

I.B. (PG) COLLEGE, PANIPAT
LESSON PLAN
SESSION 2023-24 (05.08.2023 to 24.11.2023)

Weekly Lesson Plan (Odd Semester)

UG (1st / III / V - Semester)

Name of the Paper:- Basic IT Tools

Class: 1st YEAR

Name of the Teachers (Section Wise) : Karuna, Preeti, Milan)

WEEK	DATE	TOPICS
1	August (5)	
SUNDAY - 06.08.2023		
2	August (7-12)	Introduction to Computer: Computer and Latest IT gadgets
		Evolution of Computers & its applications
SUNDAY - 13.08.2023		
3	August (14-19)	Basics of Hardware and Software, Application Software
HOLIDAY - 15.08.2023 - INDEPENDENCE DAY		
SUNDAY - 20.08.2023		
4	August (21-26)	Systems Software, Utility Software, Central Processing Unit, Input devices, Output devices
		Computer Memory & storage, Mobile Apps
SUNDAY - 27.08.2023		
5	August (28-29, 31) September (1-2)	Introduction to Operating System, Functions of the Operating system, Operating Systems for Desktop and Laptop
		Operating Systems for Mobile Phone and Tablets, User Interface for Desktop and Laptop
HOLIDAY - 30.08.2023 - RAKSHABANDHAN		
SUNDAY - 03.09.2023		
6	September (4-5, 7-9)	Task Bar, Icons & shortcuts, Running an Application, Operating System Simple Setting
		Changing System Date and Time, Changing Display Properties, To Add or Remove Program and Features
HOLIDAY - 06.09.2023 - JANAMASHTMI		
SUNDAY - 10.09.2023		
7	September (11-16)	Adding, Removing & Sharing Printers, File and Folder Management.
		Assignment 1
SUNDAY - 17.09.2023		
8	September (18-22)	Introduction to Internet and World Wide Web, Basic of Computer Networks
		Local Area Network (LAN), Wide Area Network (WAN)
HOLIDAY 23.09.2023 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY		
SUNDAY - 24.09.2023		
9	September (25-30)	Network Topology
		Internet, Applications of Internet, Website Address and URL

SUNDAY - 01.10.2023		
HOLIDAY - 02.10.2023 MAHATMA GANDHI JAYANTI		
10	October (3-7)	Popular Web Browsers (Internet Explorer/Edge, Chrome, Mozilla Firefox, Opera etc.). Popular Search Engines, Searching on the Internet.
SUNDAY - 08.10.2023		
11	October (9-14)	Conditional
		E-mail: Using E-mails, Opening Email account, Mailbox: Inbox and Outbox
SUNDAY - 15.10.2023 & HOLIDAY (MAHARAJA AGRASEN JAYANTI)		
12	October (16-21)	Assignment 2
		Creating and Sending a new E-mail, replying to an E-mail message, forwarding an E-mail message
SUNDAY - 22.10.2023		
13	October (23, 25-27)	Searching emails, Attaching files with email, Email Signature
HOLIDAY - 24.10.2023 DUSSEHRA		
HOLIDAY 28.10.2023 - MAHARISHI VALMIKI JAYANTI		
SUNDAY - 29.10.2023		
14	October (30-31) November (2-4)	ge, searching emails, Attaching files with email, Email Signature. Social Networking: Facebook, Twitter, LinkedIn, Instagram
		Instant Messaging (WhatsApp, Facebook Messenger, Telegram), Introduction to Blogs, Digital Locker
HOLIDAY 01.11.2023 - HARYANA DAY		
15	November (6-9)	Revision
		Revision
Diwali Break - 10.11.2023 to 16.11.2023		
16	November (17-18)	
SUNDAY - 19.11.2023		
17	November (20-24)	Revision
		Revision
		Revision
		Revision
25.11.2023 - Examinations		

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) - SEC/ AEC

Name of the Paper:- Computer Application in Business

Class: First Year

Name of the Teachers (Section Wise) : Prof. Neetu Manocha/ Prof. Mohit/ Prof. Karuna

WEEK	DATE	TOPICS
1	September (6-10)	Introduction to Computers
		Introduction to Computers
		Definition of Computer
		Components of Computer
		ALU
SUNDAY - 11.09.2022		
2	September (12-17)	CU
		MU
		Characteristics of Computer
		Characteristics of Computer
		Limitation of Computer
SUNDAY - 18.09.2022		
3	September (19-24)	Generations
		Generations of Computer
		Computer Generations
		Query Session
		Revision
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	Class Test
		Applications of Computer
		Applications of Computer
		Revision
		Revision
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	Input Devices
		Input Devices
		Revision
		Output Devices
		Output Devices
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		
6	October (10-15)	Query Session
		Revision
		Class Test
		Assignment 1
		Computer LAB Basics
		Computer LAB MS WORD
SUNDAY - 16.10.2022		
7	October (17-21)	Memory and Mass Storage Devices
		Memory and Mass Storage Devices
		Query Session
		Revision
		Revision
Diwali Break - 22.10.2022 to 26.10.2022		
8	October (27-29)	Sessional
		LAB
		LAB
SUNDAY - 30.10.2022		
9	October (31) November (1-5)	Introduction to modern CPU and processors
		Introduction to modern CPU and processors
		Introduction to modern CPU and processors
		Revision
HOLIDAY - 01.11.2022 (Haryana Day)		

SUNDAY - 06.11.2022		
9	November (7-12)	LAB
		Computer software: introduction
		Types of Software
		System Software
		Revision
HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)		
SUNDAY - 13.11.2022		
10	November (14-19)	Class Activity
		Application Software
		Utility Software
		Programming Languages
		LAB
		LAB
SUNDAY - 20.11.2022		
11	November (21-26)	Introduction to operating system
		Types of OS
		Function of OS
		Assignment 2
		LAB
		Real-Time Applications
SUNDAY - 27.11.2022		
12	November (28-30)	OS for different Devices
		OS for different Devices
		Open Source Software
	December (1-3)	LAB
		LAB
		Revision
SUNDAY - 04.12.2022		
13	December (5-10)	Application software: Spreadsheets, Word processors
		Database management software
		Networks basics and types
		Topologies and Media
		Hardware for Networking
		Software for Networking
SUNDAY - 11.12.2022		
14	December (12-14)	LAB
		LAB
		Revision

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LESSON PLAN
SESSION 2023-24 (24.08.2023 to 24.11.2023)

Weekly Lesson Plan (Odd Semester)

UG (AEC / MDC) Ist Year (Ist Semester)

Name of the Paper:- SEC C Programming

Class: 1st YEAR

Name of the Teachers (Section Wise) : Karuna

WEEK	DATE	TOPICS
1	August (24-26)	
SUNDAY - 27.08.2023		
2	August (28-29, 31) September (1-2)	
HOLIDAY - 30.08.2023 - RAKSHABANDHAN		
SUNDAY - 03.09.2023		
3	September (4-5, 7-9)	Overview of C: History, Importance, Structure of C Program, Character Set, Constants and Variables
HOLIDAY - 06.09.2023 - JANAMASHTMI		
SUNDAY - 10.09.2023		
4	September (11-16)	Identifiers and Keywords, Data Types, Assignment Statement, Symbolic Constant.
SUNDAY - 17.09.2023		
5	September (18-22)	Input/output: Unformatted & Formatted I/O Function, Input Functions viz. scanf(), getch(), getche(), getchar(), gets()
HOLIDAY 23.09.2023 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY		
6	September (25-30)	output functions viz. printf(), putchar(), puts().
SUNDAY - 01.10.2023		
HOLIDAY - 02.10.2023 MAHATMA GANDHI JAYANTI		
7	October (3-7)	Operators & Expression: Arithmetic, Relational, Logical, Bitwise, Unary, Assignment, Conditional Operators and Special Operators, Operator Hierarchy & Associativity.
SUNDAY - 08.10.2023		
8	October (9-14)	Arithmetic Expressions, Evaluation of Arithmetic Expression, Type Casting and Conversion.
SUNDAY - 15.10.2023 & HOLIDAY (MAHARAJA AGRASEN JAYANTI)		
9	October (16-21)	Decision making with if statement, if-else statement, nested if statement, else-if ladder, switch and break statement, goto statement

SUNDAY - 22.10.2023		
10	October (23, 25-27)	Looping: for, while, and do-while loop, jumps in loops.
HOLIDAY - 24.10.2023 DUSSEHRA		
HOLIDAY 28.10.2023 - MAHARISHI VALMIKI JAYANTI		
SUNDAY - 29.10.2023		
11	October (30-31) November (2-4)	Functions: definition, prototype, function call, passing arguments to a function: call by value, call by reference, recursive functions.
HOLIDAY 01.11.2023 - HARYANA DAY		
12	November (6-9)	Arrays: Definition, types, Initialization, multidimensional arrays, Processing on Arrays.
Diwali Break - 10.11.2023 to 16.11.2023		
13	November (17-18)	LAB
SUNDAY - 19.11.2023		
14	November (20-24)	LAB & Revision
25.11.2023 - Examinations		

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LESSON PLAN
SESSION 2023-24 (24.08.2023 to 24.11.2023)

Weekly Lesson Plan (Odd Semester)

UG (AEC / MDC) Ist Year (Ist Semester)

Name of the Paper:- Office & Spreadsheet Tools

Class: 1st YEAR

Name of the Teachers (Section Wise) : Anju, Luxmi, Neeru

WEEK	DATE	TOPICS
1	August (24-26)	
SUNDAY - 27.08.2023		
2	August (28-29, 31) September (1-2)	
HOLIDAY - 30.08.2023 - RAKSHABANDHAN		
SUNDAY - 03.09.2023		
3	September (4-5, 7-9)	Operating System : Definition, Functions, Types of Operating System, Basics of Popular Operating Systems, The User Interface, Exploring Computer, Icons, Taskbar Desktop, Using Menu and Menu-Selection, Managing Files and Folders, Control Panel Display Properties.
HOLIDAY - 06.09.2023 - JANAMASHTMI		
SUNDAY - 10.09.2023		
4	September (11-16)	Add/Remove Software and Hardware, Running an Application, Using help, Creating Shortcuts, Basics of O.S. Setup; Common Utilities.
SUNDAY - 17.09.2023		
5	September (18-22)	Word Processing : Introduction to Word Processing, Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros
HOLIDAY 23.09.2023 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY		
6	September (25-30)	Inserting hyperlinks, Searching for text, Creating bookmarks, Modifying page setup, Applying document themes, Applying document style sets, Inserting headers and footers, Restricting editing, Protect a document with a password, Track changes, Manage tracked changes, Adding comments, Managing comments.
SUNDAY - 01.10.2023		
HOLIDAY - 02.10.2023 MAHATMA GANDHI JAYANTI		
7	October (3-7)	Spread Sheet : Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet, Menus, Manipulation of cells: Enter texts numbers and dates, Cell Height and Widths, Copying of Cells
SUNDAY - 08.10.2023		
8	October (9-14)	Mathematical, Statistical and Financial Function. Drawing different types of charts, Sort and Filter Data.
SUNDAY - 15.10.2023 & HOLIDAY (MAHARAJA AGRASEN JAYANTI)		
9	October (16-21)	Presentation Software : Creating, Modifying and Enhancing a presentation, Delivering a presentation, Using Sound, Animation and Design Templates in Presentation

SUNDAY - 22.10.2023		
10	October (23, 25-27)	Working with Objects, Hyperlinks and Action Buttons, Proofing and Printing.
HOLIDAY - 24.10.2023 DUSSEHRA		
HOLIDAY 28.10.2023 - MAHARISHI VALMIKI JAYANTI		
SUNDAY - 29.10.2023		
11	October (30-31) November (2-4)	Lab & Revision
HOLIDAY 01.11.2023 - HARYANA DAY		
12	November (6-9)	Lab & Revision
Diwali Break - 10.11.2023 to 16.11.2023		
13	November (17-18)	Lab & Revision
SUNDAY - 19.11.2023		
14	November (20-24)	Lab & Revision
25.11.2023 - Examinations		