

Lesson Plan
Session: 2025-26

Name of the Assistant Professor: Ms. Shilpa

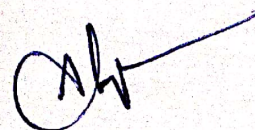
Class: B.Sc./B.A./B.Com. 1st semester

Subject: SEC (Digital Fluency in Public Life)

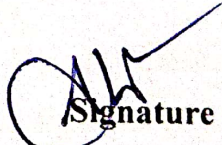
Paper : BSC/B.COM/BA/CSE/MD/1/SEC/101

Credit: 01

Dates	Week	Topic
24/07/2025 to 26/07/2025	1	<u>Unit 1: Introduction</u> Definition, Characteristic, Applications, Components of Computer System
28/07/2025 to 02/08/2025	2	Memory Devices
04/08/2025 to 09/08/2025	3	Input/ Output Devices.
11/08/2025 to 16/08/2025	4	Operating system: Definition, Functions, Types of Operating Systems
18/08/2025 to 23/08/2025	5	<u>Basics Components of Windows:</u> Exploring Computer, Icons, Taskbars, Desktops, Managing Files and Folders.
25/08/2025 to 30/08/2025	6	<u>Control Panel:</u> Display Properties, Add and Remove Software, Setting Date and Time. Adding Screen Saver.
01/09/2025 to 06/09/2025	7	<u>Notepad:</u> Basic text editing, File Extentions (.txt..html)
08/09/2025 to 13/09/2025	8	<u>Wordpad:</u> Enhancing Text Formatting.



Dates	Week	Topic
15/09/2025 to 20/09/2025	9	<u>Word Processing:</u> Introduction to Word Processing, Menus, Creating, Editing & Formatting Documents
22/09/2025 to 27/09/2025	10	<u>Word Processing:</u> Spell Checking, Printing, Views, Tables, Wordart, Header and Footer
29/09/2025 to 04/10/2025	11	<u>Word Processing:</u> Macros and Mail Merge.
06/10/2025 to 11/10/2025	12	<u>MS-Paint:</u> Drawing, Editing Images, Saving in different formats (BMP, PNG, JPG)
13/10/2025 to 18/10/2025	13	MID TERM EXAM
27/10/2025 to 01/11/2025	14	<u>Snipping Tools:</u> Snip and sketch: Taking Screenshots
03/11/2025 to 08/11/2025	15	Simple HTML Coding
10/11/2025 to 15/11/2025	16	Simple HTML Coding
17/11/2025 to 24/11/2025	17	Simple HTML Coding


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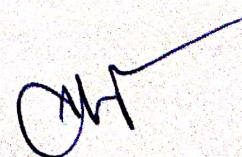
Class: B.Sc./B.A./B.Com. 3rd semester

Subject: MDC (Microsoft PowerPoint with Animation)

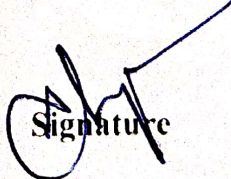
Paper : BSC/B.COM/BA/CSE/MD/3/MDC/202

Credit: 02

Dates	Week	Topic
24/07/2025 to 26/07/2025	1	<u>Unit 1: Overview of PowerPoint</u> Features and interface (Ribbon, Slide Pane, Notes). Creating, saving and opening Presentations.
28/07/2025 to 02/08/2025	2	Slide Management, Adding, Deleting, Duplicating Slides, Slide Layout and design Themes.
04/08/2025 to 09/08/2025	3	Working with Text and Objects, Inserting shape, Icons and Smart Arts.
11/08/2025 to 16/08/2025	4	Formatting Text (Font, Size, Style)
18/08/2025 to 23/08/2025	5	PowerPoint Slides Preparation for Social Issues.
25/08/2025 to 30/08/2025	6	<u>UNIT 2: Advanced Slide Designs: Visual Enhancements</u>
01/09/2025 to 06/09/2025	7	Inserting and Formatting Images, Charts and Tables
08/09/2025 to 13/09/2025	8	Background Customisation: Colors, Gradients, Pictures.



Dates	Week	Topic
15/09/2025 to 20/09/2025	9	Master Slides and Templates, Slide masters for consistent Designs
22/09/2025 to 27/09/2025	10	Custom Templates and Themes. Editing of Social issues/ Preparation of Slides on New Projects.
29/09/2025 to 04/10/2025	11	Animations In Power Point: Entrance, Exit, Emphasis effects. Motion Paths and timing Adjustments.
06/10/2025 to 11/10/2025	12	Advance Animation Techniques: Trigger Animation (On Click, With Previous), Animation Pane for Fine Tuning
13/10/2025 to 18/10/2025	13	MID TERM EXAM
27/10/2025 to 01/11/2025	14	Slide Transitions, Applying and Customizing transitions.
03/11/2025 to 08/11/2025	15	Sound Effects and Duration Settings, Hyperlink and Action Buttons.
10/11/2025 to 15/11/2025	16	Creating Interactive Navigation, Linking to slides, Websites and files.
17/11/2025 to 24/11/2025	17	Practical and Projects related to Several issues.


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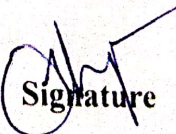
Class: B.Sc./B.A./B.Com. 1st semester
Subject: MDC (Fundamental of Computer)

Paper: BSC/B.COM/BA/CSE/MD/1/MDC/101

Credit: 02

Dates	Week	Topic
24/07/2025 to 26/07/2025	1	<u>UNIT 1: Computer System:</u> Definition, Characteristic, History, Generations
28/07/2025 to 02/08/2025	2	Computer System: Types, Applications
04/08/2025 to 09/08/2025	3	Components of Computer System: Memory Devices
11/08/2025 to 16/08/2025	4	Components of Computer System: Input Devices
18/08/2025 to 23/08/2025	5	Components of Computer System: Output Devices
25/08/2025 to 30/08/2025	6	Components of Computer System: CPU Devices
01/09/2025 to 06/09/2025	7	<u>UNIT-2: Computer Software:</u> System vs. Application Software, Utility software
08/09/2025 to 13/09/2025	8	Operating system: Definition, Functions

Dates	Week	Topic
15/09/2025 to 20/09/2025	9	Operating system: Types of Operating Systems (GUI & CUI)
22/09/2025 to 27/09/2025	10	<u>System Settings:</u> Setting Date, Time & Time Zone, Configuring Display Settings, Change Desktop background and Icons.
29/09/2025 to 04/10/2025	11	Notepad, Wordpad
06/10/2025 to 11/10/2025	12	Installation of Basics Drivers.
13/10/2025 to 18/10/2025	13	MID TERM EXAM
27/10/2025 to 01/11/2025	14	<u>MS-Paint:</u> Drawing, Editing Images, Saving in different formats (BMP, PNG, JPG)
03/11/2025 to 08/11/2025	15	File Management: Creating, Renaming and Organizing Folders.
10/11/2025 to 15/11/2025	16	File Management: Copying, Moving and Deleting Files.
17/11/2025 to 24/11/2025	17	Revision of Syllabus.


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