Name of the Teacher:\_ Arti Sharma Class:\_ M.A.Ist.(Computer Application in Economics)

**Lesson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | **Basics of Computers, Input Output Devices** | **Class Presentation** |
|  | **01-31 Aug 2017** | **Operating System, Computer Languages-Machine, Assembly& High Level Languages** | **PPT** |
|  | **01-30 Sept 2017** | **Data & Information, Information Technology in Business** | **Class Test** |
|  | **01-31 Oct 2017** | **MS Word, Presentation Software, MS Access** | **Group Discussion** |
|  | **01-13 Nov 2017** | **Spreadsheets-Mathematical, Statistical& Financial Functions, Graphical Analysis in Economics** | **On Line Tutorial** |

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | **Input Output Devices** |
| **Assignment 2** | **MS Word** |
| **Class Test** | **Problem Solving with Spreadsheets** |