

Saraswati Mahila Mahavidyalaya, Palwal ✓

Lesson Plan :

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

Class and Section: B.COM CA Ist Year (IInd Sem)

Name of subject: Computer Fundamental - II Theory + Lab.

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: Definition of digital Computer, Characteristics and Component
WEEK 1, DAY 1, DATE : 01/01/2018 (MONDAY)
* Digital Computer, Functioning of Digital Computer Lab:- Basics : like Control Panel, Recycle Bin.,
WEEK 1, DAY 2, DATE : 02/01/2018 (TUESDAY)
* Types of Digital Computer, Advantages and disadvantages of digital Comp. Lab:- How to Create a Folder and Save a file in Folder
WEEK 1, DAY 3, DATE : 03/01/2018 (WEDNESDAY)
* Difference between Analog and Digital Computer Lab:- Ms. Excel Basics, windows and component defined.
WEEK 1, DAY 4, DATE : 04/01/2018 (THURSDAY)
* Number System: Binary Number System, Octal Number System, Hexadecimal No. System, Decimal Number System Lab:- Menus (file Menu)
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)

* Oral Test

* Lab :- Discuss Components of Ms-Excel.

WEEK 2

ASSIGNMENT:

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

* Assignment checked with Discussion

Lab :- * Creating a Worksheet
* Saving a Worksheet.
* Opening a Existing Worksheet.

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

* Conversion Binary To Decimal, Binary to Octal, Binary to Hexadecimal

Lab :- Practices the file menu

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

* Conversion Decimal to Binary, Decimal to Octal, Decimal to Hexadecimal

Lab :- Edit Menu. (Undo, Redo, Find, Replace, Select All)

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

* Conversion Octal to Binary, Octal to Binary, Octal to Hexadecimal

Lab :- Practice Edit Menu.

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

* Test on Previous Topics.

Lab :- Select Cell rows, Columns and Range.

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

* Conversion Hexadecimal to Binary, Hexadecimal to Octal, Hexadecimal to Decimal.

Lab :- Select Adjacent and Non Adjacent Cell Range.

WEEK 3

ASSIGNMENT: What is MS-Excel & Define its Components?

WEEK 3, DAY 1, DATE :15/01/2018(MONDAY)

* Conversion Binary fractional no to Decimal, Octal, Hexadecimal

Lab: Moving data to Another Area.

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

* Conversion Decimal fractional no to Binary, Octal, Hexadecimal

* Distribution of Test with discussion.

Lab: Copying Data Another Area.

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

* Conversion Octal fractional no to Binary, Decimal, Hexadecimal.

Lab:- Insert cell and rows and Column in a Excel.

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

* Conversion Hexadecimal fractional no to Binary, Decimal, Octal

Lab:- Delete Cell, rows and Columns.

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

* Character Set ASCII

Lab :- Autofill

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

* Character Set EBCDIC.

Lab:- Formatting (Bold, Italic, underline)

WEEK 4

ASSIGNMENT:

WEEK 4, DAY 1, DATE :22/01/2018(MONDAY)

Holiday on account of Basant Panchmi.

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

* Define the Term Hardware and Software and Relationship b/w HW and SW

Lab:- Formatting (Font, Font Size)

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)

* What is Software, Types of Software.

Lab:- Practise to Above Topic

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

Holiday on account of Republic Day.

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

* Continue Above Topic Software types.

Lab:- Formatting Numbers.

WEEK 5

ASSIGNMENT:

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

* System Utilities :- File Manager, Loader, linker.

Lab:- Changing Colour of the Cell

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

* Concept of Application Packages :- Word Processing, Spread sheet Software, Database Software, Graphics Software Entertainment SW

* Lab:- Format Cell Border and Fill Color.

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)

* Presentation. Group 1 - Group 5.

Lab:- Practise Above Excel Topics.

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

* Presentation. G6 - G10

lab:- Alignment Data in cell

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

* Presentation G11 - G15

lab:- Formatting Rows and Columns.

WEEK 6

ASSIGNMENT:

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

* Introduction to Windows, Types, Features

lab:- Changing Column width.

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

* Windows as an O.S, Use of GUI in windows Explorer.

lab:- Auto Formatting.

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

* What is GUI and CUI, Diff b/w GUI and CUI

lab:- Viva.

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

* Control Panel

lab:- Printing and Page Setup.

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

* Paintbrush tools.

Lab :- Written Test of Excel (Practical part)

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

Holiday on account of Maharshi Dayanand Saraswati Jayanti.

WEEK 7

ASSIGNMENT: Diff b/w GOS and CVT

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

* Data Communication

Lab :- Chart

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

Holiday on account of Maha Shivaratri.

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

* Forms of Data Transmission, Data Transmission Speed.

Lab :- Preparing Practical File

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

* Oral Test

Lab :- Chart Practise.

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

* Communication Channel :- Wire Cables, fibre optics, Microwave
Comm. Satellite

Lab :- Formulas in MS-Excel.

WEEK 7, DAY 6, DATE : 17/02/2018 (SATURDAY)

* Continue Communication channel.

Lab:- Continue Formula in MS-Excel.

WEEK 8

ASSIGNMENT: Explain Chart in MS-Excel

WEEK 8, DAY 1, DATE: 19/02/2018 (MONDAY)

* What is Computer Network Need for Computer Network.

Lab:- Cell Reference.

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

* Types of Computer Network (LAN, MAN, WAN)

Lab:- Continue Above Topic.

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

* Continue Types of Computer Network.

Lab:- Practical Test on Above Topics.

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

* Difference b/w LAN MAN and WAN

Lab:- Built-In Function

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

* Hardware of WAN

Lab:- Continue Built-In Function

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

* Written Test - on Above Topic.

Lab:- Continue Built-In Function.

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

→ History of Internet

Lab :- Practise on all topics. and Solve Queries.

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

→ ISDN. (Integrated Service Digital Network

Lab :- Goal Seek Function.

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

* ISDN Internet in India.

Lab :- Practise Goal Seek Function.

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

* Internet Basic Services

Lab :- Sorting

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

* Doubts

Labs :- Doubts Clear.

WEEK 11

ASSIGNMENT: Built - in Function in MS-Excel

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

* MS-Excel

Lab :- Practise All Commands. of Excel.

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

* Component of Excel window

Lab :- Viva

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

* Continue Previous topics

Lab :- Preparing Practical File

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

* How to Creating a Worksheet

Lab :- Filtering

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

* How to open a worksheet.

Lab :- Continue Filtering

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

* How to Save a Worksheet

Lab :- Assignment Discussion

WEEK 12

ASSIGNMENT:

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

* How to Close a Worksheet

Lab :- Practice of excel Command

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

* Class Test

Lab :- Validation

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

* What is Formatting

Lab :- Practice validation

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

* How to Printing a worksheet

Lab :- Preparing a Practical File

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

Holiday on account of Shahidi diwas.

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

* Data validation

Lab :- Preparing a Practical File

WEEK 13

ASSIGNMENT:

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

* Define Graphs and charts? Types of Chart

Lab :- Oral Test

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

* Data Table

Lab :- Viva.

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

* Goal Seek Function

Lab :- Practice

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

* Built In Function

Lab :- Practice Built in Function

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

* Continue Built in Function

Lab :- Practice Built in Function

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

* Continue Built in Function

Lab :- Practice Built in Function.

WEEK 15

ASSIGNMENT:

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

* Class Test

Lab :- Linking Worksheet

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

* Autotile, Autoformatting, Formatting rows and Columns

Lab :- Practice worksheet linking.

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

* Format Cell Border and fill colour

lab :- Practice.

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

* Formatting font size, font, Bold, Italic underline

lab :- Practice

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

* Editing (Moving Data, Copying Data)

lab :- Practice

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

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

WEEK 16

ASSIGNMENT:

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

* Printing and Page Setup.

lab :- Viva.

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

* Pivot Table

lab :- Practical Pivot Table

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

Holiday on account of Maharshi Pasuram Jayanti

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

* Continue Pivot Table

lab :- Practice Pivot Table,

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

* Class Doubts

lab :- Revision

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

* Revision

lab :- Viva

WEEK 17

ASSIGNMENT:

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

* Revision

lab :- Class Doubts

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

* Revision

lab :- Revision

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

* Revision

lab :- Viva Question Practice

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

* Solve Previous Year Question Papers

lab :- Practice

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

* Solve Previous Year Question Papers

lab :- Revision

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

* Revision

lab :- Revision

WEEK 18

ASSIGNMENT:

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

* Revision

lab :- Revision,

Done
7/12/17