<u>Lesson Plan</u>

Name of Assistant/Associate Prof. : Dr. Ashwini Bhardwaj
Class & Section   : M.Com. 3rd Semester
Subject   : Computer Applications to Business & Research (CC)
Session   : 2025-26

Week	Date	Content
Week 1	Aug 1 – Aug 7	Introduction to MS Word & MS Office
Week 2	Aug 8 – Aug 14	Basic Word Commands & Text Formatting
Week 3	Aug 15 – Aug 21	Document Formatting, Page Layout, and Styles
Week 4	Aug 22 – Aug 28	Citations, Bibliography, Header & Footer
Week 5	Aug 29 – Sep 4	Tables, Sorting, and Mail Merge in MS Word
Week 6	Sep 5 – Sep 11	PowerPoint Basics & Creating Presentations
Week 7	Sep 12 – Sep 18	Graphics, Sound, and Animation Effects in PowerPoint
Week 8	Sep 19 – Sep 25	Introduction to Excel: Formatting & Functions
Week 9	Sep 26 – Oct 2	Charts, Graphs, and Graphics in Excel
Week 10	Oct 3 – Oct 9	Descriptive Statistics in Excel: Mean, Median, Mode, Range
Week 11	Oct 10 – Oct 16	Standard Deviation, Skewness, Kurtosis in Excel
Week 12	Oct 17 – Oct 23	Hypothesis Testing: Chi-square, t-Test, ANOVA using Excel
Week 13	Oct 24 – Oct 30	Introduction to SPSS: Interface, Coding, Graphs, Pivot Tables
Week 14	Oct 31 – Nov 6	Hypothesis Testing in SPSS: Chi-square, t-Test, ANOVA
Week 15	Nov 7 – Nov 13	Accounting Packages: Vouchers, Invoices, Salary Statements
Week 16	Nov 14 – Nov 24	Inventory, Final Accounts, GST, Research Ethics & Plagiarism Tools

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Lesson Plan

Name of Assistant/Associate Prof.   :   Dr. Ashwini Bhardwaj
Class & Section   :   B.Com. 3rd Semester
Subject   :   Advance IT Skills (SEC)
Session   :   2025-26

Week	Date	Content
Week 1	Aug 1 – Aug 7	Website Address, URL, and Introduction to WWW
Week 2	Aug 8 – Aug 14	IP Address, ISP, and Role of ISP
Week 3	Aug 15 – Aug 21	Internet Protocols and Modes of Internet Connection (Wi-Fi, LAN, USB Tethering, etc.)
Week 4	Aug 22 – Aug 28	Identifying and Using IP, MAC, IMEI on Devices
Week 5	Aug 29 – Sep 4	Downloading & Printing Web Pages, Introduction to Blogs
Week 6	Sep 5 – Sep 11	Basics of E-commerce and Netiquettes
Week 7	Sep 12 – Sep 18	Overview of e-Governance Services (Railway, Passport, eHospital, Mobile Access)
Week 8	Sep 19 – Sep 25	Digital Financial Tools: OTP, QR Code, UPI
Week 9	Sep 26 – Oct 2	AEPS, USSD, Cards, e-Wallets, PoS
Week 10	Oct 3 – Oct 9	Internet Banking, NEFT, RTGS, IMPS, Online Bill Payment
Week 11	Oct 10 – Oct 16	Cyber Security: Cyberspace, Architecture, Regulation, and Core Concepts
Week 12	Oct 17 – Oct 23	Cybercrime Types: Targeting Devices, Women, Children, Financial Frauds
Week 13	Oct 24 – Oct 30	Malware, Ransomware, Zero-Day Attacks, Reporting & Mitigation
Week 14	Oct 31 – Nov 6	Legal Perspective: IT Act 2000, Amendments, Cybercrime Organisations in India
Week 15	Nov 7 – Nov 13	Future Skills: IoT, Big Data, Cloud Computing, Virtual Reality, Artificial Intelligence
Week 16	Nov 14 – Nov 24	Blockchain, 3D Printing, RPA, Social & Mobile Technologies

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Lesson Plan

Name of Assistant/Associate Prof. : Dr. Ashwini Bhardwaj
Class & Section : B.Com. & B.A. 3rd Semester
Subject : Programming with C (MDC)
Session : 2025-26

Week	Date Range	Topic
Week 1	Aug 1 – Aug 7	History, Importance, and Structure of a C Program
Week 2	Aug 8 – Aug 14	Character Set, Constants, Variables, Identifiers, Keywords
Week 3	Aug 15 – Aug 21	Data Types, Assignment Statement, Symbolic Constants
Week 4	Aug 22 – Aug 28	Formatted I/O Functions: scanf(), printf()
Week 5	Aug 29 – Sep 4	Input Functions: getch(), getche(), getchar(), gets()
Week 6	Sep 5 – Sep 11	Output Functions: putch(), putchar(), puts()
Week 7	Sep 12 – Sep 18	Operators: Arithmetic, Relational, Logical, Bitwise, Unary, Assignment
Week 8	Sep 19 – Sep 25	Conditional & Special Operators, Operator Hierarchy, Type Casting
Week 9	Sep 26 – Oct 2	Decision Making: if, if-else, nested if, else-if ladder, switch, break, goto
Week 10	Oct 3 – Oct 9	Looping Statements: for, while, do-while, loop jumps
Week 11	Oct 10 – Oct 16	Arrays: 1D Declaration, Initialization, Memory Representation
Week 12	Oct 17 – Oct 23	Arrays: 2D Declaration, Initialization, Memory Representation
Week 13	Oct 24 – Oct 30	Functions: Definition, Prototype, Call by Value & Reference, Recursion
Week 14	Oct 31 – Nov 6	Strings: Declaration, Initialization, I/O, Array of Strings
Week 15	Nov 7 – Nov 13	String Manipulation: Length, Copy, Compare, Concatenate, Substring Search
Week 16	Nov 14 – Nov 24	Pointers, Structures, Unions: Declaration, Initialization, Access, Differences

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<u>Lesson Plan</u>

Name of Assistant/Associate Prof. : Dr. Ashwini Bhardwaj
Class & Section : B.Com. / B.Sc.(Life Science/Physical Science)
                                        1st Semester
Subject : Basic IT Tools (SEC)
Session : 2025–26

Week	Date Range	Topic
Week 1	Aug 1 – Aug 7	Introduction to Computers & Latest IT Gadgets
Week 2	Aug 8 – Aug 14	Evolution of Computers & Their Applications
Week 3	Aug 15 – Aug 21	Basics of Hardware and Software
Week 4	Aug 22 – Aug 28	Application, System, and Utility Software
Week 5	Aug 29 – Sep 4	CPU, Input Devices, Output Devices
Week 6	Sep 5 – Sep 11	Computer Memory, Storage Devices, and Mobile Apps
Week 7	Sep 12 – Sep 18	Introduction to Operating Systems & Their Functions
Week 8	Sep 19 – Sep 25	OS for Desktop, Laptop, Mobile Phones, and Tablets
Week 9	Sep 26 – Oct 2	User Interface: Task Bar, Icons, Shortcuts, Running Applications
Week 10	Oct 3 – Oct 9	OS Settings: Date/Time, Display, Add/Remove Programs, Printers, File Management
Week 11	Oct 10 – Oct 16	Introduction to Internet & WWW, Applications of Internet
Week 12	Oct 17 – Oct 23	Computer Networks: LAN, WAN, Network Topologies
Week 13	Oct 24 – Oct 30	Website Address, URL, Web Browsers, Search Engines, Searching Online
Week 14	Oct 31 – Nov 6	E-mail Basics: Creating, Sending, Replying, Forwarding, Attachments, Signatures
Week 15	Nov 7 – Nov 13	Social Networking: Facebook, Twitter, LinkedIn, Instagram, Instant Messaging Apps
Week 16	Nov 14 – Nov 24	Introduction to Blogs and Digital Locker

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