

# Saraswati Mahila Mahavidyalaya, Palwal

## Lesson Plan :

Name of the Assistant/Associate Professor: Ms. BHAVNA BHARDWAJ

Class and Section: M.COM Previous (Mon-Wed), M.SC Prev. (Thu-Sat)

Name of subject: Computer Fundamentals. (Open Elective)

Subject Lesson Plan : 18 weeks (from January 2018 to April 2018)

(Note: Prepare as per list of holidays declared by Haryana govt.)

WEEK 1
ASSIGNMENT: Input Device, Output Device.
WEEK 1, DAY 1, DATE :01/01/2018(MONDAY)
Data Processing, what is Computer, Characteristics, and Component of Computer, and Computer Generation. Classification of Computer.
WEEK 1, DAY 2, DATE :02/01/2018(TUESDAY)
Concept of Input/output, Types of Input device, Output Device Printers, Plotters and Monitor
WEEK 1, DAY 3, DATE :03/01/2018(WEDNESDAY)
Number System and its Types (Decimal, Binary, Octal, Hexadecimal) → Conversion Binary To Octal → Conversion Binary To Decimal → Conversion Binary To Hexadecimal
WEEK 1, DAY 4, DATE :04/01/2018(THURSDAY)
Data Processing, what is Computer, Characteristics and Component of Computer, and Computer Generation. Classification of Computer.
WEEK 1, DAY 5, DATE :05/01/2018(FRIDAY)
Holiday on account of Guru Govind Singh's Birthday
WEEK 1, DAY 6, DATE :06/01/2018(SATURDAY)

Concept of Input/output, types of Input device, output Devices :- Printers, Plotters and Monitors.

WEEK 2

ASSIGNMENT:

WEEK 2, DAY 1, DATE : 08/01/2018 (MONDAY)

- Conversion Decimal To Octal
- Conversion Decimal To Hexadecimal
- Conversion Decimal To Binary.

WEEK 2, DAY 2, DATE : 09/01/2018 (TUESDAY)

- Conversion Octal To Decimal
- Conversion Octal To Binary
- Conversion Octal To Hexadecimal

WEEK 2, DAY 3, DATE : 10/01/2018 (WEDNESDAY)

- Conversion Hexadecimal To Octal
- Conversion Hexadecimal To Binary
- Conversion Hexadecimal To Decimal.

WEEK 2, DAY 4, DATE : 11/01/2018 (THURSDAY)

- Number System and its Types (Binary, Octal, Decimal, Hexadecimal)
- Conversion Binary To Octal
  - Conversion Binary To Hexadecimal
  - Conversion Binary To Decimal.

WEEK 2, DAY 5, DATE : 12/01/2018 (FRIDAY)

- Conversion Decimal To Octal
- Conversion Decimal To Hexadecimal
- Conversion Decimal To Binary

WEEK 2, DAY 6, DATE : 13/01/2018 (SATURDAY)

- Conversion Octal To Decimal
- Conversion Octal To Binary
- Conversion Octal To Hexadecimal.

WEEK 3

ASSIGNMENT: Difference b/w Primary and Secondary memory  
WEEK 3, DAY 1, DATE : 15/01/2018 (MONDAY)

Define Memory, Characteristics of Memory System, Memory Hierarchy,

WEEK 3, DAY 2, DATE : 16/01/2018 (TUESDAY)

Explain Types of Memory :- Primary Memory, Secondary Memory, Cache memory, Virtual Memory.

WEEK 3, DAY 3, DATE : 17/01/2018 (WEDNESDAY)

Primary Memory :- RAM, ROM etc  
Secondary Memory :- Magnetic Disk, Tapes and optical disk

WEEK 3, DAY 4, DATE : 18/01/2018 (THURSDAY)

Conversion Hexadecimal to octal  
Conversion Hexadecimal to Decimal  
Conversion Hexadecimal to Binary.

WEEK 3, DAY 5, DATE : 19/01/2018 (FRIDAY)

Define Memory, Characteristics of Memory and Memory Hierarchy

WEEK 3, DAY 6, DATE : 20/01/2018 (SATURDAY)

Explain Types of Memory like Primary Memory, Secondary Memory, Cache Memory, Virtual Memory.

WEEK 4

ASSIGNMENT:

WEEK 3, DAY 1, DATE : 22/01/2018 (MONDAY)

**Holiday on account of Basant Panchmi.**

WEEK 4, DAY 2, DATE :23/01/2018(TUESDAY)

Operating system - characteristics and its function and its classification.

WEEK 4, DAY 3, DATE :24/01/2018(WEDNESDAY)

**Holiday on account of Sir Chotu Ram Jayanti.**

WEEK 4, DAY 4, DATE :25/01/2018(THURSDAY)

Primary Memory :- RAM, ROM etc  
Secondary Memory :- Magnetic Tape, Magnetic Disk, Optical Disk etc.

WEEK 4, DAY 5, DATE :26/01/2018(FRIDAY)

**Holiday on account of Republic Day.**

WEEK 4, DAY 6, DATE :27/01/2018(SATURDAY)

Operating system :- characteristics and its function and its classifications.

WEEK 5

ASSIGNMENT:

WEEK 5, DAY 1, DATE :29/01/2018(MONDAY)

Test on Previous Topics. (Memory, Input Device, Output Device)

WEEK 5, DAY 2, DATE :30/01/2018(TUESDAY)

Software and its types. (System Software, Application Software)  
System Utility Software.

WEEK 5, DAY 3, DATE :31/01/2018(WEDNESDAY)

**Holiday on account of Guru Ravi Dass Jayanti**

WEEK 5, DAY 4, DATE :01/02/2018(THURSDAY)

Languages. (Programming Languages) and Language Translator.  
User Interfaces (CUI and GUI)

- \* MS. Word , its features and its Component
- How To open a Existing document
- How To saving a Document

WEEK 6 ,DAY 6 ,DATE :10/02/2018(SATURDAY)

**Holiday on account of Maharshi Dayanand Saraswati Jayanti.**  
WEEK 7

ASSIGNMENT:

WEEK 7, DAY 1, DATE :12/02/2018(MONDAY)

- How To Creating a Document ?
- How To Close a Document ?
- How To Manipulate a Document ?
- How To Printing a Document ?

WEEK 7, DAY 2, DATE :13/02/2018(TUESDAY)

**Holiday on account of Maha Shivaratri.**

WEEK 7, DAY 3, DATE :14/02/2018(WEDNESDAY)

- How To Formatting a Text (Character formatting, Page, Paragraph) Font, Paragraph, Border, Shading, Column, etc) and insert
- How To Create a Table in MS. word ? and How To delete row and Column in Existing Table ?

WEEK 7, DAY 4, DATE :15/02/2018(THURSDAY)

- \* How To Creating a document
- \* How To Close a Document
- \* How To Manipulate a Document
- \* How To Print a Document

WEEK 7, DAY 5, DATE :16/02/2018(FRIDAY)

- \* Formatting a Text
- \* Tables in MS-Word ? . How To delete and insert Row and Column in Existing Table.

WEEK 7, DAY 6, DATE :17/01/2018(SATURDAY)

- \* How to Merge and Split cell in a Table
- \* Language ~~language~~ Setting
- \* Spell checker

WEEK 8

ASSIGNMENT: MS-Word, Features, Component, O.S, Software and Types  
 WEEK 8, DAY 1, DATE :19/02/2018(MONDAY)

- How to Merge and Split a cell in a Table
- Spell checker in MS-Word
- Language Setting and Thesaurus.
- Handling Multiple documents.

WEEK 8, DAY 2, DATE :20/02/2018(TUESDAY)

- What is Spreadsheet? Define features of Spreadsheet.
- What is MS-Excel? Define its window with Components.

WEEK 8, DAY 3, DATE :21/02/2018(WEDNESDAY)

- Assignment checked.
- Test on Previous Topics. (MS-Word, features, Components Editing, formatting)

WEEK 8, DAY 4, DATE :22/02/2018(THURSDAY)

- \* How to what is Spreadsheet? Define features of Spreadsheet
- \* MS-Excel, Define its Component.

WEEK 8, DAY 5, DATE :23/02/2018(FRIDAY)

- \* Assignment checked
- \* Test on Topic (MS-Word features, Component, Editing, formatting)

WEEK 8, DAY 6, DATE :24/02/2018(SATURDAY)

- \* Built-in function in MS-Excel
- \* Printing of Spread Sheet.

WEEK 9

ASSIGNMENT:

WEEK 9, DAY 1, DATE : 26/02/2018 (MONDAY)

- Built in function and formulas in MS-Excel.
- Header and footer.
- Printing of spread sheet

WEEK 9, DAY 2, DATE : 27/02/2018 (TUESDAY)

- Continue. Built in function and formulas in MS-Excel.

WEEK 9, DAY 3, DATE : 28/02/2018 (WEDNESDAY)

**VACATION -II**

WEEK 9, DAY 4, DATE : 01/03/2018 (THURSDAY)

**VACATION -II**

WEEK 9, DAY 5, DATE : 02/03/2018 (FRIDAY)

**VACATION -II**

WEEK 9, DAY 6, DATE : 03/03/2018 (SATURDAY)

**VACATION -II**

WEEK 10

ASSIGNMENT: Built -IN function in MS-Excel

WEEK 10, DAY 1, DATE : 05/03/2018 (MONDAY)

- How to edit a spread sheet
- How to format a spread sheet
- Page Set up.

WEEK 10, DAY 2, DATE :06/03/2018(TUESDAY)

- \* Doubt Classes of MS Word and MS-Excel,
- \* Test Distribution.

WEEK 10, DAY 3, DATE :07/03/2018(WEDNESDAY)

- Basics of PowerPoint.
- Preparation and Presentation of Slides.

WEEK 10, DAY 4, DATE :08/03/2018(THURSDAY)

- \* Continue Built in function and formulas in MS-Excel.

WEEK 10, DAY 5, DATE :09/03/2018(FRIDAY)

- \* How to Edit a Spread sheet
- \* How to format a worksheet.

WEEK 10, DAY 6, DATE :10/03/2018(SATURDAY)

- \* Doubt Classes.
- \* Test Distribution

WEEK 11

ASSIGNMENT:

WEEK 11, DAY 1, DATE :12/03/2018(MONDAY)

- Slide show, Slide Transition.
- Clip Art.
- Formatting.

WEEK 11, DAY 2, DATE :13/03/2018(TUESDAY)



WEEK 11, DAY 3, DATE : 14/03/2018 (WEDNESDAY)

- Taking Printouts of Presentation / Handouts.
- Animation Effects.

WEEK 11, DAY 4, DATE : 15/03/2018 (THURSDAY)

- \* Basics of Power Point
- \* Preparation and Presentation of Slides.

WEEK 11, DAY 5, DATE : 16/03/2018 (FRIDAY)

- \* Slide Show
- \* Slide Transition
- \* Formatting

WEEK 11, DAY 6, DATE : 17/03/2018 (SATURDAY)

- \* Animation Effects.
- \* Taking Printout of Presentation / Handouts.

WEEK 12

ASSIGNMENT:

WEEK 12, DAY 1, DATE : 19/03/2018 (MONDAY)

- Presentation on Previous Topics.

WEEK 12, DAY 2, DATE : 20/03/2018 (TUESDAY)

Communication and Network :- Data Communication, Transmission Modes.

WEEK 12, DAY 3, DATE :21/03/2018(WEDNESDAY)

Basics of Computer Network: Types of Computer Network. - LAN, MAN, WAN.

WEEK 12, DAY 4, DATE :22/03/2018(THURSDAY)

\* Presentation on Previous Topic

WEEK 12, DAY 5, DATE :23/03/2018(FRIDAY)

**Holiday on account of Shahidi diwas.**

WEEK 12, DAY 6, DATE :24/03/2018(SATURDAY)

\* Communication and Network :- Data Communication  
Transmission Modes.

WEEK 13

ASSIGNMENT: Diff. b/w LAN, MAN, WAN.

WEEK 13, DAY 1, DATE :26/03/2018(MONDAY)

- Continue Types of Network.
- Difference b/w LAN, MAN, WAN.

WEEK 13, DAY 2, DATE :27/03/2018(TUESDAY)

- What is Network Topologies? Define its topologies,  
(Bus, Ring, Star, Hybrid, Mesh) etc.

WEEK 13, DAY 3, DATE :28/03/2018(WEDNESDAY)

- Concept of Internet. \* History of internet,
- Application of Internet.

WEEK 13, DAY 4, DATE : 29/03/2018 (THURSDAY)

**Holiday on account of Mahavir jayanti.**

WEEK 13, DAY 5, DATE : 30/03/2018 (FRIDAY)

- \* Basics of Computer Network : Types of Computer Network LAN, MAN, WAN

WEEK 13, DAY 6, DATE : 31/03/2018 (SATURDAY)

Oral Test

WEEK 14

ASSIGNMENT: E-Mail, Internet and Application.

WEEK 14, DAY 1, DATE : 02/04/2018 (MONDAY)

- WWW (World wide wide)
- Web-sites and URL
- IP Addresses.

WEEK 14, DAY 2, DATE : 03/04/2018 (TUESDAY)

- What is E-Mail ? How to Send a Mail. ?
- How to create a E-G-Mail Account
- Inbox, outbox, Sent mail, Draft etc.
- How to Send a E-Mail to various Places. etc

WEEK 14, DAY 3, DATE : 04/04/2018 (WEDNESDAY)

Continue E-mail  
→ Define Advantages and Disadvantages of E-Mail

WEEK 14, DAY 4, DATE :05/04/2018(THURSDAY)

- \* Continue Types of Network
- \* Diff b/w LAN, MAN, WAN

WEEK 14, DAY 5, DATE :06/04/2018(FRIDAY)

- \* Network Topologies

WEEK 14, DAY 6, DATE :07/04/2018(SATURDAY)

- \* Concept of Internet, History of Internet
- \* Application of Internet.

WEEK 15

ASSIGNMENT:

WEEK 15, DAY 1, DATE :09/04/2018(MONDAY)

- Web Browser
- Surfing the internet.
- Instant Messaging.

WEEK 15, DAY 2, DATE :10/04/2018(TUESDAY)

- Search engine.
- Doubt classes.

WEEK 15, DAY 3, DATE : 11/04/2018 (WEDNESDAY)

Computer Application :- \* Education  
\* Business  
\* Research,  
\* Sports.

WEEK 15, DAY 4, DATE : 12/04/2018 (THURSDAY)

\* WWW  
\* Web-site and URL  
\* IP Addresses

WEEK 15, DAY 5, DATE : 13/04/2018 (FRIDAY)

\* E-Mail  
\* Advantages and Disadvantages of E-Mail

WEEK 15, DAY 6, DATE : 14/04/2018 (SATURDAY)

**Holiday on account of Vaisakhi & Dr B.R. Ambedkar's Jayanti.**

WEEK 16

ASSIGNMENT: Types of Network, Topologies.

WEEK 16, DAY 1, DATE : 16/04/2018 (MONDAY)

Continue Computer Application :- \* Weather Forecasting  
\* Military.  
\* Medicines and Health care  
\* Data Analysis

WEEK 16, DAY 2, DATE : 17/04/2018 (TUESDAY)

Social Concern:- What is Computer virus. ? Define its Characteristics and Types of Computer Virus. ?

WEEK 16, DAY 3, DATE : 18/04/2018 (WEDNESDAY)

\* Anti-Virus Software  
\* Doubt classes  
\* Oral Test.

## Holiday on account of Maharshi Pasuram Jayanti

WEEK 16, DAY 4, DATE : 19/04/2018 (THURSDAY)

- \* Web Browser
- \* Surfing the internet
- \* Instant Messaging

WEEK 16, DAY 5, DATE : 20/04/2018 (FRIDAY)

- \* Search Engine
- \* Computer Application
- \* Education
- \* Research
- \* Sports
- \* Business,

WEEK 16, DAY 6, DATE : 21/04/2018 (SATURDAY)

- \* Computer Application
- \* Military
- \* weather forecasting
- \* Data Analysis
- \* Medicine and Health Care.

WEEK 17

ASSIGNMENT:

WEEK 17, DAY 1, DATE : 23/04/2018 (MONDAY)

→ Computer Crimes.

WEEK 17, DAY 2, DATE : 24/04/2018 (TUESDAY)

→ Positive Impact of Computer Technology

WEEK 17, DAY 3, DATE : 25/04/2018 (WEDNESDAY)

→ Negative Impact of Computer Technology

WEEK 17, DAY 4, DATE :26/04/2018(THURSDAY)

\* Computer viruses, Characteristics and  
Types of Computer virus.  
\* Anti virus.

WEEK 17, DAY 5, DATE :27/04/2018(FRIDAY)

\* Computer Crime  
\* Positive, Negative Impact of Computer Technology

WEEK 17, DAY 6, DATE :28/04/2018(SATURDAY)

Revision,

WEEK 18

ASSIGNMENT:

WEEK 18, DAY 1, DATE :30/04/2018(MONDAY)

Revision onwards.

WEEK 5, DAY 5, DATE :02/02/2018(FRIDAY)

Test on Previous Topics. (Memory, Input, Output)

WEEK 5, DAY 6, DATE :03/02/2018(SATURDAY)

Software and its Types (System Software, Application Software)  
System Software utilities.

WEEK 6

ASSIGNMENT: Diff b/w System SW and Application Software.

WEEK 6, DAY 1, DATE :05/02/2018(MONDAY)

Programming language and Language Translators.  
user interfaces - CUI and GUI

WEEK 6, DAY 2, DATE :06/02/2018(TUESDAY)

Distribution of Test with fully discussion,  
and windows system and DOS.

WEEK 6, DAY 3, DATE :07/02/2018(WEDNESDAY)

→ What is Word Processor? Define its features and  
Components of MS-Word?  
→ How to open a Existing Document?  
→ How to Saving a Document?

WEEK 6, DAY 4, DATE :08/02/2018(THURSDAY)

→ Distribution of Test  
: Windows System and GUI

WEEK 6, DAY 5, DATE :09/02/2018(FRIDAY)