

### Lesson Plan

Name of the Assistant/ Associate Professor..... SARITA.....

Class and Section:..... B.com I' (2<sup>nd</sup> semester).....

Subject:..... Basics of computers.....

Week	Date	Topics
1	1-Jan-18	Fundamental of computers, Model of Digital computers
	2-Jan-18	Functioning and Types of a digital computers.
	3-Jan-18	Advantages & Difference b/w Digital & Analog.
	4-Jan-18	Practical
	5-Jan-18	Practical.
	6-Jan-18	Practical.
	7-Jan-18	Sunday
2	8-Jan-18	Test on → Analog and Digital computers.
	9-Jan-18	Applications of computer.
	10-Jan-18	computer in commerce, Marketing Education.
	11-Jan-18	Practical
	12-Jan-18	Practical
	13-Jan-18	Practical.
	14-Jan-18	Sunday
3	15-Jan-18	Software: → Types & their Role.
	16-Jan-18	System software types; OS, Translators,
	17-Jan-18	System utilities
	18-Jan-18	Practical
	19-Jan-18	Practical
	20-Jan-18	Practical.
	21-Jan-18	Sunday
4	22-Jan-18	—
	23-Jan-18	Test on — Applications of computers.
	24-Jan-18	Application packages; Types of OS.
	25-Jan-18	Practical
	26-Jan-18	—
	27-Jan-18	Practical.
	28-Jan-18	Sunday
5	29-Jan-18	OS as a Resource Manager
	30-Jan-18	concept of GUI and CUI
	31-Jan-18	Test ON → Software concept.

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Class and Section: B.Com 2nd Sem

Subject: Basics of Computer

Week	Date	Topics
1	1-Feb-18	Practical
	2-Feb-18	Practical
	3-Feb-18	Practical.
	4-Feb-18	Sunday
2	5-Feb-18	components of a Application window;
	6-Feb-18	Types of Windows.
	7-Feb-18	Windows of an operating system.
	8-Feb-18	Practical
	9-Feb-18	Practical
	10-Feb-18	Practical.
	11-Feb-18	Sunday
3	12-Feb-18	Window explorer, using Paintbrush.
	13-Feb-18	—
	14-Feb-18	Test on → component & Types of Windows.
	15-Feb-18	Practical.
	16-Feb-18	Practical.
	17-Feb-18	Practical.
	18-Feb-18	Sunday
	4	19-Feb-18
20-Feb-18		Installing a printer.
21-Feb-18		User Interfaces: CUI & GUI
22-Feb-18		Practical.
23-Feb-18		Practical.
24-Feb-18		Practical.
25-Feb-18		Sunday
5		26-Feb-18
	27-Feb-18	concept of a Desktop & Taskbar.
	28-Feb-18	—

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Class and Section:..... B.Com 2nd Sem

Subject:..... Basics of Computer

Week	Date	Topics
1	1-Mar-18	—
	2-Mar-18	—
	3-Mar-18	—
	4-Mar-18	Sunday
2	5-Mar-18	My computer, Recycle Bin, My documents
	6-Mar-18	Internet Explorer icons.
	7-Mar-18	Introduction of MS Excel.
	8-Mar-18	Practical
	9-Mar-18	Practical
	10-Mar-18	Practical.
	11-Mar-18	Sunday
3	12-Mar-18	Applications & Advantages of spreadsheet.
	13-Mar-18	Features of Excel.
	14-Mar-18	Test on → Desktop & taskbar.
	15-Mar-18	Practical.
	16-Mar-18	Practical
	17-Mar-18	Practical.
	18-Mar-18	Sunday
	4	19-Mar-18
20-Mar-18		creating worksheet.
21-Mar-18		Test on → Application, Advantages & Features MS-Excel.
22-Mar-18		Practical
23-Mar-18		Practical
24-Mar-18		Practical.
25-Mar-18		Sunday
5		26-Mar-18
	27-Mar-18	Table creating & Printing graphs.
	28-Mar-18	Macro & Using Built in functions.
	29-Mar-18	—
	30-Mar-18	Practical.
	31-Mar-18	Test on → MS Excel functions.

*Sarita*