

महाराणा प्रताप पी.जी. कालेज, जंगल धूसड़, गोरखपुर

LESSON PLAN (SESSION 2025-26)

CLASS: BA

SEM: 1

FACULTY NAME : Arpita Singh

SUBJECT : Introducing to Computer and PC Software

S.No.	Date	Day	Paper No.	Unit Name	Topic
1	16-Jul-25	Wednesday	1	Unit 1:Introduction to computers	Definition, Characteristics
2	17-Jul-25	Thursday	1	Unit 1	Generation
3	18-Jul-25	Friday	1	Unit 1	Applications
4	19-Jul-25	Saturday	1	Unit 1	Classifications
5	21-Jul-25	Monday	1	Unit 1	Hardware and software
	22-Jul-25	Tuesday	CLASS TEACHING		
6	23-Jul-25	Wednesday	1	Unit 1	Hardware and software
7	24-Jul-25	Thursday	1	Unit 1	Hardware and software
8	25-Jul-25	Friday	1	Unit 3: Microsoft Office	Introduction, file menu
9	26-Jul-25	Saturday	1	Unit 3: Word Processing Software	Introduction, file menu
10	28-Jul-25	Monday	1	Unit 3: Word Processing Software	edit menu, alignment of text, applying fonts
	29-Jul-25	Tuesday	MONTHLY EVALUATION		
11	30-Jul-25	Wednesday	1	Unit 3: Word Processing Software	edit menu, alignment of text, applying fonts
12	31-Jul-25	Thursday	1	Unit 3: Word Processing Software	edit menu, alignment of text, applying fonts
13	1-Aug-25	Friday	1	Unit 3: Word Processing Software	working with wizards, size of text, font of the text, color of the text
14	2-Aug-25	Saturday	1	Unit 3: Word Processing Software	working with wizards, size of text, font of the text, color of the text
15	4-Aug-25	Monday	1	Unit 3: Word Processing Software	working with wizards, size of text, font of the text, color of the text
	5-Aug-25	Tuesday	CLASS TEACHING		
16	6-Aug-25	Wednesday	1	Unit 3: Word Processing Software	working with wizards, size of text, font of the text, color of the text
17	7-Aug-25	Thursday	1	Unit 4: Microsoft Excel for windows	understanding spreadsheets, file menu, edit menu
18	8-Aug-25	Friday	1	Unit 4: Microsoft Excel for windows	understanding spreadsheets, file menu, edit menu

19	11-Aug-25	Monday	1	Unit 4: Microsoft Excel for windows	understanding spreadsheets, file menu, edit menu
20	12-Aug-25	Tuesday	1	Unit 4: Microsoft Excel for windows	understanding spreadsheets, file menu, edit menu
	13-Aug-25	Wednesday	CLASS TEACHING		
21	14-Aug-25	Thursday	1	Unit 4: Microsoft Excel for windows	format menu, tools menu table menu,
22	18-Aug-25	Monday	1	Unit 4: Microsoft Excel for windows	insert menu, format menu, tools menu, data menu, creating a Worksheet in Excel for
23	19-Aug-25	Tuesday	1	Unit 4: Microsoft Excel for windows	insert menu, format menu, tools menu, data menu, creating a Worksheet in Excel for
24	20-Aug-25	Wednesday	1	Unit 4: Microsoft Excel for windows	copying formula, formulas that make decisions, functions in Excel, sum function,
25	21-Aug-25	Thursday	1	Unit 4: Microsoft Excel for windows	copying formula, formulas that make decisions, functions in Excel, sum function,
	22-Aug-25	Friday	CLASS TEACHING		
26	23-Aug-25	Saturday	1	Unit 4: Microsoft Excel for windows	copying formula, formulas that make decisions, functions in Excel, sum function,
27	25-Aug-25	Monday	1	Unit 4: Microsoft Excel for windows	Date and time functions, logical functions, creating charts in Excel, creating graphs,
28	26-Aug-25	Tuesday	1	Unit 4: Microsoft Excel for windows	Date and time functions, logical functions, creating charts in Excel, creating graphs,
29	27-Aug-25	Wednesday	1	Unit 4: Microsoft Excel for windows	Date and time functions, logical functions, creating charts in Excel, creating graphs,
30	28-Aug-25	Thursday	1	Unit 4: Microsoft Excel for windows	Date and time functions, logical functions, creating charts in Excel, creating graphs,
	29-Aug-25	Friday	MONTHLY EVALUATION		
31	30-Aug-25	Saturday	1	UNIT 5: PowerPoint for windows	file menu, edit menu, view menu
32	1-Sep-25	Monday	1	UNIT 5: PowerPoint for windows	file menu, edit menu, view menu
33	2-Sep-25	Tuesday	1	UNIT 5: PowerPoint for windows	file menu, edit menu, view menu
34	3-Sep-25	Wednesday	1	UNIT 5: PowerPoint for windows	insert menu, format menu, tools menu, slide show menu
35	4-Sep-25	Thursday	1	UNIT 5: PowerPoint for windows	insert menu, format menu, tools menu, slide show menu
	6-Sep-25	Saturday	CLASS TEACHING		
36	8-Sep-25	Monday	1	UNIT 5: PowerPoint for windows	creating presentation by AutoContent Wizard, creating a new presentation entering the text,
37	9-Sep-25	Tuesday	1	UNIT 5: PowerPoint for windows	creating presentation by AutoContent Wizard, creating a new presentation entering the text,
38	10-Sep-25	Wednesday	1	UNIT 5: PowerPoint for windows	creating presentation by AutoContent Wizard Creating a new presentation entering the text,
39	11-Sep-25	Thursday	1	UNIT 5: PowerPoint for windows	Reordering slides, duplicating slides, deleting slides, making slide shows, adding Effects,
40	12-Sep-25	Friday	1	UNIT 5: PowerPoint for windows	reordering slides, duplicating slides, deleting slides, making slide shows, adding effects,

	13-Sep-25	Saturday	CLASS TEACHING		
41	15-Sep-25	Monday	1	UNIT 2 : Software	Introductory ideas of System Software, Application Software
42	16-Sep-25	Tuesday	1	UNIT 2 : Software	Operating System, Translators, Interpreters
43	17-Sep-25	Wednesday	1	UNIT 2 : Software	Operating System, Translators, Interpreters
44	18-Sep-25	Thursday	1	UNIT 2 : Software	Compilers, Assemblers, Generation of Languages
45	19-Sep-25	Friday	1	UNIT 2 : Software	Compilers, Assemblers, Generation of Languages
	20-Sep-25	Saturday	CLASS TEACHING		
46	22-Sep-25	Monday	1	UNIT 2 : Software	Compilers, Assemblers, Generation of Languages
47	23-Sep-25	Tuesday	1	Unit 2: Operating System	Definition, Introductory ideas of single user and multi-user operating system
48	24-Sep-25	Wednesday	1	Unit 2: Operating System	Compilers, Assemblers, Generation of Languages
49	25-Sep-25	Thursday	1	Unit 2: Operating System	Time sharing, multitasking, multiprogramming, Batch Processing, on-line
50	26-Sep-25	Friday	1	Unit 2: Operating System	Time sharing, multitasking, multiprogramming, Batch Processing, on-line
	27-Sep-25	Saturday	MONTHLY EVALUATION		
51	29-Sep-25	Monday	1	Unit 2: Operating System	Time sharing, multitasking, multiprogramming, Batch Processing, on-line
52	30-Sep-25	Tuesday	1	Unit 2: Operating System	Time sharing, multitasking, multiprogramming, Batch Processing, on-line
53	3-Oct-25	Friday	1	UNIT 1: Computer Organization & Architecture	Memory hierarchy, Primary Memory - memory unit
54	4-Oct-25	Saturday	1	Unit 1	SRAM, DRAM, SDRAM, RDRAM, Flash memory
55	6-Oct-25	Monday	1	Unit 1	SRAM, DRAM, SDRAM, RDRAM, Flash memory
	7-Oct-25	Tuesday	CLASS TEACHING		
56	8-Oct-25	Wednesday	1	Unit 1	Secondary storage devices- Magnetic Disk
57	9-Oct-25	Thursday	1	Unit 1	Floppy Disk, Optical Disk, Magnetic Drum, Input Devices, Output Devices
58	10-Oct-25	Friday	1	Unit 1	Floppy Disk, Optical Disk, Magnetic Drum, Input Devices, Output Devices
59	11-Oct-25	Saturday	1	Unit 1	Floppy Disk, Optical Disk, Magnetic Drum, Input Devices, Output Devices
	13-Oct-25	Monday	MID - TERM EXAM SCHEDULE		
	14-Oct-25	Tuesday			
	15-Oct-25	Wednesday			
	16-Oct-25	Thursday			
	17-Oct-25	Friday			
	18-Oct-25	Saturday			

51	21-Oct-25	Tuesday	1	Unit 1	Floppy Disk, Optical Disk, Magnetic Drum , Input Devices, Output Devices
52	24-Oct-25	Friday	1	Unit 1	Computer Arithmetic & Number System
53	25-Oct-25	Saturday	1	Unit 1	Decimal, Binary, Octal & Hexadecimal System. Arithmetic Operations on Binary Numbers
54	27-Oct-25	Monday	1	Unit 1	Decimal, Binary, Octal & Hexadecimal System. Arithmetic Operations on Binary Numbers
55	28-Oct-25	Tuesday	1	Unit 1	Decimal, Binary, Octal & Hexadecimal System. Arithmetic Operations on Binary Numbers
	29-Oct-25	Wednesday	CLASS TEACHING		
56	30-Oct-25	Thursday	1	Unit 1	Decimal, Binary, Octal & Hexadecimal System. Arithmetic Operations on Binary Numbers
57	31-Oct-25	Friday	1	Unit 1	Decimal, Binary, Octal & Hexadecimal System. Arithmetic Operations on Binary
58	1-Nov-25	Saturday	1	Unit 1	Decimal, Binary, Octal & Hexadecimal System. Arithmetic Operations on Binary Numbers
59	3-Nov-25	Monday	1	Unit 1	ASCII, EBCDIC, BCD codes, Fixed point & floating point representation of numbers
60	4-Nov-25	Tuesday	1	Unit 1	ASCII, EBCDIC, BCD codes, Fixed point & floating point representation of numbers
	6-Nov-25	Thursday	CLASS TEACHING		
61	7-Nov-25	Friday	1	Unit 1	ASCII, EBCDIC, BCD codes, Fixed point & floating point representation of numbers
62	8-Nov-25	Saturday	1	Unit 1	ASCII, EBCDIC, BCD codes, Fixed point & floating point representation of numbers
63	10-Nov-25	Monday	1	Unit 1	Revision
64	11-Nov-25	Tuesday	1	Unit 2	Revision
65	12-Nov-25	Wednesday	1	Unit 3	Revision
	13-Nov-25	Thursday	CLASS TEACHING		
66	14-Nov-25	Friday	1	Unit 4	Revision
67	15-Nov-25	Saturday	1	Unit 5	Revision