment
		Continued
		Preparation Of Trading Account And Profit And Loss Account
		Continued
<b>SUNDAY - 04.12.2022</b>		
14	December (5-10)	Continued
		Continued
		Preparation Of Balance Sheet
		Continued
		Continued
		Continued
<b>SUNDAY - 11.12.2022</b>		
15	December (12-14)	A Brief Introduction To Tally
		Continued
		Revision And Problems

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## LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan

(Odd Semester)

UG ( 1st Semester)

Name of the Paper:- Managerial Economics-I

Class:- BBA I

Name of the Teachers (Section Wise) : Prof. Sukhjinder Singh

WEEK	DATE	TOPICS
1	September (6-10)	Orientation and Time Table
		Syllabus, Meaning and Definitions of Economics,
		Managerial Economics Meaning
		Nature of Managerial Economics
		Scope of Managerial Economics
<b>SUNDAY - 11.09.2022</b>		
2	September (12-17)	Basic economic Concepts
		Opportunity Cost
		Marginal and Incremental Principle
		Other Concepts
		Cardinal Utility Analysis
<b>SUNDAY - 18.09.2022</b>		
3	September (19-24)	Law of Diminishing MU Meaning and Assumptions
		Explanation and Exceptions
		Causes of Application and Importance
		Criticism and Law of Equi-MU Meaning
		Assumptions, Explanation and Importance
<b>HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martyrdom Day)</b>		
<b>SUNDAY - 25.09.2022</b>		
<b>HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)</b>		
4	September (27-30) October (1)	Consumer Equilibrium
		Ordinal Utility Introduction, Meaning
		Indifference Curve and MRS
		Application of IC
		Price and Income Effect
<b>SUNDAY - 02.10.2022 &amp; Holiday (Mahatma Gandhi Jayanti)</b>		
5	October (3-8)	Substitution effect
		Uses and Criticism
		Theory of Demand- Introduction, Meaning,
		Law of Demand, Assumptions, Downward Slope,
		Exceptions, Types of Demand, Change in Demand
<b>HOLIDAY - 05.10.2022 (Dussehra)</b>		
<b>SUNDAY - 09.10.2022 &amp; Holiday (Maharishi Valmiki Jayanti)</b>		

6	October (10-15)	Assumptions, Explanation and Importance
		Elasticity of Demand- Meaning and Types
		Degrees of Price Elasticity
		Methods- Total Expenditure, Percentage method, Point Method, Arc Method
		Revenue Method and Factors Determining Price Elasticity
<b>SUNDAY - 16.10.2022</b>		
7	October (17-21)	Income Elasticity-Degrees and Importance
		Cross Elasticity- Degrees and Importance
		Doubts/Problems/Revision
		Assignment-I
		Class Activity
<b>Diwali Break - 22.10.2022 to 26.10.2022</b>		
8	October (27-29)	Production Function- Introduction and Meaning
		Factors of Production and Time Period
		Law of Variable Proportion-Explanation
<b>SUNDAY - 30.10.2022</b>		
9	October (31) November (1-5)	Causes of Application, Assignment-I
		Three Stages- Diminishing, Constant and Increasing
		Application of Law- Industries and Agriculture
		Returns to Scale- Explanation
		Aspects of Returns to Scale
<b>HOLIDAY - 01.11.2022 (Haryana Day)</b>		
<b>SUNDAY - 06.11.2022</b>		
10	November (7-12)	Cost Function: Meaning and Concepts
		Theories of cost in Short Run
		Traditional and Modern
		Long Run Cost Curves
		Modern Long Run Costs
<b>HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)</b>		
<b>SUNDAY - 13.11.2022</b>		
11	November (14-19)	Revenue Function
		Revenue in Markets
		Objectives of firm
		Types of Different Objectives
		Doubts/Problems/Revision
		Conditional Test
<b>SUNDAY - 20.11.2022</b>		
12	November (21-26)	Theory of Firm and Market
		Perfect Competition: Meaning, Assumptions
		Time Element
		Pricing in Short Run and Long Run
		Monopoly: Meaning and Assumptions,
		Pricing in Short Run and Long Run
<b>SUNDAY - 27.11.2022</b>		



13	November (28-30) December (1-3)	Price Discrimination
		Monopolistic Competition
		Pricing in Monopolistic Competition
		Selling Cost
		Oligopoly: Introduction and Assumptions
		Pricing in Oligopoly short run,
<b>SUNDAY - 04.12.2022</b>		
14	December (5-10)	Long Run Pricing, Models of Oligopoly
		Classical Models
		objectives of firm
		Continue to objectives
		Concept of Equilibrium
		Continue to Equilibrium
<b>SUNDAY - 11.12.2022</b>		
15	December (12-14)	Revision
		Revision
		Revision

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UG ( 1st Semester)

Name of the Paper:- Elements of Business Mathematics

Class: BBA I

Name of the Teachers (Section Wise) : Bhawna

WEEK	DATE	TOPICS
1	September (6-10)	Representaton of sets, Cardinality of set,Power set, Comparable sets,
		Complement of sets
		Venn daigrams, union and intesection of set.
		Demorgons law, Theorems and examples.
		Revision
<b>SUNDAY - 11.09.2022</b>		
2	September (12-17)	Theorems on set operation
		Practical applications of sets
		Doubts
		test
		Logical statements and truth table
		Define logical statements,truth table, compound statements
<b>SUNDAY - 18.09.2022</b>		
3	September (19-24)	Conjunction, Truth table of conjunction , Disjunction, Negation, logical equivalence
		Logical equivalence Tautologies,Contradictions.
		laws of logic conditional statement
		Biconditional statement, quantifies.
		revision
<b>HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)</b>		
<b>SUNDAY - 25.09.2022</b>		
<b>HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)</b>		
4	September (27-30) October (1)	Linear Equations`
		Degree of an equation , roots of an equation.
		simultaneous linear equations ,
		Examples
		problems leading to linear equations.
<b>SUNDAY - 02.10.2022 &amp; Holiday (Mahatma Gandhi Jayanti)</b>		
5	October (3-8)	linear laws of demand and supply and market equilibrium.
		Example and questions
		Revision
		Quadratic Equations
		examples
<b>HOLIDAY - 05.10.2022 (Dussehra)</b>		
<b>SUNDAY - 09.10.2022 &amp; Holiday (Maharishi Valmiki Jayanti)</b>		

6	October (10-15)	Pure quadratic equations complete quadratic equations
		method of fractionation of solving a quadratic equation.
		method of completing the squares .
		Revision.
		Solution of the general quadratic equation. equations reducible to quadratics
<b>SUNDAY - 16.10.2022</b>		
7	October (17-21)	Irrational equations
		simultaneous equations .
		Revision
		Doubts and tests
		The equilibrium price and quantity .
<b>Diwali Break - 22.10.2022 to 26.10.2022</b>		
8	October (27-29)	Doubts
		Permutation and combinations
		Factorial notation.
<b>SUNDAY - 30.10.2022</b>		
9	October (31) November (1-5)	Fundamental principle of counting .
		Permutation when all the objects are distinct
		Examples
		Examples and questions
		Restricted permutation .
<b>HOLIDAY - 01.11.2022 (Haryana Day)</b>		
<b>SUNDAY - 06.11.2022</b>		
10	November (7-12)	Circular permutation
		Practical problems on permutation
		Combination , practical problem on combination.
		Binomial theorem for a positive integral index
		Determination of particular term from end , middle term in binomial expansion
<b>HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)</b>		
<b>SUNDAY - 13.11.2022</b>		
11	November (14-19)	Limit and continuity
		limit of function, limits and example
		Infinite limits
		Continuity of a function at a point .
		Discontinuous function and examples revision
<b>SUNDAY - 20.11.2022</b>		
12	November (21-26)	Derivatives of a function from first principle, Differentiation of product of two function
		product and quotient rule, chain rule, logarithmic and
		function, derivative of implicit functions
		Logarithmic differentiation
		Differentiation parametric function, derivatives of higher order Doubts
<b>SUNDAY - 27.11.2022</b>		

13	November (28-30) December (1-3)	Local maxima and local minima, absolute maxima
		absolute minima and example
		Problems on maxima and minima, average cost and marginal
		Definition of matrix , tupes of matrics
		Multiplication of matrices
Adjoint of a metrics		
<b>SUNDAY - 04.12.2022</b>		
14	December (5-10)	inverse of a matrix
		Cramer rule
		questions based on Cramer rule
		consistent equations and their solution
		inconsistent equations and example
solution of equations by matrix inversion method		
<b>SUNDAY - 11.12.2022</b>		
15	December (12-14)	application of matrix in business
		questions on practical problems
		examples

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UG ( 1st Semester)

Name of the Paper:- Hindi

Class: BBA I

Name of the Teachers (Section Wise) : डॉ. पूजा मलिक

WEEK	DATE	TOPICS
1	September (6-10)	राजभाषा का अर्थ
		राजभाषा हिंदी की संवैधानिक स्थिति
		1950 ईस्वी के बाद हिंदी की संवैधानिक प्रगति
		राजभाषा अधिनियम 1963 एवं 1967
		संसद द्वारा पारित संकल्प 1968 एवं राजभाषा नियम 1976
<b>SUNDAY - 11.09.2022</b>		
2	September (12-17)	हिंदी शिक्षण योजना
		पत्र लेखन क्या है एवं अच्छे पत्र की विशेषताएं
		शासकीय एवं अध शासकीय पत्र
		कार्यालय ज्ञापन का अर्थ उदाहरण सहित
		अधिसूचना का अर्थ उदाहरण सहित
<b>SUNDAY - 18.09.2022</b>		
3	September (19-24)	अध शासकीय पत्र उदाहरण सहित
		संकल्प उदाहरण सहित
		पृष्ठांकन उदाहरण सहित
		द्रुतगामी पत्र उदाहरण सहित
		अनुस्मारक उदाहरण सहित
<b>HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martyrdom Day)</b>		
<b>SUNDAY - 25.09.2022</b>		
<b>HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)</b>		
4	September (27-30) October (1)	राजभाषा हिंदी की संवैधानिक स्थिति की लिखित परीक्षा
		संक्षेपण का अर्थ, परिभाषा एवं प्रक्रिया के नियम
		संक्षेपण के गुण एवं उदाहरण
		संक्षेपण के प्रकार
		पल्लवन का अर्थ परिभाषा एवं प्रक्रिया के नियम
<b>SUNDAY - 02.10.2022 &amp; Holiday (Mahatma Gandhi Jayanti)</b>		
5	October (3-8)	पल्लवन के गुण एवं उदाहरण
		असाइनमेंट
		पल्लवन का अर्थ परिभाषा एवं नियमों की लिखित परीक्षा
		तार का अर्थ उदाहरण सहित
		द्रुतगामी पत्र उदाहरण सहित
<b>HOLIDAY - 05.10.2022 (Dussehra)</b>		
<b>SUNDAY - 09.10.2022 &amp; Holiday (Maharishi Valmiki Jayanti)</b>		

6	October (10-15)	प्रेस नोट उदाहरण सहित
		निविदा सूचना का अर्थ उदाहरण सहित
		प्रेस नोट उदाहरण सहित की लिखित परीक्षा
		विज्ञापन लेखन का परिचय
		विज्ञापन की परिभाषा एवं विशेषताएं
		फीचर का अर्थ, स्वरूप एवं प्रक्रिया
<b>SUNDAY - 16.10.2022</b>		
7	October (17-21)	रिपोर्ताज का अर्थ, स्वरूप एवं प्रक्रिया
		अनुवाद का अर्थ एवं स्वरूप
		अनुवाद करते समय ध्यान रखने योग्य बातें
		अनुवाद का क्षेत्र
		अनुवाद की प्रक्रिया
<b>Diwali Break - 22.10.2022 to 26.10.2022</b>		
8	October (27-29)	अनुवाद प्रक्रिया के मूल तत्व
		अनुवाद के प्रकार
		हिंदी प्रयोजनीयता में अनुवाद की भूमिका
<b>SUNDAY - 30.10.2022</b>		
9	October (31) November (1-5)	कार्यालयी हिंदी और अनुवाद
		जनसंचार माध्यमों का अनुवाद
		विज्ञापन में अनुवाद
		अनुवाद का अर्थ, स्वरूप एवं प्रक्रिया की दूसरी असाइनमेंट
		पारिभाषिक शब्दावली का अर्थ एवं स्वरूप
<b>HOLIDAY - 01.11.2022 (Haryana Day)</b>		
<b>SUNDAY - 06.11.2022</b>		
10	November (7-12)	पारिभाषिक शब्दावली का महत्त्व
		पारिभाषिक शब्दावली निर्माण के सिद्धांत
		पारिभाषिक शब्दावली की निर्माण प्रक्रिया
		पारिभाषिक शब्दावली
		पारिभाषिक शब्दावली
<b>HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)</b>		
<b>SUNDAY - 13.11.2022</b>		
11	November (14-19)	पारिभाषिक शब्दावली
		पारिभाषिक शब्दावली
		पारिभाषिक शब्दावली
		पारिभाषिक शब्दावली
		पारिभाषिक शब्दावली
		टिप्पण लेखन का अर्थ एवं स्वरूप
<b>SUNDAY - 20.11.2022</b>		
12	November (21-26)	टिप्पण लेखन की विशेषताएं एवं उदाहरण
		निबंध
		निबंध
		निबंध
		निबंध
		निबंध
<b>SUNDAY - 27.11.2022</b>		

13	November (28-30) December (1-3)	निबंध
		निबंध
		निबंध
		निबंध
		निबंध
		निबंध
<b>SUNDAY - 04.12.2022</b>		
14	December (5-10)	निबंध
		निबंध
		निबंध
		निबंध
		निबंध
		निबंध
<b>SUNDAY - 11.12.2022</b>		
15	December (12-14)	निबंध
		निबंध
		निबंध

# I.B. (PG) COLLEGE, PANIPAT

## LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan

(Odd Semester)

UG ( 1st - Semester)

Name of the Paper:- Computer Fundamental

Class: BBA I

Name of the Teachers (Section Wise) : Ritu Bhardwaj

WEEK	DATE	TOPICS
1	September (6-10)	Introduction
		Components of computer
		Components of computer
		Types of Computer
		Types of Computer
<b>SUNDAY - 11.09.2022</b>		
2	September (12-17)	Brief history of computer
		Generation of computer
		Generation of computer
		Computer Memory
		Computer Memory
		Computer Memory
<b>SUNDAY - 18.09.2022</b>		
3	September (19-24)	software and hardware
		Operating system
		continue
		Languages:low level language,Assembly
		Languages:low level language,Assembly,High Level Language
<b>HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)</b>		
<b>SUNDAY - 25.09.2022</b>		
<b>HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)</b>		
4	September (27-30) October (1)	Language processor-assembler,compiler,interpreter
		Test
		Assignment
		general discussion
		Network:LAN,MAN,WAN
<b>SUNDAY - 02.10.2022 &amp; Holiday (Mahatma Gandhi Jayanti)</b>		
5	October (3-8)	Number system
		Number system
		Number system
		Number system
		Revision
<b>HOLIDAY - 05.10.2022 (Dussehra)</b>		
<b>SUNDAY - 09.10.2022 &amp; Holiday (Maharishi Valmiki Jayanti)</b>		



6	October (10-15)	CUI vs GUI
		Window:features and types
		Window:features and type
		revise
		Introduction to Internet:internet basics
		Benefits and limitations
<b>SUNDAY - 16.10.2022</b>		
7	October (17-21)	Applications
		Scope of internet
		IP address
		Browser
		CONTINUE
<b>Diwali Break - 22.10.2022 to 26.10.2022</b>		
8	October (27-29)	www,Email
		video conferencing
		Presentation about internet
<b>SUNDAY - 30.10.2022</b>		
9	October (31) November (1-5)	Ms word
		CONTINUE
		REVISE
<b>HOLIDAY - 01.11.2022 (Haryana Day)</b>		
<b>SUNDAY - 06.11.2022</b>		
10	November (7-12)	Starting word
		New document,entering text
		Changing text
		Alignning
		underlining and justifying text
<b>HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)</b>		
<b>SUNDAY - 13.11.2022</b>		
11	November (14-19)	Assignments
		Tables
		Tables
		REVISE
		GROUP DISCUSSION
		MS Excel
<b>SUNDAY - 20.11.2022</b>		
12	November (21-26)	MS Excel
		MS Excel
		MS Excel
		MS Excel
		MS Excel
		MS Excel
<b>SUNDAY - 27.11.2022</b>		

<b>13</b>	<b>November (28-30) December (1-3)</b>	
		MS Powerpoint
		MS Powerpoint
		MS Powerpoint
		MS Powerpoint
<b>SUNDAY - 04.12.2022</b>		
<b>14</b>	<b>December (5-10)</b>	Test
		Assignments in Lab
		Assignments in Lab
		Assignments in Lab
		Assignments in Lab
<b>SUNDAY - 11.12.2022</b>		
<b>15</b>	<b>December (12-14)</b>	Revision
		Revision
		Revision