



बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय
(केंद्रीय विश्वविद्यालय)
विद्या विहार, रायबरेली रोड, लखनऊ- 226025
Babasaheb Bhimrao Ambedkar University
(A Central University)
Vidya Vihar, Rae Bareli Road, Lucknow- 226025

Letter No: 07/FCC/BBAU/2022

Date: 31/05/2022

FOUNDATION COURSE CELL

CIRCULAR

The classes of **MPDC- 205 (Basics of Computer)** for Post- Graduate Courses, II Semester are scheduled to be conducted from **03/06/2022** from **09:30 AM to 10:30 AM** through online mode on CISCO-WebEx. The Heads/ Coordinators of the Departments are hereby requested to kindly instruct the students to attend the classes as per the teaching schedule enclosed.

Link for online classes:

<https://bbau-lucknow.webex.com/bbau-lucknow/j.php?MTID=m90a4783f77480eebd76a8f4a46d35e4d>

(Prof. Naveen Kr. Arora)
Coordinator

(Prof. Shilpi Verma)
Co- Coordinator

(Prof. U. V. Kiran)
Co- Coordinator

Copy to (through e-mail):

- PS to Hon'ble VC for kind information
- COE, BBAU, Lucknow
- Dean (Academic Affairs), BBAU, Lucknow
- Heads/ Coordinators of the concerned departments
- Director I/c Computer Centre for uploading on website

Foundation Course

For Post Graduate Courses

MPDC- 205 (Basics of Computer); Semester- II

TIME-TABLE

(Session: June - August, 2022)

Date & time	Name of the Faculty	Content
03-06-2022 09:30 AM to 10:30 AM	Dr. Raj Shree	<u>Unit I: Computer Basics</u>
10-06-2022 09:30 AM to 10:30 AM		Introduction, Characteristics of a Computer, Criteria for Using Computers, Classification of Computers
17-06-2022 09:30 AM to 10:30 AM	Dr. Alka	Applications of Computer, Basic Components of PC Computer Architecture
24-06-2022 09:30 AM to 10:30 AM		
01-07-2022 09:30 AM to 10:30 AM	Dr. Pawan Kr. Chaurasia	<u>Unit II: MS Word, MS Excel 2007 and MS Power Point</u>
08-07-2022 09:30 AM to 10:30 AM		<ul style="list-style-type: none">• Introduction, Windows 2007 Interface, Customizing the Word Application
15-07-2022 09:30 AM to 10:30 AM	Dr. Manoj Kumar	<ul style="list-style-type: none">• Document Views, Basic Formatting and working in MS Word 2007
22-07-2022 09:30 AM to 10:30 AM	Dr. Narander Kumar	<ul style="list-style-type: none">• Introduction, Workbook, Worksheet, Formatting in excel
29-07-2022 09:30 AM to 10:30 AM	Dr. Babita Pandey	<ul style="list-style-type: none">• Advanced formatting in Excel, Working with formulas, Printing worksheets.
05-08-2022 09:30 AM to 10:30 AM	Dr. Shalini Chandra	<ul style="list-style-type: none">• Creating a Presentation and Basic Formatting, Advanced Formatting, Using Templates
12-08-2022 09:30 AM to 10:30 AM	Dr. Karm Veer Singh	<ul style="list-style-type: none">• Inserting charts, Inserting tables and Printing presentations.

* MPDC- Masters' in Personality Development Course