

Tau Devi Lal Govt. College for Women, Murthal

Lesson plan

Name of the Assistant Professor:

Dr. Sandeep Kumar

Class & Section : B.com 1st sem

Subject: Basics of Computer BCP-111

Session: 2023-24

S.NO	MONTH	TOPICS
1	Aug 2023	Introduction to Computers: Components of computer; characteristics of computers. Applications of computers: computers in commerce. Operating system, storage devices, computer languages.
2	Sept 2023	Introduction to Windows: Components of an application window; types of windows, windows as an operating system. Internet: meaning, brief overview of ISP. search engines. URL, browser, http, e-mail, advertising and marketing on the internet. Assignment 1
3	Oct 2023	MS- Word: Fundamentals of MS-word, features of MS-word, menus, formatting and standard toolbars, ruler, scroll bar, creating, editing, saving, export and import files, inserting and copying the files, working with frames, paragraph formatting, columns, pictures, tables, macros MS Power Point: Concept of slides, power point presentation, creating and saving slides in different formats, design themes; background; insert picture; clipart; shapes; smart art; header footer; slide number;
4	Nov 2023	MS Power Point: Print handouts; slide show; animation; transitions, essentials of effective power point presentation. changing alignment. Short cut keys for important options: Copy, paste, undo, redo, print. formatting options, saving, paragraph options, use of function keys. Assignment 2

Sandeep

TDL Govt College for Women, Murthal, Sonipat
Lesson Plan

Name of the Assistant Professor: Dr. Sandeep Kumar
Class and Section: B.com 2nd sem
Session: 2023-24
Subject: Statistical analysis with MS Excel and Practical

Sr. No.	Month	Topic
1	January, 2024	MS-Excel: Applications of a spreadsheet; advantages of an spreadsheet; features of excel; rows, columns, cell, menus, creating worksheet, formatting, printing, establishing worksheet links, table creating and printing graphs. Introduction to windows: components of an application window; types of windows, windows as an operating system
2	February, 2024	Preparing a data file, entering data, working with data: freezing panes, sorting and filtering of data, macros, financial & statistical functions using MS Excel.
3	March, 2024	Descriptive statistics and steps involved in calculation of descriptive statistics in MS Excel. Mean, Median, mode, range, standard deviation, skewness, kurtosis. Assignment
4	April, 2024	Correlation and Regression analysis with the help of MS Excel: Coefficient of correlation, regression equation, interpretation of correlation and regression results. assignment and test



Tau Devi Lal Govt. College for Women, Murthal

Lesson plan

Name of the Assistant Professor:

Dr. Sandeep Kumar

Class & Section: B.A 1st

Subject: Basics of Computer & Pr.

Session: 2023-24

S.NO	MONTH	TOPICS
1	July-Aug 2023	Operating System - Definition & Functions of Operating System. Basics of Popular Operating Systems: The User Interface. Exploring Computer. Icons. taskbar. Using help: Creating Short cuts. Basics of O.S Setup; Common utilities.
2	Sept 2023	Desktop. Using Menu and Menu-selection. managing files and folders. Control panel - display properties. add/remove software and hardware. Running an application.
3	Oct 2023	Word Processing: Introduction to Word Processing. Menus. Creating, Editing & Formatting Document. Spell Checking. Printing. Views. Tables, Word. Mail Merge. Macros.
4	Nov 2023	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, Mathematical, Statistical and Financial function. Assignment 1



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Lesson Plan

Name of the Assistant Professor: Dr. Sandeep Kumar
Class and Section: B.A 2nd sem
Session: 2023-24
Subject: Basics of Computer & Pr.

Sr. No.	Month	Topic
1	January, 2024	Presentation Software: Creating. modifying and enhancing a presentation. Delivering a presentation. Using sound. animation and design templates in presentation.
2	February, 2024	Computer Communication: Internet and its applications. Connecting to internet, Surfing the Internet using web browsers.
3	March, 2024	Web Browsing software's. Search Engines. Understanding URL. Domain name.
4	April, 2024	IP Address. Creating Email Id. E-Mail. Sending an E- Mail to a single and multiple users. Sending a file as an attachment. Assignment 2

