

Lesson Plan

Name of the Assistant/ Associate Professor... Mrs. Kusum Lata

Class and Section: B. Com I year 2018

Subject: Basics of Computer - II

Week	Date	Topics
1	1-Jan-18	winter Holidays
	2-Jan-18	
	3-Jan-18	
	4-Jan-18	
	5-Jan-18	
	6-Jan-18	
	7-Jan-18	
2	8-Jan-18	Model of digital Computer & its functioning
	9-Jan-18	Types of digital Computer
	10-Jan-18	Advantages of comp., Difference bet ⁿ Analoge & Digital Comp.
	11-Jan-18	Applications of comp. in Commerce & marketing
	12-Jan-18	Applications in Education & Research fields.
	13-Jan-18	Software & H/w concepts.
	14-Jan-18	Sunday
3	15-Jan-18	Types of sw & their role
	16-Jan-18	Different system sw types.
	17-Jan-18	Application sw & its types
	18-Jan-18	Language translators, Assemblers, Compiler, Interpreter
	19-Jan-18	What is an O.S.? & its types - Multiuser, multitasking
	20-Jan-18	Multiprocessing O.S., Time-sharing O.S., multiprogramming O.S.
	21-Jan-18	Sunday
4	22-Jan-18	Vasant Panchami
	23-Jan-18	O.S. as Resource Manager, CUI & GUI
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	Basics of windows, & features
	26-Jan-18	Republic Day
	27-Jan-18	Practical about Desktop, My Computer, Recycle bin, doc. ^{my}
	28-Jan-18	Sunday
5	29-Jan-18	Practical about Internet Explorer, Start button, Taskbar
	30-Jan-18	window & its types & its components, Types of icons
	31-Jan-18	window Accessories - Paint

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Week	Date	Topics
	1-Feb-18	Practical - word - pad
	2-Feb-18	Notepad
	3-Feb-18	Note pad
	4-Feb-18	Sunday
6	5-Feb-18	Calculator & Entertainment tools
	6-Feb-18	System tools, Control panel
	7-Feb-18	Add new H/w, add/Remove programs Date/time setting
	8-Feb-18	Display properties, theme & desktop option
	9-Feb-18	Setting option, font, Mouse setting, Printer setting
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti
	11-Feb-18	Sunday
7	12-Feb-18	File & folder setting in detail.
	13-Feb-18	Maha Shivratri
	14-Feb-18	MS-Excel & its features.
	15-Feb-18	Applications of Excel, Advantages of excel.
	16-Feb-18	features of Excel - Rows, Columns M.S. Excel windows.
	17-Feb-18	work-book window, data types.
	18-Feb-18	Sunday
	19-Feb-18	Excel toolbar, creating a new sheet & saving it
8	20-Feb-18	Working with Rows & Columns
	21-Feb-18	Formatting features. Row & column width, fill colour.
	22-Feb-18	Printing, page setup, function Keys in Excel
	23-Feb-18	charts in Excel
	24-Feb-18	Chart types, Macro.
	25-Feb-18	Built-in functions.
	26-Feb-18	Sunday
9	27-Feb-18	Cell Referencing.
	28-Feb-18	Linking workbooks
	29-Feb-18	DBMS (Data base system)

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Week	Date	Topics
	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Filtering a database, (Auto & Advanced filter)
	4-Mar-18	Sunday
10	5-Mar-18	Data table in Excel, Data validation.
	6-Mar-18	Autofill, Goal seek.
	7-Mar-18	Scenarios, in Excel
	8-Mar-18	Pivot table
	9-Mar-18	Pivot chart
	10-Mar-18	& Editing in Pivot chart & table.
	11-Mar-18	Sunday
11	12-Mar-18	Revision of UNIT-I
	13-Mar-18	Test (Topic - About digital Computer)
	14-Mar-18	Revision of Applications of Computer in Commerce
	15-Mar-18	Marketing, Education.
	16-Mar-18	Test (Applications) of Computer.
	17-Mar-18	Revision of UNIT- II
	18-Mar-18	Sunday
12	19-Mar-18	S/w & its types.
	20-Mar-18	System S/w
	21-Mar-18	Application S/w
	22-Mar-18	O.S. & its types.
	23-Mar-18	O.S. & its types.
	24-Mar-18	Test (types of S/w) System.
	25-Mar-18	Sunday/ Ram Navami
13	26-Mar-18	Test (types of Application S/w)
	27-Mar-18	O.S. & its types (text)
	28-Mar-18	- do - (text)
	29-Mar-18	Mahavir Jayanti
	30-Mar-18	Revision of practical of windows.
	31-Mar-18	User interface CUI & GUI & its Differences.

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Week	Date	Topics
14	1-Apr-18	Sunday
	2-Apr-18	Revision of Control panel.
	3-Apr-18	Paint brush, Printer installing.
	4-Apr-18	Desktop & taskbar features.
	5-Apr-18	My Computer, My doc., Internet Explorer
	6-Apr-18	Word pad.
	7-Apr-18	Note-pad.
	8-Apr-18	Sunday
15	9-Apr-18	Note-pad
	10-Apr-18	Recycle bin, Icons features & types.
	11-Apr-18	Revision of MS-Excel Practical.
	12-Apr-18	formatting, Rows, Columns.
	13-Apr-18	Build in functions.
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi
	15-Apr-18	Sunday
16	16-Apr-18	Revision of MS-Excel Practical.
	17-Apr-18	- do -
	18-Apr-18	Parashurama Jayanti
	19-Apr-18	
	20-Apr-18	
	21-Apr-18	
	22-Apr-18	Sunday
	17	23-Apr-18
24-Apr-18		
25-Apr-18		
26-Apr-18		
27-Apr-18		
28-Apr-18		