## Week Wise Lesson Plan 2025-26(Odd Semester)

Name: Mohit Assistant Professor of Computer Science

Subject: Problem Solving through C

|        | August  |  |  |
|--------|---|--|--|
| Week 1 | Introduction to C: C Character set, Tokens                                |  |  |
| Week 2 | keywords and identifiers, constants, variables                            |  |  |
| Week 3 | Data types and pre-processors   |  |  |
| Week 4 | C Operators: Arithmetic, relational, logical, birwise, unary,             |  |  |
| Week 5 | Assignment and conditional operators and their hierarchy. Input/Output    |  |  |
|        | September   |  |  |
| Week 1 | Statements in C: format specifier, getch, getchar, getche, gets and puts. |  |  |
| Week 2 | Formatted input and output using scanf and printf statements              |  |  |
| Week 3 | Control Statements: Types of control statements, if-else, nested if-else, |  |  |
| Week 4 | else-if ladder, switch statement, conditional control statement           |  |  |
| Week 5 | loops for, while and do while, break, continue and go to.                 |  |  |
|        | October   |  |  |
| Week 1 | Functions: Library Functions. User Defined Functions,                     |  |  |
| Week 2 | Functions with and without Return Value                                   |  |  |
| Week 3 | Functions with and without parameter passing,                             |  |  |
| Week 4 | Parameter Passing: Call by Value, Call by Reference.                      |  |  |
| Week 5 | Call by Pointer   |  |  |
|        | November  |  |  |
| Week 1 | Recursion.  |  |  |
| Week 2 | Enumeration,  |  |  |
| Week 3 | Structure and Union,  |  |  |
| Week 4 | Use of Enumerators in Programing  |  |  |
|        | December  |  |  |
| Week 1 | Pointers Pointer to a Variable, Pointer to function                       |  |  |
| Week 2 | Pointer to Structure  |  |  |
| Week 3 | Test and Revision   |  |  |

## Week Wise Lesson Plan 2025-26(Odd Semester)

Name: Mohit Assistant Professor of Computer Science

Subject: Java OOPs Foundation

|        | August  |
|--------|---|
| Week 1 | Introduction to Java  |
| Week 2 | Structure of Java Program   |
| Week 3 | Classes & Objects   |
| Week 4 | Data Types & Type Casting   |
| Week 5 | Looping Constructs  |
|        | September   |
| Week 1 | Interfaces Basics   |
| Week 2 | Defining Interfaces   |
| Week 3 | Implementing and Extending Interfaces                                     |
| Week 4 | Implementing Multiple Inheritance Using Interfaces                        |
| Week 5 | Basics of Packages  |
|        | October   |
| Week 1 | Creating and Accessing Packages   |
| Week 2 | System Packages, Creating User defined Packages                           |
| Week 3 | Exception Handling using the Main Keywords of Exception handling          |
| Week 4 | Try, Catch, Throw   |
| Week 5 | Throws and Finally; Nested try, Multiple catch statements                 |
|        | November  |
| Week 1 | Creating user defined exceptions  |
| Week 2 | File Handling Byte Stream, Character Stream, File I/O Basics              |
| Week 3 | File Operations   |
| Week 4 | AWT and Event Handling: The AWT class Hierarchy                           |
|        | December  |
| Week 1 | Events, Events Sources, Event Classes, Event Listeners                    |
| Week 2 | Relationship B/w Event Source and Event Listeners, Delegation Event Model |
| Week 3 | Test and Revision   |

## Week Wise Lesson Plan 2025-26(Odd Semester)

Name: Mohit Assistant Professor of Computer Science

Subject: Basic Concepts of UML

|        | August  |  |
|--------|---|--|
| Week 1 | Introduction: Object-Orientation, Modeling,                             |  |
| Week 2 | Class Modelling: Object, Class, Value & Attributes,                     |  |
| Week 3 | Operation & Method, Link & Association                                  |  |
| Week 4 | Qualified association, Multiplicity                                     |  |
| Week 5 | Association end name, Ordering,, Generalization & Inheritance,          |  |
|        | September   |  |
| Week 1 | Class Modeling  |  |
| Week 2 | Graphical Structure of Object & Class, Association, Aggregation         |  |
| Week 3 | Abstract Class, Multiple Inheritance, Metadata                          |  |
| Week 4 | State Modeling: Events, States, Transition & Conditions, State Diagram, |  |
| Week 5 | State Diagram. State Modeling: Nested State Diagram, Nested States.     |  |
|        | October   |  |
| Week 1 | System Design: Overview, Estimating Performance                         |  |
| Week 2 | Making a reuse plan, Breaking a system into subsystems                  |  |
| Week 3 | Identifying Concurrency, Allocation of subsystem,                       |  |
| Week 4 | Management of data storage  |  |
| Week 5 | Handling global resources   |  |
|        | November  |  |
| Week 1 | Interaction Modeling: Use Case Models                                   |  |
| Week 2 | Actors, Use case, Use case diagram                                      |  |
| Week 3 | Guidelines for use case diagram. Sequence Model: Scenarios              |  |
| Week 4 | Sequence Diagrams, Guidelines for Sequence model.                       |  |
|        | December  |  |
| Week 1 | Activity Model: Activities, Branches                                    |  |
| Week 2 | Initiation & Termination, Concurrent Activities,                        |  |
| Week 3 | Test and Revision   |  |

WEEK WISE LESSON PLAN 2025-26 (ODD SEMESTER)

SUBJECT: SEC OFFICE AND SPREAD SHEET TOOLS CLASS: BA-IST SEM

|        | AUGUST  |  |  |
|--------|---|--|--|
| Week 1 | UNIT-I Operating System - Definition, Functions, Types of Operating System,         |  |  |
| Week 2 | Basics of Popular Operating Systems, The User Interface, Exploring Computer,        |  |  |
| Week 3 | Icons, taskbar, desktop, Using Menu and Menu-selection, managing files and folders, |  |  |
| Week 4 | Control panel, display properties, add/remove software and hardware,                |  |  |
| Week 5 | Common utilities. UNIT-II Word Processing - Introduction to Word Processing,        |  |  |
|        | SEPTEMBER   |  |  |
| Week 1 | Menus, Creating, Editing & Formatting Document                                      |  |  |
| Week 2 | Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros,              |  |  |
| Week 3 | Inserting hyperlinks, Searching for text,   |  |  |
| Week 4 | Modifying page setup, Applying document themes,                                     |  |  |
| Week 5 | Applying document style sets, Inserting headers and footers                         |  |  |
|        | OCTOBER   |  |  |
| Week 1 | UNIT-III Spread Sheet: Introduction   |  |  |
| Week 2 | Elements of Electronics Spread Sheet, Applications                                  |  |  |
| Week 3 | Creating and Opening of Spread Sheet,   |  |  |
| Week 4 | Menus, Manipulation of cells  |  |  |
| Week 5 | Enter texts numbers and dates,  |  |  |
|        | NOVEMBER  |  |  |
| Week 1 | Cell Height and Widths, Copying of cells,   |  |  |
| Week 2 | Mathematical, Statistical function  |  |  |
| Week 3 | Financial function, Drawing different types of charts,                              |  |  |
| Week 4 | Sort and Filter Data. UNIT-IV Presentation Software:                                |  |  |
|        | DECEMBER  |  |  |
| Week 1 | Creating, Modifying and enhancing a presentation,                                   |  |  |
| Week 2 | Type of presentation views, Using sound,  |  |  |
| Week 3 | Animation, Working with Objects, Printing.  |  |  |

WEEK WISE LESSON PLAN 2025-26 (ODD SEMESTER)

SUBJECT: WEB TECHNOLOGIES CLASS: BSC-5<sup>TH</sup> SEM

|        | AUGUST   |  |
|--------|--|--|
| Week 1 | UNIT-I Introduction to Internet and World Wide Web (WWW);                      |  |
| Week 2 | Evolution and History of World Wide Web, Web Pages and Contents,               |  |
| Week 3 | Web Clients, Web Servers, Web Browsers; Hypertext Transfer Protocol, URLs;     |  |
| Week 4 | Searching, Search Engines and Search Tools. Web Publishing: Hosting website;   |  |
| Week 5 | Internet Service Provider; Planning and designing website;                     |  |
|        | SEPTEMBER  |  |
| Week 1 | Web Graphics Design, Steps For Developing website                              |  |
| Week 2 | UNIT-II Creating a Website Introduction to Mark up Languages (HTML and DHTML), |  |
| Week 3 | HTML Document Features& Fundamentals, HTML Elements, Creating Links;           |  |
| Week 4 | Headers; Text styles; Text Structuring;  |  |
| Week 5 | Text color and Background; Formatting text;                                    |  |
|        | OCTOBER  |  |
| Week 1 | Page layouts, Images; Ordered and Unordered lists; Inserting Graphics;         |  |
| Week 2 | Table Creation and Layouts; Frame Creation and Layouts;                        |  |
| Week 3 | Working with Forms and Menus;  |  |
| Week 4 | Working with Radio Buttons; Check Boxes; Text Boxes, HTML5                     |  |
| Week 5 | UNIT-III Introduction to CSS (Cascading Style Sheets):                         |  |
|        | NOVEMBER   |  |
| Week 1 | Features, Core Syntax, Types, Style Sheets and HTML,                           |  |
| Week 2 | Style Rule Cascading and Inheritance, Text Properties, CSS Box Model,          |  |
| Week 3 | Normal Flow Box Layout, Positioning and other useful Style Properties;         |  |
| Week 4 | Features of CSS3. UNIT-IV The Nature of JavaScript:                            |  |
|        | DECEMBER   |  |
| Week 1 | Evolution of Scripting Languages, JavaScript-Definition,                       |  |
| Week 2 | Programming for Non- Programmers, Introduction to Client–Side Programming,     |  |
| Week 3 | Enhancing HTML Documents with JavaScript. Static and Dynamic web pages.        |  |

## WEEK WISE LESSON PLAN 2025-26 (ODD SEMESTER)

### SUBJECT:BACK END DEVELOPMENT CLASS:BCA5<sup>TH</sup> SEM

|        | AUGUST   |  |
|--------|--|--|
| Week 1 | Unit-I Introduction to back-end Development:                                   |  |
| Week 2 | Overview of backend, Client-server architecture,                               |  |
| Week 3 | Introduction to web servers and database                                       |  |
| Week 4 | Programming Languages and Tools:   |  |
| Week 5 | Introduction to server-side languages (e.g., Node.js, or PHP),                 |  |
|        | SEPTEMBER  |  |
| Week 1 | Syntax and semantics of chosen server-side language                            |  |
| Week 2 | Unit-II Programming Languages: Version control with Git,                       |  |
| Week 3 | Introduction to IDEs (Integrated Development Environments) of chosen language, |  |
| Week 4 | Writing and executing basic server-side scripts                                |  |
| Week 5 | Performance Optimization and Security:   |  |
|        | OCTOBER  |  |
| Week 1 | Caching strategies, Query optimization   |  |
| Week 2 | Unit-III Database Management:  |  |
| Week 3 | Introduction to databases and DBMS (SQL and NoSQL),                            |  |
| Week 4 | Designing a database schema,   |  |
| Week 5 | CRUD operations (Create, Read, Update, Delete),                                |  |
|        | NOVEMBER   |  |
| Week 1 | Connecting applications to a database  |  |
| Week 2 | Unit-IV Server-Side Frameworks:  |  |
| Week 3 | Overview of popular server-side frameworks (e.g., Express.js, or Laravel),     |  |
| Week 4 | Building a simple application using a framework.                               |  |
|        | DECEMBER   |  |
| Week 1 | API Development: RESTful API concepts, Designing and documenting APIs,         |  |
| Week 2 | Authentication and authorization basics  |  |
| Week 3 | Web security best practices (SQL injection, XSS, CSRF)                         |  |

### WEEK WISE LESSON PLAN 2025-26 (ODD SEMESTER)

### SUBJECT:SEC-ADVANCE IT-SKILLS CLASS:BCA-3<sup>RD</sup> SEM

|        | AUGUST  |  |
|--------|---|--|
| Week 1 | UNIT-I Introduction to Computer: Al based Computers,  |  |
| Week 2 | Evolution of Computers & its applications, Advanced Hardware and Software,                          |  |
| Week 3 | importance of Al in Application Software, Systems Software, Utility Software.                       |  |
| Week 4 | Graphics Processing Unit, Input devices, Output devices,  |  |
| Week 5 | Computer Memory & storage, Mobile Apps.   |  |
|        | SEPTEMBER   |  |
| Week 1 | UNIT-II Introduction to Operating System: Definition  |  |
| Week 2 | User oriented functions of the Operating system,  |  |
| Week 3 | Different types of Operating Systems,   |  |
| Week 4 | Advanced features of Operating Systems for Mobile Phone and Tablets,                                |  |
| Week 5 | Components of User Interface, Status Bar, Tool bar,   |  |
|        | OCTOBER   |  |
| Week 1 | Icons and their movement, Using Shortcuts,  |  |
| Week 2 | Control Panel in Operating System, Adding and removing apps on system.                              |  |
| Week 3 | UNIT-III Introduction to Internet: Computer Networks, Network Topologies,                           |  |
| Week 4 | Intranet, Features of Internet and Intranet,  |  |
| Week 5 | URL and its components, Web Browsers and their useful tools,  |  |
|        | NOVEMBER  |  |
| Week 1 | A.I based searching tools.  |  |
| Week 2 | UNIT-IV E-mail: Definition of E-mails, Advantages and Disadvantages,                                |  |
| Week 3 | Various features in Email account, Trash, Spam, Draft,  |  |
| Week 4 | Scheduled e-mails, replying options,  |  |
|        | DECEMBER  |  |
| Week 1 | Differentiate between sending and forwarding an E-mail,   |  |
| Week 2 | Searching criteria for emails, Limits of size of attaching files with email and their alternatives, |  |
| Week 3 | Digital Signature.  |  |

### Week Wise Lesson Plan 2025-26(5th Semester) Computer Science

### DR. sourabh , Extension Lecturer Computer Science(SEC) SE

| Week 1  | Introduction: Program vs. Software, Software Engineering,                              |  |  |
|---------|--|--|--|
| Week 2  | Programming paradigms, Software Crisis – problem and causes, Phases in Software        |  |  |
| Week 2  | development:   |  |  |
| Week 3  | Requirement Analysis, Software Design  |  |  |
| Week 4  | Requirement Analysis, Software Design  |  |  |
| Week 5  | Software Development Process Models: Waterfall, Prototype, Evolutionary and Spiral     |  |  |
|         | models   |  |  |
| Week 6  | Feasibility Study, Software Requirement Analysis and Specifications: SRS, Role of      |  |  |
|         | Metrics  |  |  |
| Week 7  | gathering tools, Organizing and structuring information, Requirement specification     |  |  |
| Week 8  | validation and Verification, Staffing and personnel planning, team structure, Software |  |  |
|         |  |  |  |
|         | configuration management   |  |  |
| Week 9  | Assignment , SCM ,Structured Analysis and Tools: Data Flow Diagram. Data Dictionary,   |  |  |
|         |  |  |  |
|         | Decision table, Decision tress, Structured English                                     |  |  |
| Week 10 | Entity-Relationship  |  |  |
|         |  |  |  |
|         | diagrams, Cohesion and Coupling., Gantt chart, PERT Chart, Software Maintenance:       |  |  |
|         | Type of  |  |  |
| Week 11 | maintenance Ouglity assurance plans. Project   |  |  |
| week 11 | Quality assurance plans, Project   |  |  |
|         | monitoring plans, Risk Management. Software testing strategies: unit                   |  |  |
|         | testing  |  |  |
| Week 12 | monitoring plans, Risk Management. Software testing strategies: unit                   |  |  |
|         |  |  |  |
|         | testing  |  |  |
| Week 13 | Assignment , integration testing, Validation testing, System testing                   |  |  |
| Week 14 | Management of Maintenance, Maintenance Process, maintenance                            |  |  |
|         |  |  |  |
|         | characteristics,   |  |  |
| Week 15 | Management of Maintenance, Maintenance Process, maintenance                            |  |  |
|         |  |  |  |
|         | characteristics,   |  |  |
| Week 16 | Alpha and Beta testing.  |  |  |
|         |  |  |  |
|         | Revision: Models, Chart, QAP   |  |  |

#### Week Wise Lesson Plan 2025-26(5th Semester) Computer Science

### DR. sourabh, Extension Lecturer Computer Science(SEC) Database technology

| Week 1  | Data, information, records, files              |
|---------|--|
| Week 2  | Data base management system, component of dbms |
| Week 3  | Dbms function                                  |
| Week 4  | Data and database administrator                |
| Week 5  | System architecture                            |
| Week 6  | Schemas  |
| Week 7  | Data independence                              |
| Week 8  | Models in dbms                                 |
|         |  |
| Week 9  | Entity sets type                               |
| Week 10 | Keys attributes                                |
| Week 11 | Integrity constraints                          |
| Week 12 | ER DIAGRAM                                     |
| Week 13 | SQL MEANING Data types                         |
| Week 14 | Indexes constraints                            |
| Week 15 | Relational model                               |
| Week 16 | normalization                                  |

### Week Wise Lesson Plan 2025-26(5th Semester) Computer Science

### DR. Jogindr singh, Extension Lecturer Computer Science(SEC)

#### Network infrastructure and data communication technology

| Week 1  | Introduction to Data Communication and Computer Networks; ; Uses of Computerfor D .  |
|---------|--|
| Week 2  | Types of Computer Networks and their Topologies; Network Hardware Components         |
| Week 3  | Connectors, Transceivers, Repeaters, Hubs, Network Interface Cards and PC Cards      |
| Week 4  | Revision   |
| Week 5  | Bridges, Switches, Routers, Gateways; Network Software                               |
| Week 6  | Network Design issues and Protocols Connection-Oriented and Connectionless Services; |
| Week 7  | OSI Reference Model; Networking Models   |
| Week 8  | Revision   |
| Week 9  | Distributed Systems, Client/Server Model, Peer-to-Peer Mode                          |
| Week 10 | Web-Based Model and Emerging File-Sharing Model;                                     |
| Week 11 | Assignments  |
| Week 12 | Analog and Digital data and signals Bandwidth and Data Rate                          |
| Week 13 | Capacity, Baud Rate; Transmission Impairment Data Rate Limits;                       |
| Week 14 | Guided Transmission Media; Wireless Transmission Communication Satellites            |
| Week 15 | Switching and Multiplexing; Modems and Modulation techniques;                        |
| Week 16 | ADSL and Cable Modems; Data Link Layer Design issues;                                |

### Week Wise Lesson Plan 2025-26(3rd Semester) Computer Science

### Jogindr singh, Extension Lecturer Computer Science(SEC) linux and shell programming

| Week 1  | Linux distribution  |
|---------|---|
| Week 2  | Overview of linux operating aystem                              |
| Week 3  | Linux Architecture, Feature of linux                            |
| Week 4  | Accessing Linux   |
| Week 5  | Starting and Shutting down system                               |
| Week 6  | Logging in and Logging out system                               |
| Week 7  | Comparison of Linux with other operating system                 |
| Week 8  | Command in linux General Purpose Command ,File oriented command |
| Week 9  | Directory Oriented command Communication Oriented command       |
| Week 10 | Process oriented command  |
| Week 11 | Regular expression and Filter and linux simple filter           |
| Week 12 | WC, DIFF,SORT,UNIQ,GREP   |
| Week 13 | Introduction regular expression                                 |
| Week 14 | Linux file inodes, structure and file system                    |
| Week 15 | Starting and stopping process                                   |
| Week 16 | Vi editor cell variable cell control structure                  |

### Week Wise Lesson Plan 2025-26(B.SC 3<sup>rd</sup> Semester) Computer Science

### **SUKHBIR**, Extension Lecturer Computer Science(Data Structure)

| <ul> <li>Week 1 What is data structure, definition of data structure, operation on data structure.</li> <li>Week 2 Data type vs Data structure, classification of data structure, application structure.</li> <li>Week 3 Performance analysis and measurement (time and space analysis of alg average, best, worst case analysis).</li> <li>Week 4 What is array, array definition and its types, declaration and initialization dimensional and two dimensional array.</li> <li>Week 5 what is string, reading and writing string, function of string:-concatenation, substring, insertion, deletion, replacement.</li> <li>Week 6 Linked list:- introduction, array vs linked list, representation of link memory.</li> <li>Week 7 Traversing a linked list, insertion, deletion, searching in a link list, type of link list Stack:- array Representation of stack, link list representation of stack, algority push and pop.</li> <li>Week 9 Stack: polish notation, postfix evaluation algorithms, infix to postfix conversion.</li> </ul> | of data   |
|---|-----------|
| structure.  Week 3 Performance analysis and measurement (time and space analysis of alg average, best, worst case analysis).  Week 4 What is array, array definition and its types, declaration and initialization dimensional and two dimensional array.  Week 5 what is string, reading and writing string, function of string:-concatenation, substring, insertion, deletion, replacement.  Week 6 Linked list:- introduction, array vs linked list, representation of link memory.  Week 7 Traversing a linked list, insertion, deletion, searching in a link list, type of link list Week 8 Stack :- array Representation of stack, link list representation of stack, algorithms and pop.   |           |
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| concatenation, substring, insertion, deletion, replacement.  Week 6  Linked list:- introduction, array vs linked list, representation of link memory.  Week 7  Traversing a linked list, insertion, deletion, searching in a link list, type of link list. Week 8  Stack:- array Representation of stack, link list representation of stack, algorithms push and pop.   |           |
| Week 6 Linked list:- introduction, array vs linked list, representation of link memory.  Week 7 Traversing a linked list, insertion, deletion, searching in a link list, type of link list. Week 8 Stack :- array Representation of stack, link list representation of stack, algorithms push and pop.  | length,   |
| memory.  Week 7 Traversing a linked list, insertion, deletion, searching in a link list, type of link list  Week 8 Stack :- array Representation of stack, link list representation of stack, algoric push and pop.   |           |
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| Week 8 Stack :- array Representation of stack, link list representation of stack, algorithms push and pop.  |           |
| push and pop.   | t.        |
|   | thm for   |
| Week 9 Stack: polish notation, postfix evaluation algorithms, infix to postfix conversi   |           |
| Week 9 Stack: polish notation, postfix evaluation algorithms, infix to postfix conversi   |           |
|   | on, infix |
| to prefix conversion.   |           |
|   |           |
| Week 10 Recursion, introduction to queue: simple queue.   |           |
| Week 11 Double queue, circular queue, priority queue.   |           |
| Week 12 Representation of queues as link list and array.  |           |
| Week 13 Application of queue, algorithm on insertion and deletion in simple queue and   |           |
| queue.  | circular  |
| Week 14 Sparse matrix, searching and sorting algorithm.   | circular  |
| Week 15 operation on array, algorithm for traversal, selection insertion, deletion.   | circular  |
| Week 16 Revision syllabus   | circular  |

## Week Wise Lesson Plan 2025-26( BCA 1<sup>ST</sup> Semester) Computer Science

### SUKHBIR, Extension Lecturer Computer Science(FOCS)

| Week 1  | Computer components, generation of computers,   |
|---------|---|
| week 1  | Characteristics and classification of computers, strength and limitations of computer hardware, software, application of computer in various fields.  |
|         | naraware, software, approarion of comparer in various fields.   |
| Week 2  | Firmware, memory and its types:- random access, sequential access, shareware, freeware, firmware, free software. Magnetic disk, optical disc, flash memory programming language low level programming language, high level programming language |
| Week 3  | Assembler, compiler, interpreter, Peripheral device:- keyboard, pointing device mouse, trackball, touch panel   |
| Week 4  | Joystick, light pen, scanners, monitor, OMR, bar-code reader, hard copy devices, Impact and non – impact printers daisy wheel, Dot matrix   |
| Week 5  | Memory system:- concept of bit, byte, word, nibble, storage location and addresses, measuring units of storage capacity, access time, memory hierarchy primary memory:- RAM, ROM, PROM, EPROM.  |
| Week 6  | Secondary memory:- types of storage device, magnetic tape, hard disk, optical disk, flash memory, input output device   |
| Week 7  | Introduction to operating system, function of operating system, types of operating system, types of operating system.   |
| Week 8  | The internet:- introduction to network and internet, history, Electronic mail, attaching a document with e-mail, FTP, TelnetWeb browser ,internet search engine, what is multimedia, Multimedia components:- text, graphics                     |
| Week 9  | world wide web ,URL, animation, audio, printer classification, laser, ink jet, dot matrix, plotter  |
| Week 10 | Video, multimedia application, What is an operating system, types of operating system, user interface   |
| Week 11 | Starting windows, using the mouse, using the mouse, start menu, shutting down, customizing the desktop.   |
| Week 12 | recycle bin, Using system tools, user account, threats:- physical and non physical threats, virus, worm, trojan, spyware, security mechanism, security awareness, backup and recovery.  |
| Week 13 | creating shortcuts on desktop, windows media player, window accessories, Electronic mail:- introduction, advantage, disadvantage, user id password, message components, browser and search engines  |
| Week 14 | Number system:- binary number, octal number, decimal number, hexadecimal number, convert all number to each other.  |
| Week 15 | control panel, Taskbar, window explorer, creating new folder or file, types of software:-application software, system software.   |
| Week 16 | Revision  |
|         |   |

### Week Wise Lesson Plan 2025-26(1st Semester) Computer Science

### **SUKHBIR**, Extension Lecturer Computer Science(SEC)

| Week 1  | Operating system:- definition, functions, types of operating system, practical.  |
|---------|--|
| Week 2  | basic and popular operating system, The user interface, exploring computer, icons. practical                                 |
| Week 3  | Desktop, using menu and menu selection, managing file and folder, practical  |
| Week 4  | Control panel, display properties, add / remove software and hardware, common utilities, practical                           |
| Week 5  | Word processing:- introduction to word processing, menus creating ,editing and formatting, practical                         |
| Week 6  | Spell checking, printing, views, tables, Copying of cells mathematical, statistical and financial function, practical        |
| Week 7  | Word art, mail merge, macros, inserting hyperlinks, searching for text, practical  |
| Week 8  | Revision   |
| Week 9  | Inserting header and footers, Manipulation of cells:-inter text numbers and dates cell height and widths, practical          |
| Week 10 | Spreadsheet:- elements of electronics spreads sheets, applications creating and opening spreadsheet, menus, practical        |
| Week 11 | Types of presentation views , using sound ,Drawing different types of charts, sort and filters data, practical               |
| Week 12 | Animation, working with object, printing, Presentation software:- creating modifying and enhancing a presentation, practical |
| Week 13 | Resizing and moving pictures, modifying pictures, adding clip art, work with word art, practical                             |
| Week 14 | Modifying page setup, applying document themes, applying document style sets, practical                                      |
| Week 15 | Revision   |
| Week 16 | Practical  |