Lesson Plan

Name of the Assistant/ Associate Professor…Ms.Suman Nehra……………………………………………………..

Class and Section:…B.Com 1st……………………………………………… ………….......................

Subject: Office and Spreadsheet Tools Learning ……………………………………………………………………..

Session:…2024-2025……………………………………………………………………………………………..

Month	Week	Topics
July	1	
	2	
	3	
	4	Operating System: Definition , Functions, Type of operating.
August	1	Managing Files and Folders, Control panel.
	2	Hardware, Software, Basic of O.S setup; common utilities.
	3	Revision(test)
	4	Word Processing: Introduction , Editing and Formatting.
September	1	Mail merge, Word Art, Hyperlinks, Bookmark, Page setup, themes.
	2	Headers and Footers , Protect document , Adding – managing Comments.
	3	Revision (test)
	4	Spread Sheet : Element and Application of Spread sheet.
October	1	Manipulating of cell , Enter Text no. And Dates, Cell height and coping of cells.
	2	Mathematical , statistical and Financial Function.
	3	Types of charts , sort and filter data.
	4	Revision (test)
November	1	Presentation Software: Creating , modifying and enhancing a presentation,
	2	Delivering a presentation, using sound, animation and Design.
	3	Design Templates, working on Hyperlink and action button.
	4	Revision (test)
December	1	
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January	1	
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March	1	

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April	**1**	
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May	**1**	
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Lesson Plan

Name of the Assistant/ Associate Professor…Ms.Suman Nehra……………………………………………………..

Class and Section:…B.Com 1st………………………………………….… ………….....................

Subject: Office and Spreadsheet Tools Learning …………………………………………………………………..

Session:…2024-2025……………………………………………………………………………………..

Month	Week	Topics
July	1	
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	3	
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August	1	**Managing Files and Folders, Control panel.**
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March	1	

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April	**1**	
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May	**1**	
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Lesson Plan

Name of the Assistant/ Associate Professor…Ms.Suman ……………………………….………………………….

Class and Section:…B.A 1st…………………………….………….… …………......................

Subject: Office and Spreadsheet Tools Learning ……………………………………………………………………………..

Session:…2024-2025……………………………………………………………………………………………..

Month	Week	Topics
July	1	
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	3	
	4	Operating System: Definition , Functions, Type of operating.
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December	1	
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April	1	
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May	1	
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Lesson Plan

Name of the Assistant/ Associate Professor…Ms.Suman Nehra……………………………………………………..

Class and Section:…B.A 1st………………………………………………………………........................

Subject: Office and Spreadsheet Tools Learning ………………………………………………………………………..

Session:…2024-2025……………………………………………………………………………………..

Month	Week	Topics
July	1	
	2	
	3	
	4	**Operating System: Definition , Functions, Type of operating.**
August	1	**Managing Files and Folders, Control panel.**
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January	1	
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February	1	
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Lesson Plan

Name of the Assistant/ Associate Professor…Ms.Renu………………………………………………….

Class and Section:…B.Sc 1st………………………………………………… …………......................

Subject: Office and Spreadsheet Tools Learning …………………………………………………………………..

Session:…2024-2025……………………………………………………………………………………………..

Month	Week	Topics
July	1	
	2	
	3	
	4	**Operating System: Definition , Functions, Type of operating.**
August	1	**Managing Files and Folders, Control panel.**
	2	**Hardware, Software, Basic of O.S setup; common utilities.**
	3	**Revision(test)**
	4	**Word Processing: Introduction , Editing and Formatting.**
September	1	**Mail merge, Word Art, Hyperlinks, Bookmark, Page setup, themes.**
	2	**Headers and Footers , Protect document , Adding – managing Comments.**
	3	**Revision (test)**
	4	**Spread Sheet : Element and Application of Spread sheet.**
October	1	**Manipulating of cell , Enter Text no. And Dates, Cell height and coping of cells.**
	2	**Mathematical , statistical and Financial Function.**
	3	**Types of charts , sort and filter data.**
	4	**Revision (test)**
November	1	**Presentation Software: Creating , modifying and enhancing a presentation,**
	2	**Delivering a presentation, using sound, animation and Design.**
	3	**Design Templates, working on Hyperlink and action button.**
	4	**Revision (test)**
December	1	
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February	1	
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March	1	

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April	1	
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May	1	
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Lesson Plan

Name of the Assistant/ Associate Professor…Ms.Annu……………………………………….……………………….

Class and Section:…BCA 1st……………………………………………… …………........................

Subject: Logical Organisation Of Computer…………………………………………………………………..

Session:…2024-2025……………………………………………………………………………………………..

Month	Week	Topics
July	1	
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August	1	
	2	
	3	**Number System :binary ,octal ,hexadecimal etc.**
	4	**Number system: Error detecting and correcting codes.**
September	1	**Number Representations**
	2	**Revision (Test)**
	3	**Binary Arithmetic: Binary Additions ,Subtraction ,Multiplication ,division**
	4	**Boolean Algebra**
October	1	**Revision (Test)**
	2	**Logic Gates : Basic Logic Gates-AND ,OR,NOT**
	3	**Combinational Circuits**
	4	**Revision (Test)**
November	1	**Sequential Circuits : Basic Flip-Flops and Their working.**
	2	**Sequential Circuits: Designing registers.**
	3	**Revision (Test)**
	4	**Revision All Syllabus**
December	1	
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January	1	
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February	1	
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April	1	
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May	1	
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Signature

Lesson Plan

Name of the Assistant/ Associate Professor…Ms.Suman Nehra……………………………………………………………….

Class and Section:…B.C.A 2nd …………………………………………………… …………......................

Subject: Linux Shell Programming……………………………………………………………………………..

Session:…2024-2025……………………………………………………………………………………………..

Month	Week	Topics
July	1	
	2	
	3	**Introduction to Linux: Linux OS ,Architecture ,Features of Linux**
	4	**Starting and Shutting down system Logging in and Logging out**
August	1	**C Accessing Linux System comparison of Linux with other Operating System**
	2	Revision (Test)
	3	**Command in Linux: General-Purpose ,File oriented ,Directory oriented**
	4	**Communication oriented process oriented Commands etc.**
September	1	**Regular Expressions &Filters in Linux: Simple Filters viz more ,Wc ,diff ,sort ,Uniq ,grep. Introduction regular expression.**
	2	Revision (Test)
	3	**Linux File system: Linux File ,inodes and structure and file system compontents**
	4	**Standard file system file system type Processes in Linux starting and stopping processes**
October	1	**Mechanism of process creation Job control in Linux using at batch ,cron and time**
	2	Revision (Test)
	3	**Shell Programming: vi editor ,shell Variables I/o in shell control structures**
	4	**Loop ,shell programs ,creating and executing shell scripts in Linux**
November	1	**Revision(Test)**
	2	**Revision All Syllabus**
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December	1	
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April	1	
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Lesson Plan

Name of the Assistant/ Associate Professor…Ms.Annu……………………………………………………………

Class and Section:BCA 2nd……………………………………………… ………......................

Subject: DataBase Technologies………………………………………………………………..

Session:2024-2025…………………………………………………………………………………..

Month	Week	Topics
July	1	
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	3	Basic Concepts: Data ,information ,Records ,Files ,Schema etc.
	4	Environment ,DBMS Functions and components ,database interfaces.
August	1	Database management system Advantage and disadvantage of DBMS.
	2	Revision (Test)
	3	DdataBase Users: Data and database Administrator ,Role And Applications developers etc
	4	System Architecture, Data Independence.
September	1	Revision (Test)
	2	Data Models
	3	Entity-Relationship Model
	4	Revision (Test)
October	1	SQL
	2	Relational Algebra
	3	Relational Calculus
	4	Revision (Test)
November	1	Relational model
	2	Normalization
	3	Multi –Valued Dependencies
	4	Revision (Test)
December	1	Revision All Syllabus
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January	1	
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Lesson Plan

Name of the Assistant/ Associate Professor…Ms.Suman Nehra……………………………………………………….

Class and Section:…B.C.A 1st……………………………………………… ………......................

Subject: Basic IT Tools………………………………………………………………..

Session:…2024-2025………..

Month	Week	Topics
July	1	
	2	
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August	1	Introduction to Computer: Evolution of computer ,Basic of H/S
	2	Components of computer , Input output Devices.
	3	Memory management, Storage mobile app.
	4	Revision(test)
September	1	Operating system : Function of operating System , User Interface Desktop.
	2	Application of Operating system : Add or Remove a program .
	3	Changing Display Properties, File and Folders.
	4	Revision(test)
October	1	Internet and WWW: Computer Network .
	2	Topology, Application of Internet , Website address and URL.
	3	Popular Browser , Search engines.
	4	Revision (test)
November	1	E-Mail: Using and Opening Email Account
	2	Creating and Sending E-mail , Attaching Files with email.
	3	Networking: Facebook Introducing to Blogs, Digital locker.
	4	Revision (test)
December	1	
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February	1	
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March	1	
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April	**1**	
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May	**1**	
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<div align="center"><u>Lesson Plan</u></div>

Name of the Assistant/ Associate Professor…………Gautam Garg……………………

Class and Section:………………B.C.A. I……………………… …………........................

Subject:…………… Problem Solving through C……………………………………..

Session:……………2024-25………………………………………………………………..

Month	Week	Topics
July	1	Overview of C: History, Importance, Structure of C Program
	2	Character Set, Constants and Variables, Identifiers and Keywords
	3	Data Types, Assignment Statement, Symbolic Constant
	4	
August	1	Formatted I/O Function-, Input Functions viz. scanf(), getch(), getche(), getchar(), gets(), output functions viz. printf(), putch(), putchar(), puts().
	2	Arithmetic, Relational, Logical, Bitwise, Unary, Assignment, Conditional Operators and Special Operators Operator
	3	Hierarchy;. Arithmetic Expressions, Evaluation of Arithmetic Expression, Type Casting and Conversion
	4	Decision making with if statement, if-else statement, nested if statement, else-if ladder, switch and break statement, goto statement,
September	1	Looping Statements: for, while, and do-while loop, jumps in loops.
	2	Arrays: One Dimensional arrays - Declaration, Initialization and Memory representation; Two Dimensional arrays
	3	Declaration, Initialization and Memory representation
	4	Functions: definition, prototype, function call, passing arguments to a function: call by value; call by reference, recursive functions.
October	1	Strings: Declaration and Initialization, String I/O, Array of Strings
	2	String Manipulation Functions: String Length, Copy, Compare, Concatenate etc., Search for a Substring
	3	Pointers in C: Declaring and initializing pointers
	4	accessing address and value of variables using pointers; Pointers and Arrays
November	1	User defined data types: Structures - Definition, Advantages of Structure, declaring structure variables
	2	accessing structure members, Structure members initialization
	3	Array of Structures; Unions - Union definition
	4	difference between Structure and Union
December	1	Revision

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May	1	
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Gautam Garg

Signature

Lesson Plan

Name of the Assistant/ Associate Professor………Gautam Garg…………………………

Class and Section:……………………B.C.A. Ist……….…… ………….......................

Subject:………………………Human Value and Ethics………………………………..

Session:……………………2024-25………………………………………………..

Month	Week	Topics
July	1	Need, Content and Process for Value Education
	2	Understanding the need, content and process for Value Education
	3	difference among skills, values and ethics
	4	Classification of Value Education
August	1	understanding Personal Values, Social Values, and Moral Values & Spiritual Values
	2	Understanding the difference between ideology and values,
	3	Understanding Harmony with self, Society and Nature
	4	Human Values and Ethics - Meaning and nature of human values; Significance of human values in life;
September	1	Relation between values and ethics.
	2	Relevance of Human values: Integrity
	3	Empathy, Loksangrah, Brahmvihara
	4	Theory of Naya (Jainism), Deontology, Virtue Ethics, Utilitarianism
October	1	Integrated Personality and Well-being
	2	Understanding the relationship among: Self, Identity and Personality.
	3	Understanding Integrated Personality – with the three gunas theory of Sankhya, the four Antah-karanas (inner instruments) in Yoga
	4	Panchkosha (five sheaths) in Upanishad.
November	1	Approaching comprehensive understanding of well-being and its relation to Happiness.
	2	Professional Ethics and Global Citizenship, Nature, characteristics and scope of professional ethics
	3	Types of Professional Ethics; Professional Values: Trusteeship, Inclusiveness, Commitment, Sustainability, Accountability, Transparency, Impartiality.
	4	Values for Global Citizenship: Equality, Justice, and Human Dignity. Nature and need of competency based education; Types of Competencies, Core Competencies: communication, teamwork, planning and achieving goals,

December	1	Functional Competencies: analytical thinking, knowledge sharing and learning, decision making, partnership building.	
	2	Revision and Test	
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Gautam Garg

Signature

Lesson Plan

Name of the Assistant/ Associate Professor…………Gautam Garg………………

Class and Section:………………………….B.C.A. II ……………… ……………........................

Subject:……………….………Java OOP Foundations…………………………..

Session:……………….………2024-25……..………………………………………..

Month	Week	Topics
July	1	Object Oriented Programming
	2	Java Fundamentals
	3	Structure of Java programs
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August	1	Classes and Objects
	2	Data types, Type Casting, Looping Constructs
	3	Interface basics; Defining
	4	Revision and Test
September	1	Implementing and extending interfaces
	2	Implementing multiple inheritance using interfaces
	3	Basics of packages, Creating and accessing packages
	4	Revision and Test
October	1	System packages, Creating user defined packages
	2	Exception handling using the main keywords
	3	exception handling: try, catch, throw, throws and finally; Nested try, multiple catch statements, creating user defined exceptions
	4	Revision and Test
November	1	File Handling Byte Stream, Character Stream, File I/O Basics, File Operations
	2	AWT and Event Handling: The AWT class hierarchy, Events, Event sources, Event classes, Event Listeners
	3	Relationship between Event sources and Listeners, Delegation event model, Creating GUI applications using AWT
	4	Practical Lab
December	1	Revision and Test
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January	1	
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Gautam Garg

Signature

Lesson Plan

Name of the Assistant/ Associate Professor…Ms.Suman Nehra……………………………………………………….

Class and Section:…B.C.A 1st……………………………………………… …………......................

Subject: Basic IT Tools…………………………………………………………………..

Session:…2024-2025………..

Month	Week	Topics
July	1	
	2	
	3	
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August	1	Introduction to Computer: Evolution of computer ,Basic of H/S
	2	Components of computer , Input output Devices.
	3	Memory management, Storage mobile app.
	4	Revision(test)
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	2	Application of Operating system : Add or Remove a program .
	3	Changing Display Properties, File and Folders.
	4	Revision(test)
October	1	Internet and WWW: Computer Network .
	2	Topology, Application of Internet , Website address and URL.
	3	Popular Browser , Search engines.
	4	Revision (test)
November	1	E-Mail: Using and Opening Email Account
	2	Creating and Sending E-mail , Attaching Files with email.
	3	Networking: Facebook Introducing to Blogs, Digital locker.
	4	Revision (test)
December	1	
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January	1	
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February	1	
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Lesson Plan

Name of the Assistant/ Associate Professor……Ms.Renu ………………………

Class and Section:B.C.A 2nd year 3rd semester…………………………………………………

Subject:……Advance IT Skills… ……………………………………………

Session:………2024-2025……………………………………………………………………

Month	Week	Topics
July	1	
	2	
	3	Website address and url introduction to IP address ,ISP
	4	Internet Protocol, Modes of Connecting Inernet
August	1	Identifying and uses of IP/MAC/IMEI of Various Devices
	2	Downloading web pages ,Printing web Pages, Introducti
	3	Basics of E-commerce, Netiquettes, overview to e-gover
	4	Services Like Railway Reservation ,Passport,E-Hospital
September	1	Digital Financial Tools and application Digital Financial
	2	Understanding OTP and QR CodeSS
	3	Cyber security :-defining cyberspace,architecture of cyb
	4	Regulation of Cyberspace,concepts of cyberspace,class cybercrime
October	1	Test
	2	Common cybercrime,
	3	Reporting cybercrime
	4	Overview of futureskil
November	1	Test
	2	Virtual Reality
	3	Artificial Intellihence
	4	Socila &Mobile
December	1	3d Printing
	2	Robotics Process
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Lesson Plan

Name of the Assistant/ Associate Professor……Ms.SujataGoyal………………………

Class and Section:BCA 2nd year 3rd semester…………………………………………

Subject:……… Unified Modeling language …………………………………………

Session:………2024-2025……..………………………………………………………..

Month	Week	Topics
July	1	
	2	
	3	Introduction: Object-Orientation, Modeling, Class Modeling: Object, Class
	4	Value & Attributes, Operation & Method, Link & Association
August	1	Qualified association, Multiplicity, Association end name,
	2	Ordering,, Generalization & Inheritance,Test
	3	Class Modeling: Graphical Structure of Object & Class
	4	Association, Aggregation, Abstract Class, Multiple Inheritance,
September	1	Metadata. State Modeling. Events, States, State Diagram
	2	State Modeling: Nested State Diagram, Nested States. test
	3	Estimating Performance, Making a reuse plan, Breaking a system into subsystems
	4	Identifying Concurrency, Allocation of subsystem
October	1	Revision/Test
	2	Use case, Use case diagram ,
	3	Guidelines for use case diagram.
	4	Sequence Model: Scenarios, Sequence Diagrams, Guidelines for Sequence model
November	1	Activity Model: Activities Branches, Initiation & Termination
	2	Concurrent Activities, State Diagram, Transition & Condition
	3	System Design: Overview
	4	Handling global resources
December	1	Interaction Modeling: Use Case Models: Actors
	2	Management of data storage
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Sujata Goyal
Signature