



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya, Latur (Autonomous)

Department of IT

Teaching Plan

Academic Year 2025-26 (odd sem)

Timetable Duration: ~~July 2025 to November 2025~~

Name of the Teacher: Supriya Birajdar

Details of Classes to be taught

Class	Division	Course Title	Course Code	Total Teaching Hrs
BSC CS FY	A	Computer fundamental and office automation	101COM1102	45

Summary of Lesson Plan

Unit and Chapter to be Covered	Expected No. of Lectures	Date	Academic activities to be Organized	No. of Test / Assignment
Unit I-Computer system organisation	11	02/07/2025 To 19/07/2025	Teaching	1
Unit II - Computer peripherals and software	13	21/07/2025 To 20/08/2025	Teaching	2
Unit III-MS Word	11	21/08/2025 To 16/09/2025	Teaching and program representation	2
Unit IV- MS Excel and MS powerpoint	10	16/09/2025 To 08/10/2025	Teaching and program representation	2


Teacher


HOD

Principal
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Name of the Teacher: **Supriya Birajdar**

Details of Classes to be taught

Class	Division	Course Title	Course Code	Total Teaching Hrs
BSC CS FY	B	Computer fundamental and office automation	101COM1102	45

Summary of Lesson Plan

Unit and Chapter to be Covered	Expected No. of Lectures	Date	Academic activities to be Organized	No. of Test / Assignment
Unit I -Computer system organisation	11	01/07/2025 To 21/07/2025	Teaching	2
Unit II-Computer peripherals and software	13	25/07/2025 To 18/08/2025	Teaching	2
Unit III-MS Word	11	22/08/2025 To 13/09/2025	Teaching and program representation	2
Unit IV- MS Excel and MS powerpoint	10	15/09/2025 To 06/10/2025	Teaching and program representation	2


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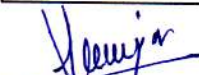
Name of the Teacher: **Supriya Birajdar**

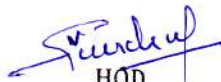
Details of Classes to be taught

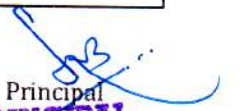
Class	Division	Course Title	Course Code	Total Teaching Hrs
BSC CS FY	C	Computer fundamental and office automation	101COM1102	45

Summary of Lesson Plan

Unit and Chapter to be Covered	Expected No. of Lectures	Date	Academic activities to be Organized	No. of Test / Assignment
Unit I-Computer System Organisation	11	01/07/2025 To 21/07/2025	Teaching	2
Unit II - Computer peripherals and software	13	23/07/2025 To 21/08/2025	Teaching	2
Unit III-MS Word	11	25/08/2025 To 16/09/2025	Teaching and program representation	2
Unit IV- MS Excel and MS powerpoint	10	18/09/2025 To 06/10/2025	Teaching and program representation	2


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