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

LESSON PLAN (SESSION 2025-26)

CLASS:- BCA   SEM:- 1   FACULTY NAME :- SHRUTI SHAHI

SUBJECT :- : IT Tools and Applications (101N)

S.No.	Date.	Day	Paper No.	Unit Name.	Topic.
1	16-Jul-25	Wednesday	1	UNIT 1:	Computer Basics
2	17-Jul-25	Thursday	1	UNIT 1:	Computer Basics: Characteristics of Computers,
3	18-Jul-25	Friday	1	UNIT 1:	, CPU, Computer system,
4	19-Jul-25	Saturday	1	UNIT 1:	CPU, Computer system,
5	21-Jul-25	Monday	1	UNIT 1:	number system
	22-Jul-25	Tuesday		**CLASS TEACHING**	
6	23-Jul-25	Wednesday	1	UNIT 1:	number system
7	24-Jul-25	Thursday	1	UNIT 1:	number system
8	25-Jul-25	Friday	1	UNIT 1:	number system
9	26-Jul-25	Saturday	1	UNIT 1:	number system
10	28-Jul-25	Monday	1	UNIT 1:	Binary Coded Decimal(BCD) Code
	29-Jul-25	Tuesday		**MONTHY EVALUATION**	
11	30-Jul-25	Wednesday	1	UNIT 1:	Binary Coded Decimal(BCD) Code
12	31-Jul-25	Thursday	1	UNIT 1:	Binary Coded Decimal(BCD) Code
13	1-Aug-25	Friday	1	UNIT 1:	Binary Coded Decimal(BCD) Code
14	2-Aug-25	Saturday	1	UNIT 1:	Binary Coded Decimal(BCD) Code
15	4-Aug-25	Monday	1	UNIT 1:	Binary Coded Decimal(BCD) Code
	5-Aug-25	Tuesday		**CLASS TEACHING**	
16	6-Aug-25	Wednesday	1	UNIT 1:	Binary Coded Decimal(BCD) Code
17	7-Aug-25	Thursday	1	UNIT 1:	ASCII Code

18	8-Aug-25	Friday	1	UNIT 1:	ASCII Code
19	11-Aug-25	Monday	1	UNIT 1:	Applications of IT in different fields.
20	12-Aug-25	Tuesday	1	UNIT 1:	Applications of IT in different fields.
	13-Aug-25	Wednesday	**CLASS TEACHING**		
21	14-Aug-25	Thursday	1	UNIT 2	Computer Organization
22	18-Aug-25	Monday	1	UNIT 2	Computer Organization
23	19-Aug-25	Tuesday	1	UNIT 2	Central Processing Unit
24	20-Aug-25	Wednesday	1	UNIT 2	Control Unit, Arithmetic Unit
25	21-Aug-25	Thursday	1	UNIT 2	Main Memory: -Storage Evaluation Criteria
	22-Aug-25	Friday	**CLASS TEACHING**		
26	23-Aug-25	Saturday	1	UNIT 2	Memory Organization
27	25-Aug-25	Monday	1	UNIT 2	Capacity, RAM, Read only Memories.
28	26-Aug-25	Tuesday	1	UNIT 2	Capacity, RAM, Read only Memories. Secondary Storage
29	27-Aug-25	Wednesday	1	UNIT 2	Secondary Storage Devices, Input Devices, Output Devices.
30	28-Aug-25	Thursday	1	UNIT 2	Secondary Storage Devices, Input Devices, Output Devices.
	29-Aug-25	Friday	**MONTHY EVALUATION**		
31	30-Aug-25	Saturday	1	UNIT 3: Computer	Computer Softwares
32	1-Sep-25	Monday	1	UNIT 3: Computer	Hardware and Software
33	2-Sep-25	Tuesday	1	UNIT 3: Computer	System Software, Application Software,
34	3-Sep-25	Wednesday	1	UNIT 3: Computer	Operating system, Types and Functions of Operating system,
35	4-Sep-25	Thursday	1	UNIT 3: Computer	Operating system, Types and Functions of Operating system,
	6-Sep-25	Saturday	**CLASS TEACHING**		
36	8-Sep-25	Monday	1	UNIT 3: Computer	simple DOS commands,
37	9-Sep-25	Tuesday	1	UNIT 3: Computer	simple DOS commands,
38	10-Sep-25	Wednesday	1	UNIT 3: Computer	simple file operations, Directory related commands,

39	11-Sep-25	Thursday	1	UNIT 3: Computer	simple file operations, Directory related commands,
40	12-Sep-25	Friday	1	UNIT 3: Computer	simple file operations, Directory related commands,
	13-Sep-25	Saturday		**CLASS TEACHING**	
41	15-Sep-25	Monday	1	UNIT 3: Computer	An overview of different versions, of Windows, basic Windows elements
42	16-Sep-25	Tuesday	1	UNIT 3: Computer	, file management through Window.
43	17-Sep-25	Wednesday	1	UNIT 3: Computer	, file management through Window.
44	18-Sep-25	Thursday	1	UNIT 4: Multimedia	What is Multimedia
45	19-Sep-25	Friday	1	UNIT 4: Multimedia	Text, Graphics, Animation, Audio, Images, video,
	20-Sep-25	Saturday		**CLASS TEACHING**	
46	22-Sep-25	Monday	1	UNIT 4: Multimedia	Multimedia Application in different fields
47	23-Sep-25	Tuesday	1	UNIT 4: Multimedia	Word Processing concepts; saving, closing, opening an existing document
48	24-Sep-25	Wednesday	1	UNIT 4: Multimedia	selecting text, editing text, finding and replacing text,
49	25-Sep-25	Thursday	1	UNIT 4: Multimedia	printing documents, creating and printing merged documents
50	26-Sep-25	Friday	1	UNIT 4: Multimedia	printing documents, creating and printing merged documents
	27-Sep-25	Saturday		**MONTHY EVALUATION**	
51	29-Sep-25	Monday	1	UNIT 4: Multimedia	character and paragraph formatting, page design and layout
52	30-Sep-25	Tuesday	1	UNIT 4: Multimedia	character and paragraph formatting, page design and layout
53	3-Oct-25	Friday	1	UNIT 4: Multimedia	and paragraph formatting, page design a
54	4-Oct-25	Saturday	1	UNIT 5:Spreadsheet	Spreadsheet concepts, creating, saving and editing a workbook,
55	6-Oct-25	Monday	1	UNIT 5:Spreadsheet	Spreadsheet concepts, creating, saving and editing a workbook,
	7-Oct-25	Tuesday		**CLASS TEACHING**	
56	8-Oct-25	Wednesday	1	UNIT 5:Spreadsheet	inserting, deleting worksheets
57	9-Oct-25	Thursday	1	UNIT 5:Spreadsheet	, entering data in a cell / formula copying and moving data from selected cells
58	10-Oct-25	Friday	1	UNIT 5:Spreadsheet	handling operators in formula,
59	11-Oct-25	Saturday	1	UNIT 5:Spreadsheet and Presentation Packages:	functions: - mathematical, logical, statistical,
	13-Oct-25	Monday			

	14-Oct-25	Tuesday	<td colspan="4" rowspan="5" style="background:yellow">**MID - TERM EXAM SCHEDULE**</td>
	15-Oct-25	Wednesday
	16-Oct-25	Thursday
	17-Oct-25	Friday
	18-Oct-25	Saturday
51	21-Oct-25	Tuesday	1	UNIT 5:Spreadsheet and Presentation Packages:	text, financial, date arid time functions, using function Wizard
52	24-Oct-25	Friday	1	UNIT 5:Spreadsheet and Presentation Packages:	functions Chart and Graphs
53	25-Oct-25	Saturday	1	UNIT 5:Spreadsheet	Creating, opening and saving presentations, working, with slides
54	27-Oct-25	Monday	1	UNIT 5:Spreadsheet and Presentation Packages:	drawing and working with objects
55	28-Oct-25	Tuesday	1	UNIT 5:Spreadsheet	adding clip art and other pictures, designing slide shows
	29-Oct-25	Wednesday	<td colspan="3" style="background:yellow">**CLASS TEACHING**</td>
56	30-Oct-25	Thursday	1	UNIT 5:Spreadsheet	running and controlling a slide show, printing presentations.
57	31-Oct-25	Friday	1	UNIT 5:Spreadsheet	running and controlling a slide show, printing presentations.
58	1-Nov-25	Saturday	1	REVISION	REVISION
59	3-Nov-25	Monday	1	REVISION	REVISION
60	4-Nov-25	Tuesday	1	REVISION	REVISION
	6-Nov-25	Thursday	<td colspan="3" style="background:yellow">**CLASS TEACHING**</td>
61	7-Nov-25	Friday	1	REVISION	REVISION
62	8-Nov-25	Saturday	1	REVISION	REVISION
63	10-Nov-25	Monday	1	REVISION	REVISION
64	11-Nov-25	Tuesday	1	REVISION	REVISION
65	12-Nov-25	Wednesday	1	REVISION	REVISION
	13-Nov-25	Thursday	<td colspan="3" style="background:yellow">**CLASS TEACHING**</td>
66	14-Nov-25	Friday	1	REVISION	REVISION
67	15-Nov-25	Saturday	1	REVISION	REVISION

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and layout