

Teaching Plan
Session 2025-26
Odd Semester
CLASS: BA. B. ED(Sem-V)
SUBJECT: Data Base Management System & Oracle
Faculty Name: Ms. Deepika

TOPIC	DURATION	TEACHING TOOLS
Introduction to Data, Field, Record, File, Database, Database management system., DBMS Environment, DBA, responsibilities of DBA, Structure of database system, Advantage and disadvantage, levels of database system, Data Independence, Structure and Components of DBMS, E-R diagram, different keys used in a relational system. Relational model, hierarchical model, network model, comparison of these models, Relational form like 1NF, 2NF, 3NF, BCNF, 4th NF, 5th NF, DBTG	July-August	- Projector - Technology-Based Learning - Traditional learning
SQL: Introduction to SQL– DDL, DML, DCL, Join methods & sub query, Union Intersection, Minus, Built in Functions	September	- Technology -based learning - Experiential learning - Peer Teaching

Concurrency control and its management, protection, security, recovery of database. Big Data: Introduction to Big Data and Analytics, Introduction to NoSQL	October	- Technology-Based Learning - Traditional learning
Commencement of University Exams	November	

Course outcome

CO.1	Understand core database concepts like data, field, record, file, DBMS, and E–R diagrams including database architecture and DBA roles
CO.2	Differentiate between data models (relational, hierarchical, network) and apply normalization techniques (1NF to 5NF).Develop SQL skills for data definition, manipulation, control, and advanced querying (joins, subqueries, set operations, functions).
CO.3	Understand core database concepts like data, field, record, file, DBMS, and E–R diagrams including database architecture and DBA roles.
CO.4	Learn database transaction management including concurrency control, security, protection, and recovery techniques.
CO.5	Get introduced to modern data technologies including Big Data analytics and NoSQL databases.

Teaching Plan
Session 2025-26
Odd Semester

CLASS: Bachelor of Science(Computer Science)(Sem-V)

SUBJECT: Data Base Management System & Oracle

Faculty Name: Ms. Deepika

TOPIC	DURATION	TEACHING TOOLS
Introduction to Data, Field, Record, File, Database, Database management system., DBMS Environment, DBA, responsibilities of DBA, Structure of database system, Advantage and disadvantage, levels of database system, Data Independence, Structure and Components of DBMS, E-R diagram, different keys used in a relational system. Relational model, hierarchical model, network model, comparison of these models, Relational form like 1NF, 2NF, 3NF, BCNF, 4th NF, 5th NF, DBTG	July-August	- Learning through Problem Solving - Technology-Based Learning - Traditional learning
SQL: Introduction to SQL– DDL, DML, DCL, Join methods & sub query, Union Intersection, Minus, Built in Functions	September	- Technology -based learning - Experiential learning - Peer Teaching

Concurrency control and its management, protection, security, recovery of database. Big Data: Introduction to Big Data and Analytics, Introduction to NoSQL	October	- Learning through Problem Solving - Technology-Based Learning - Traditional learning
Commencement of University Exams	November	

Course outcome

CO.1	Understand core database concepts like data, field, record, file, DBMS, and E–R diagrams including database architecture and DBA roles
CO.2	Differentiate between data models (relational, hierarchical, network) and apply normalization techniques (1NF to 5NF).Develop SQL skills for data definition, manipulation, control, and advanced querying (joins, subqueries, set operations, functions).
CO.3	Understand core database concepts like data, field, record, file, DBMS, and E–R diagrams including database architecture and DBA roles.
CO.4	Learn database transaction management including concurrency control, security, protection, and recovery techniques.
CO.5	Get introduced to modern data technologies including Big Data analytics and NoSQL databases.

Teaching Plan
Session 2025-26
Odd Semester

CLASS: Bachelor of Science(Economics)(Sem-V)
SUBJECT: Data Base Management System & Oracle
Faculty Name: Ms. Deepika

TOPIC	DURATION	TEACHING TOOLS
Introduction to Data, Field, Record, File, Database, Database management system., DBMS Environment, DBA, responsibilities of DBA, Structure of database system, Advantage and disadvantage, levels of database system, Data Independence, Structure and Components of DBMS, E-R diagram, different keys used in a relational system. Relational model, hierarchical model, network model, comparison of these models, Relational form like 1NF, 2NF, 3NF, BCNF, 4th NF, 5th NF, DBTG	July-August	- Technology-Based Learning - Traditional learning - Projector.
SQL: Introduction to SQL– DDL, DML, DCL, Join methods & sub query, Union Intersection, Minus, Built in Functions	September	- Technology -based learning - Experiential learning - Peer Teaching

Concurrency control and its management, protection, security, recovery of database. Big Data: Introduction to Big Data and Analytics, Introduction to NoSQL	October	- Projector - Technology-Based Learning - Traditional learning
Commencement of University Exams	November	

Course outcome

CO.1	Understand core database concepts like data, field, record, file, DBMS, and E–R diagrams including database architecture and DBA roles
CO.2	Differentiate between data models (relational, hierarchical, network) and apply normalization techniques (1NF to 5NF).Develop SQL skills for data definition, manipulation, control, and advanced querying (joins, subqueries, set operations, functions).
CO.3	Understand core database concepts like data, field, record, file, DBMS, and E–R diagrams including database architecture and DBA roles.
CO.4	Learn database transaction management including concurrency control, security, protection, and recovery techniques.
CO.5	Get introduced to modern data technologies including Big Data analytics and NoSQL databases.

Teaching Plan
Session 2025-26
Odd Semester

CLASS: Bachelor of Arts (Sem-V)

SUBJECT: Data Base Management System & Oracle

Faculty Name: Ms. Deepika

TOPIC	DURATION	TEACHING TOOLS
Introduction to Data, Field, Record, File, Database, Database management system., DBMS Environment, DBA, responsibilities of DBA, Structure of database system, Advantage and disadvantage, levels of database system, Data Independence, Structure and Components of DBMS, E-R diagram, different keys used in a relational system. Relational model, hierarchical model, network model, comparison of these models, Relational form like 1NF, 2NF, 3NF, BCNF, 4th NF, 5th NF, DBTG	July-August	- Projector - Technology-Based Learning - Traditional learning
SQL: Introduction to SQL– DDL, DML, DCL, Join methods & sub query, Union Intersection, Minus, Built in Functions	September	- Technology -based learning - Experiential learning - Peer Teaching

Concurrency control and its management, protection, security, recovery of database. Big Data: Introduction to Big Data and Analytics, Introduction to NoSQL	October	- Projector - Technology-Based Learning - Traditional learning
Commencement of University Exams	November	

Course outcome

CO.1	Understand core database concepts like data, field, record, file, DBMS, and E–R diagrams including database architecture and DBA roles
CO.2	Differentiate between data models (relational, hierarchical, network) and apply normalization techniques (1NF to 5NF).Develop SQL skills for data definition, manipulation, control, and advanced querying (joins, subqueries, set operations, functions).
CO.3	Understand core database concepts like data, field, record, file, DBMS, and E–R diagrams including database architecture and DBA roles.
CO.4	Learn database transaction management including concurrency control, security, protection, and recovery techniques.
CO.5	Get introduced to modern data technologies including Big Data analytics and NoSQL databases.

Teaching Plan
Session 2025-26
Odd Semester
CLASS: MBEIT(Sem-III)
SUBJECT: Computer Network Concepts And DBMS
Faculty Name: Ms. Deepika

TOPIC	DURATION	TEACHING TOOLS
Fundamental Concepts of Networking : Need and advantages of computer networks, Components of networks, Types of network , Transmission Media, Network Protocols(HTTP, FTP, POP, SMTP, SNMP), Network Security, Topologies of networks , IP Addressing, Domain Name System, Routing. Meaning of internet, evolution, uses. DBMS: Introduction to database management system, components of DBMS, ER Diagrams. Data Models, Hierarchical Model, Network Model and Relational Model, Relational Databases. Relational Algebra and Calculus, Normalisation.	July-August	- Technology-Based Learning - Traditional learning - Projector.
Oracle 10g SQL * PLUS:Introduction to Oracle 10 g,SQL – DDL, DML, DCL,Join methods & Sub query, Union, Intersection, Tree Walking, Built in Functions, View Security amongst users, Sequences, Indexing,Object Oriented Features of Oracle 10 g.	September	- Technology -based learning - Experiential learning - Peer Teaching
PL/SQL: Introduction to PL/SQL. Cursors – Implicit & Explicit, Procedures, Functions & Packages, Database Triggers.	October	- Technology-Based Learning - Traditional learning

Commencement of University Exams	November	

Course outcome

CO.1	Understand Networking Fundamentals: Learn the need, types, components, and protocols of computer networks (HTTP, FTP, SMTP, etc.), network topologies, and IP addressing.
CO.2	Gain DBMS Knowledge: Understand DBMS components, ER diagrams, data models (hierarchical, network, relational), normalization, and relational algebra.
CO.3	Master SQL & Database Security: Develop skills in SQL (DDL, DML, DCL), SQL queries, and understand database security, protection, integrity, and recovery.
CO.4	Learn Oracle 10g Features: Get hands-on with Oracle 10g, including SQL\Plus, joins, subqueries, indexing, view security, and object-oriented features.
CO.5	Explore PL/SQL: Understand PL/SQL programming with cursors, procedures, functions, packages, and database triggers.

Teaching Plan
Session 2025-26
Odd Semester

CLASS: Bachelor of Arts (Sem-III)

SUBJECT: Computer Oriented Numerical & Statistical Methods

Faculty Name: Ms. Vineet

TOPIC	DURATION	TEACHING TOOLS
Numerical methods, Numerical methods versus numerical analysis, Errors and Measures of Errors. Non-linear Equations, Iterative Solutions, Multiple Roots and Other Difficulties, Interpolation methods, Methods of Bisection, False Position Method, Newton Raphson-method. Simultaneous Solution of Equations, Gauss Elimination Method, Gauss Jordan method. Gauss Siedel Method, Matrix Inversion Method.	July-August	● Technology -based learning ● Traditional learning ● Experiential learning
Interpolation and Curve Fitting, Lagrangian Polynomials Newtons Methods: Forward Difference Method, Backward Difference Method Divided Difference Method.	September	● Peer Teaching ● Learning through Problem Solving ● Technology-Based Learning

Numerical Integration and Different Trapezoidal Rule, Simpson's 1/3 Rule Simpson's 3/8 Rule.		
Measure of Central Tendency, Preparing frequency distribution table, Mean Arithmetic, Mean geometric, Mean harmonic, Mean median Mode. Measure of dispersion, Skewness and Kurtosis Range, Mean deviation, Standard deviation, coefficient of variation, Moments Skewness Kurtosis. Correlation Bivariate Distribution Multivariate distribution. Regression B.C., Linear Regression, Multiple Regression. Trend Analysis least square fit linear trend, Non-linear trend $Y = axb$ $Y = abx$ $Y = acx$ Polynomial fit:	October	● Individual learning ● Experimental Learning ● Traditional Learning

$Y=a+a_1X+a_2x^2+a_nx^n+n$		
Commencement of University Exams	November	

Course outcome

CO.1	understand and apply numerical methods to solve nonlinear equations, systems of linear equations, and perform interpolation and numerical integration (e.g., Bisection, Newton-Raphson)
CO.2	Analyze and minimize errors in numerical computations, including different types of errors (absolute, relative, round-off) and their propagation in iterative methods.
CO.3	Implement interpolation and curve fitting techniques using Lagrangian and Newton's methods, and perform regression analysis (linear, multiple, and nonlinear) to model and predict data behavior.
CO.4	Compute and interpret statistical measures such as central tendency (mean, median, mode), dispersion (range, variance, standard deviation), skewness, and kurtosis to summarize and analyze data sets.
CO.5	Apply correlation and regression techniques to explore relationships between variables, and use trend analysis (including polynomial fitting and least squares methods) for forecasting and data analysis in real-world contexts.

Teaching Plan

Session 2025-26

Odd Semester

CLASS: B.A. B.Ed (Sem-III)

SUBJECT: Computer Oriented Numerical & Statistical Methods

Faculty Name: Ms. Vineet

TOPIC	DURATION	TEACHING TOOLS
Numerical methods, Numerical methods versus numerical analysis, Errors and Measures of Errors. Non-linear Equations, Iterative Solutions, Multiple Roots and Other Difficulties, Interpolation methods, Methods of Bisection, False Position Method, Newton Raphson-method. Simultaneous Solution of Equations, Gauss Elimination	July-August	● Technology -based learning ● Traditional learning ● Experiential learning

Method, Gauss Jordan method. Gauss Siedel Method, Matrix Inversion Method.		
Interpolation and Curve Fitting, Lagrangian Polynomials Newtons Methods: Forward Difference Method, Backward Difference Method Divided Difference Method. Numerical Integration and Different Tryaperzoidal Rule, Simpson's 1/3 Rule Simpson's 3/8 Rule.	September	● Peer Teaching ● Learning through Problem Solving ● Technology-Based Learning
Measure of Central Tendency, Preparing frequency distribution table, Mean Arithmetic, Mean geometric, Mean harmonic, Mean median Mode. Measure of dispersion, Skewness and Kurtosis Range, Mean deviation, Standard deviation, co- efficient of variation, Moments Skewness Kurtosis. Correlation Bivariate Distribution Multivariate	October	● Individual learning ● Experimental Learning ● Traditional Learning

distribution. Regression B.C., Linear Regression, Multiple Regression. Trend Analysis least square fit linear trend, Non-linear trend $Y = ax^b$ $Y = ab^x$ $Y = ac^x$ Polynomial fit: $Y = a + a_1X + a_2X^2 + \dots + a_nX^n + \dots$		
Commencement of University Exams	November	

Course outcome

CO.1	understand and apply numerical methods to solve nonlinear equations, systems of linear equations, and perform interpolation and numerical integration (e.g., Bisection, Newton-Raphson)
CO.2	Analyze and minimize errors in numerical computations, including different types of errors (absolute, relative, round-off) and their propagation in iterative methods.
CO.3	Implement interpolation and curve fitting techniques using Lagrangian and Newton's methods, and perform regression analysis (linear, multiple, and nonlinear) to model and predict data behavior.
CO.4	Compute and interpret statistical measures such as central tendency (mean, median, mode), dispersion (range, variance, standard deviation), skewness, and kurtosis to summarize and analyze data sets.
CO.5	Apply correlation and regression techniques to explore relationships between variables, and use trend analysis (including polynomial fitting and least squares methods) for forecasting and data analysis in real-world contexts.

Teaching Plan
Session 2025-26
Odd Semester

CLASS: Bachelor of Science(C.S) (Sem-III)
SUBJECT: Computer Oriented Numerical & Statistical Methods
Faculty Name: Ms. Vineet

TOPIC	DURATION	TEACHING TOOLS
Numerical methods, Numerical methods versus numerical analysis, Errors and Measures of Errors. Non-linear Equations, Iterative Solutions, Multiple Roots and Other Difficulties, Interpolation methods, Methods of Bisection, False Position Method, Newton Raphson-method. Simultaneous Solution of Equations, Gauss Elimination Method, Gauss Jordan method. Gauss Siedel Method, Matrix Inversion Method.	July-August	● Technology -based learning ● Traditional learning ● Experiential learning
Interpolation and Curve Fitting, Lagrangian Polynomials Newtons Methods: Forward Difference Method, Backward Difference Method Divided Difference Method. Numerical Integration and Different Tryaperzoidal Rule, Simpson's 1/3 Rule Simpson's	September	● Peer Teaching ● Learning through Problem Solving ● Technology-Based Learning

3/8 Rule.		
Measure of Central Tendency, Preparing frequency distribution table, Mean Arithmetic, Mean geometric, Mean harmonic, Mean median Mode. Measure of dispersion, Skewness and Kurtosis Range, Mean deviation, Standard deviation, co- efficient of variation, Moments Skewness Kurtosis. Correlation Bivariate Distribution Multivariate distribution. Regression B.C., Linear Regression, Multiple Regression. Trend Analysis least square fit linear trend, Non-linear trend $Y = axb$ $Y = abx$ $Y = acx$ Polynomial fit: $Y = a + a_1X + a_2X^2 + a_nX^n + n$	October	● Individual learning ● Experimental Learning ● Traditional Learning

Commencement of University Exams	November	
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Course outcome

CO.1	understand and apply numerical methods to solve nonlinear equations, systems of linear equations, and perform interpolation and numerical integration (e.g., Bisection, Newton-Raphson)
CO.2	Analyze and minimize errors in numerical computations, including different types of errors (absolute, relative, round-off) and their propagation in iterative methods.
CO.3	Implement interpolation and curve fitting techniques using Lagrangian and Newton's methods, and perform regression analysis (linear, multiple, and nonlinear) to model and predict data behavior.
CO.4	Compute and interpret statistical measures such as central tendency (mean, median, mode), dispersion (range, variance, standard deviation), skewness, and kurtosis to summarize and analyze data sets.
CO.5	Apply correlation and regression techniques to explore relationships between variables, and use trend analysis (including polynomial fitting and least squares methods) for forecasting and data analysis in real-world contexts.

Teaching Plan Session 2025-26 Odd Semester

CLASS: Bachelor of Science (Economics) (Sem-III)

SUBJECT: Computer Oriented Numerical & Statistical Methods

Faculty Name: Ms. Vineet

TOPIC	DURATION	TEACHING TOOLS
Numerical methods, Numerical methods versus numerical analysis, Errors and Measures of Errors. Non-linear Equations, Iterative Solutions, Multiple Roots and Other Difficulties, Interpolation methods, Methods of Bisection, False Position Method, Newton Raphson-method. Simultaneous Solution of Equations, Gauss Elimination	July-August	● Technology -based learning ● Traditional learning ● Experiential learning

Method, Gauss Jordan method. Gauss Siedel Method, Matrix Inversion Method.		
Interpolation and Curve Fitting, Lagrangian Polynomials Newtons Methods: Forward Difference Method, Backward Difference Method Divided Difference Method. Numerical Integration and Different Tryaperzoidal Rule, Simpson's 1/3 Rule Simpson's 3/8 Rule.	September	● Peer Teaching ● Learning through Problem Solving ● Technology-Based Learning
Measure of Central Tendency, Preparing frequency distribution table, Mean Arithmetic, Mean geometric, Mean harmonic, Mean median Mode. Measure of dispersion, Skewness and Kurtosis Range, Mean deviation, Standard deviation, co- efficient of variation, Moments Skewness Kurtosis. Correlation Bivariate Distribution Multivariate	October	● Individual learning ● Experimental Learning ● Traditional Learning

distribution. Regression B.C., Linear Regression, Multiple Regression. Trend Analysis least square fit linear trend, Non-linear trend $Y=axb$ $Y=abx$ $Y=acx$ Polynomial fit: $Y=a+a_1X+a_2X^2+a_nX^n+n$		
Commencement of University Exams	November	

Course outcome

CO.1	understand and apply numerical methods to solve nonlinear equations, systems of linear equations, and perform interpolation and numerical integration (e.g., Bisection, Newton-Raphson)
CO.2	Analyze and minimize errors in numerical computations, including different types of errors (absolute, relative, round-off) and their propagation in iterative methods.
CO.3	Implement interpolation and curve fitting techniques using Lagrangian and Newton's methods, and perform regression analysis (linear, multiple, and nonlinear) to model and predict data behavior.
CO.4	Compute and interpret statistical measures such as central tendency (mean, median, mode), dispersion (range, variance, standard deviation), skewness, and kurtosis to summarize and analyze data sets.
CO.5	Apply correlation and regression techniques to explore relationships between variables, and use trend analysis (including polynomial fitting and least squares methods) for forecasting and data analysis in real-world contexts.

**Teaching Plan
Session 2025-26
Odd Semester**

CLASS: Bachelor of Fashion Designing(Sem-III)**SUBJECT: Basic of computer****Faculty Name: Ms. Vineet**

TOPIC	DURATION	TEACHING TOOLS
Introduction to Computer, Data Processing, Concept of data and information, Classification of computer. Computer Hardware-Central Processing Unit, Main Memory, Secondary Memory I/O devices	July-August	● Traditional Learning ● Individual Learning ● Peer Teaching
General concept of MS-Word: Word Processing, Formatting, editing MS-Word : Spell-Grammar check, Mail Merge, Printing and saving	September	● Experimental Learning ● Technology -Based Learning
Computer applications in various fields of fashion Industry	October	● Group Learning ● Traditional Learning
Commencement of Exams	November	

Course outcome

CO.1	Understand the fundamentals of computers, including the concepts of data, information, and the classification of computers.
CO.2	Identify and explain the components of computer hardware, including the CPU, memory (main and secondary), and various input/output devices.
CO.3	Gain proficiency in MS Word, including word processing, text formatting, editing, spell and grammar check, mail merge, printing, and saving documents.
CO.4	Develop practical skills in using computer software tools to enhance productivity and accuracy in documentation tasks.
CO.5	Explore the applications of computers in the fashion industry, such as design, production, marketing, and inventory management

Teaching Plan
Session 2025-26
Odd Semester

**CLASS: Bachelor of Commerce Financial Services
(BCOM FS Sem I)
SUBJECT: COMPUTER APPLICATIONS IN BUSINESS
Faculty Name: Prof. Shivani Sharma**

TOPIC	DURATION	TEACHING TOOLS
Characteristics of a Computer; Advantages of Computers; Limitation of Computers; Types of Computers; Applications of computers, Hardware, Firmware, Liveware; Software; System Software: Operating system, Translators, interpreter, compiler; Overview of operating system, function of operating system; Application software: General Purpose Packaged Software and tailormade software.	July-August	• Use of Projector • Use of Smart Board to give interactive demonstrations of Topics.
Introduction to word-Processing, Word-processing concepts, Use of Templates and styles, working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto-text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, page break, table of contents Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge (including linking with spreadsheet files as data source); Printing documents; Citations, references and Footnotes.	September	• MS Word / Google Docs – For creating business documents
Basics of presentations: Slides, Fonts, Drawing, editing; Inserting: Tables, Images, texts, Symbols, hyperlinking, Media; Design; Transition; Animation;	October	• MS Excel / Google Sheets – For spreadsheet analysis, charts, and data handling • MS PowerPoint / Google Slides

and Slideshow, exporting presentations as pdf handouts and videos.		
Spreadsheet concepts; Creating a work book, saving a work book, editing a work book, inserting, deleting work sheets, entering data in a cell, formula Copying, moving data from selected cells, Handling operators in formulae: Inserting Charts- LINE, PIE, BAR, Organizing Charts and graphs; Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time.	November	• Videos, animations, and interactive learning of processes ● Organize group discussions

Course outcome

CO.1	Identify the importance of computer systems in various business functions like accounting, marketing, finance, and HR.
CO.2	Use word processing software (e.g., MS Word or Google Docs) for preparing business documents.
CO.3	Create and manage spreadsheets (e.g., MS Excel) for data analysis, financial modeling, and reporting.
CO.4	Prepare professional presentations using tools like PowerPoint.
CO.5	Explain basic computer terminology and concepts relevant to business environments.

Odd Semester
CLASS: Bachelor of Commerce(Bcom Sem I)
SUBJECT: COMPUTER APPLICATIONS IN BUSINESS
Faculty Name: Prof. Shivani Sharma

TOPIC	DURATION	TEACHING TOOLS
Characteristics of a Computer; Advantages of Computers; Limitation of Computers; Types of Computers; Applications of computers, Hardware, Firmware, Liveware; Software; System Software: Operating system, Translators, interpreter, compiler; Overview of operating system, function of operating system; Application software: General Purpose Packaged Software and tailormade software.	July-August	• Use of Projector • Use of Smart Board to give interactive demonstrations of Topics.
Introduction to word-Processing, Word-processing concepts, Use of Templates and styles, working with word document: Editing text, Find and replace text, Formatting, spell check, Autocorrect, Auto-text; Bullets and numbering, Tabs, Paragraph Formatting, Indent, Page Formatting, Header and footer, page break, table of contents Tables: Inserting, filling and formatting a table; Inserting Pictures and Video; Mail Merge (including linking with spreadsheet files as data source); Printing documents; Citations, references and Footnotes.	September	• MS Word / Google Docs – For creating business documents
Basics of presentations: Slides, Fonts, Drawing, editing; Inserting: Tables, Images, texts, Symbols, hyperlinking, Media; Design; Transition; Animation;	October	• MS Excel / Google Sheets – For spreadsheet analysis, charts, and data handling • MS PowerPoint / Google Slides

and Slideshow, exporting presentations as pdf handouts and videos.		
Spreadsheet concepts; Creating a work book, saving a work book, editing a work book, inserting, deleting work sheets, entering data in a cell, formula Copying, moving data from selected cells, Handling operators in formulae: Inserting Charts- LINE, PIE, BAR, Organizing Charts and graphs; Spreadsheet functions: Mathematical, Statistical, Financial, Logical, Date and Time.	November	• Videos, animations, and interactive learning of processes • Organize group discussions

Course outcome

CO.1	Identify the importance of computer systems in various business functions like accounting, marketing, finance, and HR.
CO.2	Use word processing software (e.g., MS Word or Google Docs) for preparing business documents.
CO.3	Create and manage spreadsheets (e.g., MS Excel) for data analysis, financial modeling, and reporting.
CO.4	Prepare professional presentations using tools like PowerPoint.
CO.5	Explain basic computer terminology and concepts relevant to business environments.

Odd Semester
CLASS: BA.B.ED Sem(v)
SUBJECT:DEVELOPING ICT COMPETENCIES
Faculty Name: Dr Inderjit Kaur

TOPIC	DURATION	TEACHING TOOLS
ICT and Knowledge Construction in School Education: Concept, Objectives and Importance 2. Functional knowledge of operating computers- Word processes, use of Power Point and Excel. 3. Browsing of Internet for Discerning and selecting relevant subject related information and their downloading for generating teaching learning material.	July-August	● Technology -based learning ● Experiential learning
SECTION–B 1. Use of available software/C.D./ P.P.T. with LCD Projector for subject learning interaction. 2. Process of preparing project-based lesson plan. 3. ICT Usage in Social Networking: Concept, Tools and Disadvantages.1.	September	● Peer Teaching ● Technology-Based Learning ● Practice on pc
Preparation of five power point presentation slides.2. Developing five project-based lesson plans on a PC	October	● Computer practical
Developing a e-blog for sharing academic information, concerns, opinions etc and preparation of practical file	November	

Course outcome

CO.1	Functional knowledge of operating computers- Word processes,
CO.2	use of Power Point and Excel.
CO.3	ICT Usage in Social Networking: Concept, Tools and Disadvantages.
CO.4	Preparation of five power point presentation slides.2. Developing five project-based lesson plans on a PC
CO.5	Developing a e-blog for sharing academic information, concerns,

Teaching Plan

Session 2025-26
Odd Semester
CLASS: MBEIT Sem(I)
SUBJECT: INTRODUCTION TO COMPUTER AND INFORMATION TECHNOLOGY Faculty
Name: Dr Inderjit Kaur

TOPIC	DURATION	TEACHING TOOLS
Computer Fundamentals: Definition of computer, Components of a computer system, Brief history of evolution of computers and generation of computers. Internal and External Memory Storage: RAM, ROM, PROM, EPROM. Commonly used Input/Output/Memory storage devices: Punched Card, VDU, CRT. Difference between Hardware & Software. Types of software system. Software & Application software. Interpreter. Operating System: Definition, Introduction to windows (Overview of working of windows using Mouse and Manipulation of Icons. Menus and Opening different applications simultaneously). Basic Commands of windows (Creating, moving, renaming, deleting	July-August	● Technology-based learning
MS–Word:Overview,Creating, Saving, Opening, Importing, Exporting & Inserting files.Formatting pages, paragraphs and sections. Indents and outdents. Creating lists and numbering. Heading Styles, Fonts and size editing, positioning & viewing text. Finding & replacing text,inserting page breaks, page numbers, book marks, symbols & dates. Using tabs and tables Header, Footer & Printings.	September	● Peer Teaching ● Computer practical ● Technology-Based Learning
MS–Excel: Worksheet overview. Entering information. Worksheet creating. Opening and saving workbook. Formatting number and texts. Protecting cells. Producing Charges and printing operations graphs. MS–Power Point: Presentation Basics, Menus & Toolbars. Opening & Saving& existing presentation creating & Saving a presentation using auto	October	● Practice on the pc ● Computer practical

content wizard. Design Template Blank Presentation.		
The slides sorter view. Insert slides from another presentation. Inserting pictures and graphics. Slide show, printing, slides.	November	

Course outcome

CO.1	Definition of computer, Components of a computer system, Brief history of evolution of computers and generation of computers. Internal and External Memory Storage: RAM, ROM, PROM, EPROM. Commonly used Input/Output
CO.2	MS–Word:Overview,Creating, Saving, Opening, Importing, Exporting & Inserting files.Formatting pages, paragraphs and sections. Indents and outdents. Creating lists and numbering. Heading Styles, Fonts and size editing, positioning &viewin
CO.3	MS–Excel: Worksheet overview. Entering information. Worksheet creating. Opening and saving workbook. Formatting number and texts. Protecting cells
CO.4	. MS–Power Point: Presentation Basics, Menus & Toolbars. Opening &Saving& existing presentation creating &Saving a presentation using auto content wizard
CO.5	Design Template Blank Presentation. The slides sorter view. Insert slides from another presentation. Inserting pictures and graphics. Slide show, printing, slides.

Teaching Plan

Session 2025-26
Odd Semester
CLASS: BA/BSc Computer Sc Sem(I)
SUBJECT: Computer Fundamental and PC Software
Faculty Name: Dr Inderjit Kaur

TOPIC	DURATION	TEACHING TOOLS
Computer Fundamentals: Definition of computer, Components of a computer system, Brief history of evolution of computers and generation of computers. Internal and External Memory Storage: RAM, ROM, PROM, EPROM. Commonly used Input/Output/Memory storage devices: Punched Card, VDU, CRT. Difference between Hardware & Software. Types of software system. Software & Application software. Interpreter. Operating System: Definition, Introduction to windows (Overview of working of windows using Mouse and Manipulation of Icons. Menus and Opening different applications simultaneously). Basic Commands of windows (Creating, moving, renaming, deleting	July-August	● Technology-based learning
MS–Word:Overview,Creating, Saving, Opening, Importing, Exporting & Inserting files.Formatting pages, paragraphs and sections. Indents and outdents. Creating lists and numbering. Heading Styles, Fonts and size editing, positioning & viewing text. Finding & replacing text,inserting page breaks, page numbers, book marks, symbols & dates. Using tabs and tables Header, Footer & Printings.	September	● Peer Teaching ● Computer practical ● Technology-Based Learning
MS–Excel: Worksheet overview. Entering information. Worksheet creating. Opening and saving workbook. Formatting number and texts. Protecting cells. Producing Charges and printing operations graphs. MS–Power Point: Presentation Basics, Menus & Toolbars. Opening & Saving& existing presentation creating & Saving a presentation using auto content wizard. Design Template Blank Presentation.	October	● Practice on the pc ● Computer practical

The slides sorter view. Insert slides from another presentation. Inserting pictures and graphics. Slide show, printing, slides.	November	● Practice on the pc ● Computer practical

Course outcome

CO.1	Definition of computer, Components of a computer system, Brief history of evolution of computers and generation of computers. Internal and External Memory Storage: RAM, ROM, PROM, EPROM. Commonly used Input/Output
CO.2	MS–Word:Overview,Creating, Saving, Opening, Importing, Exporting & Inserting files.Formatting pages, paragraphs and sections. Indents and outdents. Creating lists and numbering. Heading Styles, Fonts and size editing, positioning &viewin
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Teaching Plan

Session 2025-26
Odd Semester
CLASS: B.A. B.Ed. (4 Year Integrated Degree Programme) Sem(I)
SUBJECT: Computer fundamental and PC Software
Faculty Name: Ms. Inderjit Kaur

TOPIC	DURATION	TEACHING TOOLS
Computer Fundamentals: Definition of computer, Components of a computer system, Brief history of evolution of computers and generation of computers. Internal and External Memory Storage: RAM, ROM, PROM, EPROM. Commonly used Input/Output/Memory storage devices: Punched Card, VDU, CRT. Difference between Hardware & Software. Types of software system. Software & Application software. Interpreter. Operating System: Definition, Introduction to windows (Overview of working of windows using Mouse and Manipulation of Icons. Menus and Opening different applications simultaneously). Basic Commands of windows (Creating, moving, renaming, deleting	July-August	● Technology-based learning
MS–Word:Overview,Creating, Saving, Opening, Importing, Exporting & Inserting files.Formatting pages, paragraphs and sections. Indents and outdents. Creating lists and numbering. Heading Styles, Fonts and size editing, positioning & viewing text. Finding & replacing text,inserting page breaks, page numbers, book marks, symbols & dates. Using tabs and tables Header, Footer & Printings.	September	● Peer Teaching ● Computer practical ● Technology-Based Learning
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