

महाराणा प्रताप पी.जी. कॉलेज, जंगल धूसड़, गोरखपुर

कक्षा : बी.ए. भाग प्रथम सेमेस्टर		पाठ्यक्रम योजना : सत्र 2022-23			विषय : कंप्यूटर एप्लीकेशन
दिनांक	व्याख्यान	प्रध्यापक का नाम	प्रश्नपत्र	अध्यापन	शीर्षक
03-08-2022	1	Suraj Mishra	II	Syllabus	Subject Introduction
04-08-2022	2	Suraj Mishra	II	Introduction to computers	Definition, Characterstics
05-08-2022	3	Suraj Mishra	II	Introduction to computers	Generation
06-08-2022	4	Suraj Mishra	II	Introduction to computers	Applications
08-08-2022		Suraj Mishra		Class Teaching	
10-08-2022	5	Suraj Mishra	II	Introduction to computers	Hardware and Software,
11-08-2022	6	Suraj Mishra	II	Introduction to computers	Number System
13-08-2022	7	Suraj Mishra	II	Introduction to computers	Computer Arithmetic
17-08-2022	8	Suraj Mishra	II	Introduction to computers	ASCII, EBCDIC, BCD codes
19-08-2022		Suraj Mishra		Class Teaching	
20-08-2022	9	Suraj Mishra	II	Introduction to computers	Fixed point & floating point
24-08-2022	10	Suraj Mishra	II	C O A	Memory hierarchy
25-08-2022	11	Suraj Mishra	II	C O A	Primary Memory, Secondary Memory
26-08-2022		Suraj Mishra		Monthly Evaluation	
27-08-2022	12	Suraj Mishra	II	Software	Introduction of System Software
01-09-2022	13	Suraj Mishra	II	Software	Introduction of Application Software
02-09-2022	14	Suraj Mishra	II	Software	Operating System, Translators
03-09-2022	15	Suraj Mishra	II	Microsoft Office	Introduction and Definition
06-09-2022		Suraj Mishra		Class Teaching	
07-09-2022	16	Suraj Mishra	II	Microsoft Word	M. S. Word Screen elements
10-09-2022	17	Suraj Mishra	II	Microsoft Word	Menu Baar
15-09-2022	18	Suraj Mishra	II	Microsoft Word	alignment of text
16-09-2022		Suraj Mishra		Class Teaching	
21-09-2022	19	Suraj Mishra	II	Microsoft Word	applying fonts
22-09-2022	20	Suraj Mishra	II	Microsoft Word	working with wizards
23-09-2022	21	Suraj Mishra	II	Microsoft Word	Size, Font and Color of text
24-09-2022		Suraj Mishra		Monthly Evaluation	
28-09-2022	22	Suraj Mishra	II	Microsoft Excel	understanding Spread Sheet
29-09-2022	23	Suraj Mishra	II	Microsoft Excel	Menu Baar
30-09-2022	24	Suraj Mishra	II	Microsoft Excel	copying formula
01-10-2022		Suraj Mishra		Class Teaching	
07-10-2022	25	Suraj Mishra	II	Microsoft Excel	formulas that make decisions
08-10-2022	26	Suraj Mishra	II	Microsoft Excel	functions in Excel
12-10-2022	27	Suraj Mishra	II	Microsoft Excel	logical functions
13-10-2022		Suraj Mishra		Class Teaching	
14-10-2022	28	Suraj Mishra	II	Microsoft Excel	creating charts in Excel
15-10-2022	29	Suraj Mishra	II	Microsoft Excel	creating graphs
19-10-2022	30	Suraj Mishra	II	Microsoft Excel	modifying chart
20-10-2022		Suraj Mishra		Monthly Evaluation	
28-10-2022	31	Suraj Mishra	II	Microsoft Excel	adding data to a chart
29-10-2022	32	Suraj Mishra	II	Power Point	understanding Presentation
30-10-2022	33	Suraj Mishra	II	Power Point	Menu Baar
31-10-2022	34	Suraj Mishra	II	Power Point	moving the text
02-11-2022		Suraj Mishra		Class Teaching	
03-11-2022	35	Suraj Mishra	II	Power Point	reordering slides
05-11-2022	36	Suraj Mishra	II	Power Point	Duplicating , Deleting slides, Slide show
09-11-2022	37	Suraj Mishra	II	Power Point	adding effects and animation
10-11-2022	38	Suraj Mishra	II	Power Point	adding animation

11-11-2022		Suraj Mishra		Class Teaching	
12-11-2022	39	Suraj Mishra	II	Power Point	creating your own animation