

Saraswati Mahila Mahavidyalaya, Palwal

Lesson Plan :

Name of the Assistant/Associate Professor: Ms. Farul

Class and Section: B.Com - I (Computer Application)

Name of subject: Operating System & Data Processing (Th) + 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: Data Processing and Hierarchy
WEEK 1, DAY 1, DATE : 01/01/2018 (MONDAY)
Introduction about DBMS Lab(G ₁) → Introduction to MS-Excel, its features
WEEK 1, DAY 2, DATE : 02/01/2018 (TUESDAY)
Data, Information, Need of inf ⁿ , Diff. between them Lab(G ₁) → Components of MS-Excel windows
WEEK 1, DAY 3, DATE : 03/01/2018 (WEDNESDAY)
Data Processing, Activities of data processing Lab(G ₁) → Menus explanation with their uses
WEEK 1, DAY 4, DATE : 04/01/2018 (THURSDAY)
Data Storage hierarchy Lab(G ₂) → Introduction to MS-Excel, its features
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)
class doubts on previous topics

Lab(G₂) → Components of MS-Excel window

WEEK 2

ASSIGNMENT:

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

File, File types

Lab(G₂) → Menus explanation with their uses.

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

File Sorting Utility

Lab(G₁) → File and Edit menu

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

Test

Lab(G₁) → Practice of File & Edit menu

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

Searching, Merging

Lab(G₁) → Insert, Format menu

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

Copying, printing

file & Edit menu
Lab(G₂) → Practice of File & Edit menu

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

Maintenance Utility

Lab(G₂) → Insert, Format menu

WEEK 3

ASSIGNMENT:

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

Presentation

Lab(G₂) → Practice of Insert, Format menu

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

Introduction of database

Lab(G₁) → Practice of Insert, Format menu

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

Definition of Database, its components

Lab(G₁) → View, Help & Practice

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

Advantages, Disadvantages of database

Lab(G₁) → Page layout & formulas with practice

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

Test

Lab(G₂) → Data, Review & Practice

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

Example of database

Lab(G₂) → Page layout, formulas with practice

WEEK 4

ASSIGNMENT:

DBA, DBMS Architecture

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

Holiday on account of Basant Panchmi.

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

DBA (Database Administrator)

Lab(G₂) → View, Help & Practice

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)

Oral Test

Lab(G₁) → Data, Review & Practice

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

Holiday on account of Republic Day.

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

Database Management System Introduction

Lab(G₁) → Workbook (Active cell, Cell), Merge Cells

WEEK 5

ASSIGNMENT:

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

DBMS & its functions

Lab(G₁) → Sheet tabs (Worksheet renaming, creating etc)

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

Architecture of DBMS

Lab(G₂) → Workbook (Active Cell, Cell), Merge Cells

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)

Example of DBMS in depth

Lab(G₂) → Sheet tabs (Worksheet renaming, creating etc)

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

Components of DBMS

Lab(G₂) → Range (Selecting, Copying, Moving, Autofill)

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

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

Components of DBMS

Lab(G₂) → Range (Selecting, Copying, Moving, Autofill)

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

DDL, DML, DCL

Lab(G₁) → Range (Selecting, Copying, Moving, Autofill)

WEEK 6

ASSIGNMENT: DDL, DML, DCL Concepts

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

DDL, DML, DCL again discuss

Lab(G₁) → Inserting Row/Column, Deleting Row/Column

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

Presentation

Lab(G₁) → Changing cell height & width

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

Basics of Query language

Lab(G₂) → Inserting Row/Column, Deleting Row/Column

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

Query language Explanation

Lab(G₂) → Changing cell height & width

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

5

Basics of Report Generator

Lab(G₂) → Formulas & functions

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 generate report

Lab(G₁) → Formulas & functions

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

Holiday on account of Maha Shivaratri.

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

Class Doubts

Lab(G₁) → Formula & functions & Practice

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

Concept of data independence.

Lab(G₁) → Again Practice

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

Introduction about various keys used in DBMS.

Lab(G₂) → Formula & funⁿ & Practice

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

Primary key definition and how we use it in a table.

Lab(G₂) → Again Practice

WEEK 8

ASSIGNMENT: Different types of keys used in DBMS (database)
WEEK 8, DAY 1, DATE : 19/02/2018 (MONDAY)

Foreign key definition and how we use it in a table.

Lab(G₂) → Chart & its types

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

Candidate key explanation

Lab(G₁) → Chart & its types

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

Alternate and Super key explanation

Lab(G₁) → Practice of diffⁿ types of chart

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

Again discuss keys.

Lab(G₁) → Vira

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

Test

Lab(G₂) → Practice of diffⁿ types of chart

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

Database Models Introduction

WEEK 9

Vira

ASSIGNMENT:

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

Hierarchical Model

Lab (G₂) → Introduction to MS-Access, features

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

Network Model

Lab (G₂) → Introduction to MS-Access, features

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:

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

Relational Model

Lab (G₂) → Table, field name, field type, field length etc.

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

Differences between Models.

Lab(G₂) → Creating a table in MS-Access

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

Define the structure of database

Lab(G₁) → Table, field Name, field type, length etc.

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

How we create database

Lab(G₁) → Creating a table in MS-Access

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

Entering data, Viewing data

Lab(G₁) → Creating a table using design view

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

Modifying data (Adding, deleting etc)

Lab(G₂) → Creating a table using design view

WEEK 11 MS-Excel Components

ASSIGNMENT: MS-Excel Components

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

Test

Lab(G₂) → Naming, Saving, Entering, Removing Record

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

Introduction to MS-Excel

Lab(G₂) → Viva

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

Define Worksheet, Workbook & diff. b/w them

Lab(G₁) → Naming, Saving, Entering Record

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

Features of Worksheet

Lab(G₁) → Viva

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

Components of MS-Excel Window

Lab(G₁) → Hide, Freeze, Unfreeze the Columns

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

Class Doubts.

Lab(G₂) → Hide, Freeze, Unfreeze the Columns

WEEK 12

ASSIGNMENT:

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

Creating a Workbook.

Lab(G₂) → Make changes in Design View

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

Define table in MS-Excel; Creating table

Lab(G₂) → Practice of MS-Access.

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

Converting the table into a graph.
Lab (G₁) → Make changes in design view

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

Test

Lab (G₁) → Practice of MS-Access.

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

Holiday on account of Shahidi diwas.

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

Define function? Explanation about built in functions.

Lab (G₁) → Primary key, Set a field as primary key and remove a primary key

WEEK 13

ASSIGNMENT:

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

Again discuss built in functions.

Lab (G₂) → Primary key, set a field as primary key & remove a primary key

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

Concept of Record, tables, file etc.

Lab (G₂) → Creating Query Using design view

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

Creation of database

Lab(G₂) → Practice of Creating a Query using design view.

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

Holiday on account of Mahavir jayanti.

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

Explanation about reports.

Lab(G₁) → Creating query using design view.

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

Oral test

Lab(G₁) → Practice of Creating a query using design view.

WEEK 14

ASSIGNMENT: Diffⁿ types of built-in functions

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

Lab(G₁) → Sorting the records
Navigation in a table

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

Searching the records

Lab(G₂) → Navigation in a table)

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

How we design queries
Lab(G₂) → Practice of a navigation in a table

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

Again discuss design queries
lab(G₂) → Practice

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

How we design reports
lab(G₁) → Practice of a navigation in a table

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

Class doubts
lab(G₁) → Practice

WEEK 15

ASSIGNMENT: Data arrangement & its access

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

Traditional file environment
lab(G₁) → Viva

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

Basic of data arrangement & access
lab(G₂) → (Viva)

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

Identification of relevant data
Lab (G₂) → Practice of MS-Excel.

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

Test
Lab (G₂) → Practice of MS-Excel.

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

Evaluation of database technology.
Lab (G₁) → Practice of MS-Excel.

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)

Introduction about modern approaches
Lab (G₁) → Practice of MS-Excel.

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

Explanation about modern approaches
Lab (G₁) → Viva ^{from} MS-Excel (Full syllabus of MS-Excel)

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)

Applications of MS-Access.

Lab (G₂) → Viva from MS-Excel full syllabus.

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

Test

Lab (G₂) → Practice of MS-Access

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

Revision

Lab (G₂) → Practice of MS-Access

WEEK 17

ASSIGNMENT:

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

Revision

Lab (G₁) → Practice of MS-Access

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

Discussion on Previous question

Lab (G₁) → ^{papers} Practice of MS-Access.

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

Discussion on Previous question papers.

Lab(G₁) → Viva of MS-Access from full syllabus
WEEK 17, DAY 4, DATE : 26/04/2018 (THURSDAY)

Presentation

Lab(G₂) → Practice of MS-Access

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

Oral Test
Lab(G₂) → Practice of MS-Access

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

Revision

Lab(G₂) → Viva of MS-Access from full syllabus

WEEK 18

ASSIGNMENT:

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

Revision

Lab(G₁) → Practice

Famf