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| **Name of the Assistant Professor: Anupriya** |
| **Class and Section: B. COM. 2ND SEMESTER** |
| **Subject: BASICS OF COMPUTER - II** |
| **Paper: 2.06** |
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| **JANUARY** |
| **Week 1**  **Chapter: UNIT I** |
| ***Assignments: GROUP DISCUSSION*** |
| **Week 1, Day 1, 01.01.2018 HOLIDAY** |
| **Week 1, Day 2, 02.01.2018 HOLIDAY** |
| **Week 1, Day 3, 03.01.2018 HOLIDAY** |
| **Week 1, Day 4, 04.01.2018 HOLIDAY** |
| **Week 1, Day 5, 05.01.2018 HOLIDAY** |
| **Week 1, Day 6, 06.01.2018 INTRODUCTION TO THE COURSE** |
| **Week 2**  **Chapter: UNIT I** |
| ***Assignments: GROUP DISCUSSION*** |
| **Week 2, Day 1, 08.01.2018 FUNDAMENTALS OF COMPUTERS** |
| **Week 2, Day 2, 09.01.2018 DIGITAL COMPUTER** |
| **Week 2, Day 3, 10.01.2018 MODEL OF A DIGITAL COMPUTER** |
| **Week 2, Day 4, 11.01.2018 FUNCTIONING OF A DIGITAL COMPUTER** |
| **Week 2, Day 5, 12.01.2018 TYPES OF A DIGITAL COMPUTER** |
| **Week 2, Day 6, 13.01.2018 REVISION** |
| **Week 3**  **Chapter: UNIT I** |
| ***Assignments: PAPER WRITING*** |
| **Week 3, Day 1, 15.01.2018 ADVANTAGES OF COMPUTER** |
| **Week 3, Day 2, 16.01.2018 ADVANTAGES OF COMPUTERS** |
| **Week 3, Day 3, 17.01.2018 DIFFERENCE BETWEEN DIGITAL COMPUTER AND ANALOG COMPUTER** |
| **Week 3, Day 4, 18.01.2018 APPLICATION OF COMPUTERS IN MARKETING** |
| **Week 3, Day 5, 19.01.2018 APPLICATION OF COMPUTERS IN COMMERCE** |
| **Week 3, Day 6, 20.01.2018 C.R. Celebration** |
| **Week 4**  **Chapter: UNIT I** |
| ***Assignments: PAPER PRESENTATION*** |
| **Week 4, Day 1, 22.01.2018: Basant Panchami** |
| **Week 4, Day 2, 23.01.2018 APPLICATION OF COMPUTERS IN EDUCATION** |
| **Week 4, Day 3, 24.01.2018 APPLICATION OF COMPUTERS IN MANAGEMENT** |
| **Week 4, Day 4, 25.01.2018 REVISION** |
| **Week 4, Day 5, 26.01.2018: Republic Day** |
| **Week 4, Day 6, 27.01.2018** |
| **Week 5**  **Chapter: UNIT I** |
| ***Assignments: CLASS TEST*** |
| **Week 5, Day 1, 29.01.2018 QUERIES FROM THE STUDENTS** |
| **Week 5, Day 2, 30.01.2018 QUERIES FROM THE STUDENTS** |
| **Week 5, Day 3, 31.01.2018 WRITTEN TEST** |

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| **Name of the Assistant Professor: Anupriya** |
| **Class and Section: B. COM. 2ND SEMESTER** |
| **Subject: BASICS OF COMPUTER - II** |
| **Paper: 2.06** |
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| **FEBRUARY** |
| **Week 1**  **Chapter: UNIT II** |
| ***Assignments: GROUP DISCUSSION*** |
| **Week 1, Day 1, 01.02.2018 SOFTWARE CONCEPTS** |
| **Week 1, Day 2, 02.02.2018 TYPES OF SOFTWARE AND THEIR ROLE** |
| **Week 1, Day 3, 03.02.2018 TYPES OF SOFTWARE AND THEIR ROLE** |
| **Week 2**  **Chapter: UNIT II** |
| ***Assignments: GROUP DISCUSSION*** |
| **Week 2, Day 1, 05.02.2018 DIFFERENT SYSTEM SOFTWARE TYPES** |
| **Week 2, Day 2, 06.02.2018 OPERATING SYSTEMS** |
| **Week 2, Day 3, 07.02.2018 OPERATING SYSTEMS** |
| **Week 2, Day 4, 08.02.2018 TRANSLATORS** |
| **Week 2, Day 5, 09.02.2018 TRANSLATORS** |
| **Week 2, Day 6, 10.02.2018 HOLIDAY** |
| **Week 3**  **Chapter: UNIT II** |
| ***Assignments: PAPER WRITING*** |
| **Week 3, Day 1, 12.02.2018 SYSTEM UTILITIES** |
| **Week 3, Day 2, 13.02.2018 SYSTEM UTILITIES** |
| **Week 3, Day 3, 14.02.2018 CONCEPT OF APPLICATION PACKAGES** |
| **Week 3, Day 4, 15.02.2018 CONCEPT OF APPLICATION PACKAGES** |
| **Week 3, Day 5, 16.02.2018 INTRODUCTION TO TYPES OF OPERATIONG SYSTEMS** |
| **Week 3, Day 6, 17.02.2018 INTRODUCTION TO TYPES OF OPERATIONG SYSTEMS** |
| **Week 4**  **Chapter: UNIT II** |
| ***Assignments: CLASS TEST*** |
| **Week 4, Day 1, 19.02.2018 MULTI - USER O.S.** |
| **Week 4, Day 2, 20.02.2018 MULTI – TASKING O.S.** |
| **Week 4, Day 3, 21.02.2018 MULTI-PROCESSING O.S.** |
| **Week 4, Day 4, 22.02.2018 TIME-SHARING O.S.** |
| **Week 4, Day 5, 23.02.2018 MULTI-PROGRAMMING O.S.** |
| **Week 4, Day 6, 24.02.2018 REVISION** |
| **Week 5**  **Chapter: UNIT II** |
| ***Assignments: PAPER WRITING*** |
| **Week 5, Day 1, 26.02.2018 OPERATING SYSTEM AS A RESOURCE MANAGER** |
| **Week 5, Day 2, 27.02.2018 OPERATING SYSTEM AS A RESOURCE MANAGER** |
| **Week 5, Day 3, 28.02.2018 HOLIDAY** |

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| **Name of the Assistant Professor: Anupriya** |
| **Class and Section: B. COM. 2ND SEMESTER** |
| **Subject: BASICS OF COMPUTER – II** |
| **Paper: 2.06** |
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| **MARCH** |
| **Week 1**  **Chapter: HOLIDAYS** |
| ***Assignments: REVISION*** |
| **Week 1, Day 1, 01.03.2018 HOLIDAY** |
| **Week 1, Day 2, 02.03.2018 HOLIDAY** |
| **Week 1, Day 3, 03.03.2018 HOLIDAY** |
| **Week 2**  **Chapter: UNIT II AND III** |
| ***Assignments: CLASS TEST*** |
| **Week 2, Day 1, 05.03.2018 CONCEPT OF G.U.I. AND C.U.I.** |
| **Week 2, Day 2, 06.03.2018 CONCEPT OF G.U.I. AND C.U.I.** |
| **Week 2, Day 3, 07.03.2018 QUERIES FROM THE STUDENTS** |
| **Week 2, Day 4, 08.03.2018 INTRODUCTION TO WINDOWS** |
| **Week 2, Day 5, 09.03.2018 COMPONENTS OF AN APPLICATION WINDOW** |
| **Week 2, Day 6, 10.03.2018 COMPONENTS OF AN APPLICATION WINDOW** |
| **Week 3**  **Chapter: UNIT III** |
| ***Assignments: GROUP DISCUSSION*** |
| **Week 3, Day 1, 12.03.2018 TYPES OF WINDOWS** |
| **Week 3, Day 2, 13.03.2018 TYPES OF WINDOWS** |
| **Week 3, Day 3, 14.03.2018 WINDOWS AS AN OPERATING SYSTEM** |
| **Week 3, Day 4, 15.03.2018 WINDOWS AS AN OPERATING SYSTEM** |
| **Week 3, Day 5, 16.03.2018 WINDOWS EXPLORER** |
| **Week 3, Day 6, 17.03.2018 WINDOWS EXPLORER** |
| **Week 4**  **Chapter: UNIT III** |
| ***Assignments: PAPER WRITING*** |
| **Week 4, Day 1, 19.03.2018 USING PAINTBRUSH** |
| **Week 4, Day 2, 20.03.2018 USING PAINTBRUSH** |
| **Week 4, Day 3, 21.03.2018 CONTROL PANEL** |
| **Week 4, Day 4, 22.03.2018 CONTROL PANEL** |
| **Week 4, Day 5, 23.03.2018 HOLIDAY** |
| **Week 4, Day 6, 24.03.2018 INSTALLING A PRINTER** |
| **Week 5**  **Chapter: UNIT III** |
| ***Assignments: PAPER PRESENTATION*** |
| **Week 5, Day 1, 26.03.2018 USER INTERFACES – C.U.I. AND G.U.I.** |
| **Week 5, Day 2, 27.03.2018 USER INTERFACES – C.U.I. AND G.U.I.** |
| **Week 5, Day 3, 28.03.2018 CONCEPT OF A DESKTOP AND TASKBAR** |
| **Week 5, Day 4, 29.03.2018: MAHAVIR JAYANTI** |
| **Week 5, Day 5, 30.03.2018 MY COMPUTER, RECYCLE BIN** |
| **Week 5, Day 6, 31.03.2018 MY DOCUMENTS** |

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| **Name of the Assistant Professor: Anupriya** |
| **Class and Section: B.COM. 2ND SEMESTER** |
| **Subject: BASICS OF COMPUTER -II** |
| **Paper: 2.06** |
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| **APRIL** |
| **Week 1**  **Chapter: UNIT III AND IV** |
| ***Assignments: CLASS TEST*** |
| **Week 1, Day 1, 02.04.2018 INTERNET EXPLORER ICONS** |
| **Week 1, Day 2, 03.04.2018 QUERIES FROM THE STUDENTS** |
| **Week 1, Day 3, 04.04.2018 INTRODUCTION TO MS-EXCEL** |
| **Week 1, Day 4, 05.04.2018 APPLICATIONS OF A SPREADSHEET** |
| **Week 1, Day 5, 06.04.2018 ADVANTAGES OF A SPREADSHEET** |
| **Week 1, Day 6, 07.04.2018 REVISION** |
| **Week 2**  **Chapter: UNIT IV** |
| ***Assignments: GROUP DISCUSSION*** |
| **Week 2, Day 1, 09.04.2018 FEATURES OF EXCEL** |
| **Week 2, Day 2, 10.04.2018 FEATURES OF EXCEL** |
| **Week 2, Day 3, 11.04.2018 ROWS, COLUMNS, CELL, MENUS** |
| **Week 2, Day 4, 12.04.2018 CREATING WORKSHEET** |
| **Week 2, Day 5, 13.04.2018 HOLIDAY** |
| **Week 2, Day 6, 14.04.2018 HOLIDAY** |
| **Week 3**  **Chapter: UNIT IV** |
| ***Assignments: PAPER WRITING*** |
| **Week 3, Day 1, 16.04.2018 FORMATTING** |
| **Week 3, Day 2, 17.04.2018 PRINTING** |
| **Week 3, Day 3, 18.04.2018 ESTABLISHING WORKSHEET LINKS** |
| **Week 3, Day 4, 19.04.2018 TABLE CREATING AND PRINTING GRAPHS** |
| **Week 3, Day 5, 20.04.2018 MACROS** |
| **Week 3, Day 6, 21.04.2018 USING BUILT-IN FUNCTIONS** |
| **Week 4**  **Chapter: UNIT IV** |
| ***Assignments: CLASS TEST*** |
| **Week 4, Day 1, 23.04.2018 QUERIES FROM THE STUDENTS** |
| **Week 4, Day 2, 24.04.2018 REVISION OF UNIT IV** |
| **Week 4, Day 3, 25.04.2018 REVISION OF UNIT III** |
| **Week 4, Day 4, 26.04.2018 REVISION OF UNIT II** |
| **Week 4, Day 5, 27.04.2018 REVISION OF UNIT I** |
| **Week 4, Day 6, 28.04.2018 QUERIES FROM THE STUDENTS** |
| **Week 5**  **Chapter: ---** |
| ***Assignments: ---*** |
| **Week 5, Day 1, 30.04.2018 HOLIDAY** |

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| **Name of the Assistant Professor: Anupriya** |
| **Class : B.P.Ed 2nd Sem** |
| **Subject: Computer Applications in Physical Education** |
| **Paper: 203** |
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| **JANUARY** |
| **Week 1**  **Chapter:Unit 1** |
| **Week 1, Day 1, 01.01.2018 HOLIDAY** |
| **Week 1, Day 2, 02.01.2018 HOLIDAY** |
| **Week 1, Day 3, 03.01.2018 HOLIDAY** |
| **Week 1, Day 4, 04.01.2018** **HOLIDAY** |
| **Week 1, Day 5, 05.01.2018 HOLIDAY** |
| **Week 1, Day 6, 06.01.2018** Introduction to Computer System |
| **Week 2**  **Chapter: Unit 1** |
| **Week 2, Day 1, 08.01.2018** Concept of Computer & its Basics History |
| **Week 2, Day 2, 09.01.2018** Characteristics |
| **Week 2, Day 3, 10.01.2018** Application of computer in Physical Edu |
| **Week 2, Day 4, 11.01.2018** Classification of Computers |
| **Week 2, Day 5, 12.01.2018** Human vs. Computer |
| **Week 2, Day 6, 13.01.2018** Role of Computer in Various Fields |
| **Week 3**  **Chapter: Unit 2** |
| **Week 3, Day 1, 15.01.2018** Components of Computer |
| **Week 3, Day 2, 16.01.2018** Input Devices |
| **Week 3, Day 3, 17.01.2018** Input Devices |
| **Week 3, Day 4, 18.01.2018** Output Devices |
| **Week 3, Day 5, 19.01.2018** Output Devices |
| **Week 3, Day 6, 20.01.2018 CR Celebration** |
| **Week 4**  **Chapter: Unit 2** |
| **Week 4, Day 1, 22.01.2018: Basant Panchami** |
| **Week 4, Day 2, 23.01.2018** UPS and types of UPS |
| **Week 4, Day 3, 24.01.2018** Operating System |
| **Week 4, Day 4, 25.01.2018** Program Languages, Translators |
| **Week 4, Day 5, 26.01.2018: Republic Day** |
| **Week 4, Day 6, 27.01.2018** Class Test |
| **Week 5**  **Chapter: Unit 2** |
| **Week 5, Day 1, 29.01.2018** Revision |
| **Week 5, Day 2, 30.01.2018** Class Test |
| **Week 5, Day 3, 31.01.2018 HOLIDAY ( Ravidas Jayanti)** |

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| **Name of the Assistant Professor:Ms Anupriya** |
| **Class : B.P.Ed 2nd Sem** |
| **Subject: Computer Applications in Physical Education** |
| **Paper: 203** |
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| **FEBRUARY** |
| **Week 1**  **Chapter: Unit 3** |
| **Week 1, Day 1, 01.02.2018** Introduction to windows |
| **Week 1, Day 2, 02.02.2018** Windows Features |
| **Week 1, Day 3, 03.02.2018** Structure of Window Screen (Desktop, Wallpaper, Taskbar, Icons) |
| **Week 2**  **Chapter: Unit 3** |
| **Week 2, Day 1, 05.02.2018** Start Button Programs, Documents |
| **Week 2, Day 2, 06.02.2018** Search, Help & Support **, Run** |
| **Week 2, Day 3, 07.02.2018** Concept of file & folders, Shut down |
| **Week 2, Day 4, 08.02.2018** Features Windows Accessories- Notepad, Word-pad |
| **Week 2, Day 5, 09.02.2018** Paint, Calculator |
| **Week 2, Day 6, 10.02.2018 HOLIDAY (Maharshi Dayanand Jayanti)** |
| **Week 3**  **Chapter: Unit 23** |
| **Week 3, Day 1, 12.02.2018** Practical |
| **Week 3, Day 2, 13.02.2018 HOLIDAY (Mahashivratri)** |
| **Week 3, Day 3, 14.02.2018:** Practical |
| **Week 3, Day 4, 15.02.2018** Control Panel |
| **Week 3, Day 5, 16.02.2018** Practical |
| **Week 3, Day 6, 17.02.2018** Practical |
| **Week 4**  **Chapter: Unit 3** |
| **Week 4, Day 1, 19.02.2018** Operating System: Functions |
| **Week 4, Day 2, 20.02.2018** Operating System: Types |
| **Week 4, Day 3, 21.02.2018** Virus: - Types, Symptoms & Effects |
| **Week 4, Day 4, 22.02.2018** Anti-virus software. |
| **Week 4, Day 5, 23.02.2018** Practical |
| **Week 4, Day 6, 24.02.2018** Practical |
| **Week 5**  **Chapter: Unit 3** |
| **Week 5, Day 1, 26.02.2018** Revision |
| **Week 5, Day 2, 27.02.2018** Class test |
| **Week 5, Day 3, 28.02.2018 HOLIDAY** |

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| **Name of the Assistant Professor: Ms Anupriya** |
| **Class : B.P.Ed 2nd Sem** |
| **Subject: Computer Applications in Physical Education** |
| **Paper: 203** |
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| **MARCH** |
| **Week 1**  **Chapter: Unit 3** |
| **Week 1, Day 1, 01.03.2018 HOLIDAY** |
| **Week 1, Day 2, 02.03.2018** **HOLIDAY** |
| **Week 1, Day 3, 03.03.2018 HOLIDAY** |
| **Week 2**  **Chapter: Unit 4** |
| **Week 2, Day 1, 05.03.2018** MS OFFICE Word –Introduction |
| **Week 2, Day 2, 06.03.2018** MS Word |
| **Week 2, Day 3, 07.03.2018** MS Word |
| **Week 2, Day 4, 08.03.2018** Practical |
| **Week 2, Day 5, 09.03.2018** Practical |
| **Week 2, Day 6, 10.03.2018** Practical |
| **Week 3**  **Chapter: Unit 3** |
| **Week 3, Day 1, 12.03.2018** MS Word |
| **Week 3, Day 2, 13.03.2018** Practical |
| **Week 3, Day 3, 14.03.2018** MS Word |
| **Week 3, Day 4, 15.03.2018** Practical |
| **Week 3, Day 5, 16.03.2018** MS Word |
| **Week 3, Day 6, 17.03.2018** Practical |
| **Week 4**  **Chapter: Unit 3** |
| **Week 4, Day 1, 19.03.2018** Test (MS Word) |
| **Week 4, Day 2, 20.03.2018** MS Excel |
| **Week 4, Day 3, 21.03.2018** MS Excel |
| **Week 4, Day 4, 22.03.2018** Practical |
| **Week 4, Day 5, 23.03.2018** **HOLIDAY(SHAHEEDI DIVAS OF BHAGAT SINGH, RAJGURU & SUKHDEV)** |
| **Week 4, Day 6, 24.03.2018** Practical |
| **Week 5**  **Chapter: Unit 4** |
| **Week 5, Day 1, 26.03.2018** MS Excel |
| **Week 5, Day 2, 27.03.2018** Practical |
| **Week 5, Day 3, 28.03.2018** MS Excel |
| **Week 5, Day 4, 29.03.2018: HOLIDAY (MAHAVIR JAYANTI)** |
| **Week 5, Day 5, 30.03.2018** Practical |
| **Week 5, Day 6, 31.03.2018**; Practical |

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| **Name of the Assistant Professor: Ms Anupriya** |
| **Class : B.P.Ed 2nd Sem** |
| **Subject: Computer Applications in Physical Education** |
| **Paper: 203** |
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| **APRIL** |
| **Week 1**  **Chapter: Unit 4** |
| **Week 1, Day 1, 02.04.2018** MS Excel |
| **Week 1, Day 2, 03.04.2018** Practical |
| **Week 1, Day 3, 04.04.2018** MS Excel |
| **Week 1, Day 4, 05.04.2018** Practical |
| **Week 1, Day 5, 06.04.2018** MS Excel |
| **Week 1, Day 6, 07.04.2018** Practical |
| **Week 2**  **Chapter: Unit 4** |
| **Week 2, Day 1, 09.04.2018** Class Test (MS Excel) |
| **Week 2, Day 2, 10.04.2018** Benefits of Internet |
| **Week 2, Day 3, 11.04.2018** Type of connections: Dial-up, Dedicated or Leased Lines, Wi-fi. |
| **Week 2, Day 4, 12.04.2018** Using Search Engine Downloading the information |
| **Week 2, Day 5, 13.04.2018** Communication on the Internet: e-mail, Chatting, Internet Newsgroups |
| **Week 2, Day 6, 14.04.2018** **HOLIDAY (Dr. AMBEDKAR JAYANTI)** |
| **Week 3**  **Chapter: Unit 4** |
| **Week 3, Day 1, 16.04.2018** Practical |
| **Week 3, Day 2, 17.04.2018** Practical |
| **Week 3, Day 3, 18.04.2018 HOLIDAY (PARSHURAM JAYANTI)** |
| **Week 3, Day 4, 19.04.2018** Class Test ( Internet) |
| **Week 3, Day 5, 20.04.2018** Practical |
| **Week 3, Day 6, 21.04.2018** Practical |
| **Week 4**  **Chapter: Unit 4** |
| **Week 4, Day 1, 23.04.2018** Revision |
| **Week 4, Day 2, 24.04.2018** Revision |
| **Week 4, Day 3, 25.04.2018** Revision |
| **Week 4, Day 4, 26.04.2018** Practical |
| **Week 4, Day 5, 27.04.2018** Practical |
| **Week 4, Day 6, 28.04.2018** Practical |
| **Week 5**  **Chapter: Unit 1, Unit 2, Unit3, Unit 4** |
| ***Assignments: Oral Test on Whole syllabus*** |
| **Week 5, Day 1, 30.04.2018 Test** |

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| Name of the Assistant Professor: Ms Anupriya |
| Class : B.Sc.(Sports Science)- 2nd Semester |
| **Subject: Computer Applications** |
| **Paper:** |
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| **JANUARY** |
| **Week 1**  **Chapter:Unit 1 - Software & Communication Technology, MS Power Point** |
| **Week 1, Day 1, 01.01.2018 HOLIDAY** |
| **Week 1, Day 2, 02.01.2018 HOLIDAY** |
| **Week 1, Day 3, 03.01.2018 HOLIDAY** |
| **Week 1, Day 4, 04.01.2018 HOLIDAY** |
| **Week 1, Day 5, 05.01.2018 HOLIDAY** |
| **Week 1, Day 6, 06.01.2018** Introduction to the course |
| **Week 2**  **Chapter: Unit 1** |
| **Week 2, Day 1, 08.01.2018** System, utility and application software with examples |
| **Week 2, Day 2, 09.01.2018** Need of networking |
| **Week 2, Day 3, 10.01.2018** , LAN, MAN, and WAN |
| **Week 2, Day 4, 11.01.2018** MS PowerPoint |
| **Week 2, Day 5, 12.01.2018** Practical |
| **Week 2, Day 6, 13.01.2018** |
| **Week 3**  **Chapter: Unit 1** |
| **Week 3, Day 1, 15.01.2018** Test (Software) |
| **Week 3, Day 2, 16.01.2018** MS PowerPoint |
| **Week 3, Day 3, 17.01.2018** Practical |
| **Week 3, Day 4, 18.01.2018 Practical** |
| **Week 3, Day 5, 19.01.2018** Practical |
| **Week 3, Day 6, 20.01.2018 CR Celebration** |
| **Week 4**  **Chapter: Unit 1** |
| **Week 4, Day 1, 22.01.2018: Basant Panchami** |
| **Week 4, Day 2, 23.01.2018** MS PowerPoint |
| **Week 4, Day 3, 24.01.2018** Practical |
| **Week 4, Day 4, 25.01.2018** Practical |
| **Week 4, Day 5, 26.01.2018: Republic Day** |
| **Week 4, Day 6, 27.01.2018** Revision |
| **Week 5**  **Chapter: 2 Information Technology Tools** |
| **Week 5, Day 1, 29.01.2018** Test ( MS PowerPoint) |
| **Week 5, Day 2, 30.01.2018** Basic concept of an operating system and its function |
| **Week 5, Day 3, 31.01.2018** M.S. Windows |

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| Name of the Assistant Professor: Ms Anupriya |
| Class : B.Sc.(Sports Science)- 2nd Semester |
| **Subject: Computer Applications** |
| **Paper:** |
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| **FEBRUARY** |
| **Week 1**  **Chapter: 2 Information Technology Tools** |
| **Week 1, Day 1, 01.02.2018** Introduction to windows using mouse and moving icons on the screen |
| **Week 1, Day 2, 02.02.2018** my computer, recycle bin, task bar, Desktop |
| **Week 1, Day 3, 03.02.2018** start menu and menu selection, setting system date and time |
| **Week 2**  **Chapter: 2 Information Technology Tools** |
| **Week 2, Day 1, 05.02.2018**; Practical |
| **Week 2, Day 2, 06.02.2018** windows explorer |
| **Week 2, Day 3, 07.02.2018** folders and directories, creating and renaming of files and folders. |
| **Week 2, Day 4, 08.02.2018** Practical |
| **Week 2, Day 5, 09.02.2018** Title bar, menu bar, status bar, right button of mouse, creating short cut. |
| **Week 2, Day 6, 10.02.2018** Practical |
| **Week 3**  **Chapter: 2 Information Technology Tools** |
| **Week 3, Day 1, 12.02.2018** Paint, calculator, Clip board |
| **Week 3, Day 2, 13.02.2018** Practical |
| **Week 3, Day 3, 14.02.2018** Notepad, WordPad |
| **Week 3, Day 4, 15.02.2018** Practical |
| **Week 3, Day 5, 16.02.2018** Practical |
| **Week 3, Day 6, 17.02.2018 Revision &Test** |
| **Week 4**  **Chapter: Unit 3** |
| **Week 4, Day 1, 19.02.2018** MS Word |
| **Week 4, Day 2, 20.02.2018** MS Word |
| **Week 4, Day 3, 21.02.2018** Practical |
| **Week 4, Day 4, 22.02.2018** Practical |
| **Week 4, Day 5, 23.02.2018** MS Word |
| **Week 4, Day 6, 24.02.2018** Practical |
| **Week 5**  **Chapter: Unit 3** |
| **Week 5, Day 1, 26.02.2018** MS Word |
| **Week 5, Day 2, 27.02.2018** Practical |
| **Week 5, Day 3, 28.02.2018** Holiday |

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| **Name of the Assistant Professor: Ms Anupriya** |
| **Class : B.Sc.(Sports Science)- 2nd Semester** |
| **Subject: Computer Applications** |
| **Paper:** |
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| **MARCH** |
| **Week 1**  **Chapter: Unit 3** |
| **Week 1, Day 1, 01.03.2018** **HOLIDAY** |
| **Week 1, Day 2, 02.03.2018** **HOLIDAY** |
| **Week 1, Day 3, 03.03.2018 HOLIDAY** |
| **Week 2**  **Chapter: Unit 3** |
| **Week 2, Day 1, 05.03.2018**; MS Word |
| **Week 2, Day 2, 06.03.2018** Practical |
| **Week 2, Day 3, 07.03.2018** Practical |
| **Week 2, Day 4, 08.03.2018** MS Word |
| **Week 2, Day 5, 09.03.2018** Practical |
| **Week 2, Day 6, 10.03.2018** Practical |
| **Week 3**  **Chapter: Unit 3** |
| **Week 3, Day 1, 12.03.2018** MS Word |
| **Week 3, Day 2, 13.03.2018** Practical |
| **Week 3, Day 3, 14.03.2018** Practical |
| **Week 3, Day 4, 15.03.2018** Practical |
| **Week 3, Day 5, 16.03.2018** Practical |
| **Week 3, Day 6, 17.03.2018** Revision |
| **Week 4**  **Chapter: Unit 4** |
| **Week 4, Day 1, 19.03.2018** Test ( MS WORD) |
| **Week 4, Day 2, 20.03.2018** MS EXCEL |
| **Week 4, Day 3, 21.03.2018** Practical |
| **Week 4, Day 4, 22.03.2018** MS EXCEL |
| **Week 4, Day 5, 23.03.2018** **HOLIDAY** |
| **Week 4, Day 6, 24.03.2018** Practical |
| **Week 5**  **Chapter: Unit 4** |
| **Week 5, Day 1, 26.03.2018** MS EXCEL |
| **Week 5, Day 2, 27.03.2018** Practical |
| **Week 5, Day 3, 28.03.2018**; Practical |
| **Week 5, Day 4, 29.03.2018: MAHAVIR JAYANTI** |
| **Week 5, Day 5, 30.03.2018** MS EXCEL |
| **Week 5, Day 6, 31.03.2018**; Practical |

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| **Name of the Assistant Professor: Ms Anupriya** |
| **Class : B.Sc.(Sports Science)- 2nd Semester** |
| **Subject: Computer Applications** |
| **Paper:** |
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| **APRIL** |
| **Week 1**  **Chapter: Unit 4** |
| **Week 1, Day 1, 02.04.2018** MS Excel |
| **Week 1, Day 2, 03.04.2018** Practical |
| **Week 1, Day 3, 04.04.2018** Practical |
| **Week 1, Day 4, 05.04.2018** MS Excel |
| **Week 1, Day 5, 06.04.2018** Practical |
| **Week 1, Day 6, 07.04.2018** Practical |
| **Week 2**  **Chapter: Unit 4** |
| **Week 2, Day 1, 09.04.2018** MS Excel |
| **Week 2, Day 2, 10.04.2018** Practical |
| **Week 2, Day 3, 11.04.2018** Practical |
| **Week 2, Day 4, 12.04.2018** Practical |
| **Week 2, Day 5, 13.04.2018**; Practical |
| **Week 2, Day 6, 14.04.2018** **HOLIDAY** |
| **Week 3**  **Chapter: Unit 4** |
| **Week 3, Day 1, 16.04.2018** Revision (Unit 4) |
| **Week 3, Day 2, 17.04.2018** Revision (Unit 4) |
| **Week 3, Day 3, 18.04.2018 HOLIDAY** |
| **Week 3, Day 4, 19.04.2018** Test (MS Excel) |
| **Week 3, Day 5, 20.04.2018** Revision (Unit 3) |
| **Week 3, Day 6, 21.04.2018** Revision (Unit 3) |
| **Week 4**  **Chapter: Unit 4** |
| **Week 4, Day 1, 23.04.2018** Test (Unit 3) |
| **Week 4, Day 2, 24.04.2018** Revision (Unit 2) |
| **Week 4, Day 3, 25.04.2018** Revision (Unit 2) |
| **Week 4, Day 4, 26.04.2018** Test (Unit 2) |
| **Week 4, Day 5, 27.04.2018** Revision (Unit 1) |
| **Week 4, Day 6, 28.04.2018** Test (Unit 1) |
| **Week 5**  **Chapter: Unit 1, Unit 2, Unit3, Unit 4** |
| ***Assignments: Oral Test on Whole syllabus*** |
| **Week 5, Day 1, 30.04.2018 Test** |