

Saraswati Mahila Mahavidyalaya, Palwal

Lesson Plan :

Name of the Assistant/Associate Professor: Ms. Parul

Class and Section: B.A - I

Name of subject: Basics of Computer Education (with 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: Word processor, features
WEEK 1, DAY 1, DATE : 01/01/2018 (MONDAY)
What is word processor, advantages & Uses
WEEK 1, DAY 2, DATE : 02/01/2018 (TUESDAY)
Starting of MS-Word, Components of MS-Word window
WEEK 1, DAY 3, DATE : 03/01/2018 (WEDNESDAY)
File Menu (Creating, Opening, Saving etc) Difference between .doc and .docx Lab (G ₁) → MS-Word with components
WEEK 1, DAY 4, DATE : 04/01/2018 (THURSDAY)
Selection of Text (word, line, paragraph) Lab (G ₂) → MS-Word with components
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)

WEEK 2

ASSIGNMENT:

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

Editing (Inserting, Deleting, Replacing, changing case, Undo, Redo, Moving (cut & paste))

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

Difference between Save & Saves, Spell checking

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

Thesaurus, finding & Replacing the text in a word document.

Lab(G₁) → Formatting, Editing

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

Introduction to Formatting, Types of formatting

Lab(G₂) → Formatting, Editing

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

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

WEEK 3

ASSIGNMENT: *Formatting*

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

Character formatting (Bold, Italic etc) ..

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

Paragraph formatting (Alignment, Justify, Bullets & Numberings, Border & Shading, line spacing)

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

Page formatting (Margins, Papersize, Columns, Orientation, header & footer), Drop Cap.

Lab (G₁) → Columns, header & footer, Drop Cap.

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

Table (Insert & Draw), Entering data

Lab (G₂) → Columns, header & footer, Drop Cap.

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

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

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)

Inserting, Deleting Rows & Columns.

Lab(G₁) → Table, Splitting & Merging Cells, Sorting.

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)

Splitting Cells, Merging Cells, Autofit, Sorting.

Lab(G₂) → Table, Splitting & Merging cells, Sorting.

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

Holiday on account of Republic Day.

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

WEEK 5

ASSIGNMENT:

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

Word Art, Adding Clip Art, Working with shape

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

Hyperlinks, Bookmarks, Pictures etc.

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)

Concept of Macros
Lab(G₁) → Word Art, Hyperlinks, Pictures.

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

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

WEEK 6

ASSIGNMENT: *Macros*

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

Mail Merge with all the steps, Advantages of Mail Merge.

Lab(G₂) → Word AA, Hyperlinks, Pictures

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

Define. Internet, Uses of the Internet or Applications of the internet.

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

Diff.ⁿ ways to connect at Home, Software & hardware requirement for connection.

Lab(G₁) → Macros

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

Test

Lab(G₂) → Macros

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

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)

Intro of Services of Internet.

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

Holiday on account of Maha Shivaratri.

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

E-mail (Electronic mail), Advantages & limitations of E-mail

Lab(G₁) → E-mail ID Creation

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

Websites & World Wide Web.

Lab(G₂) → E-mail ID Creation

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

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

WEEK 8

ASSIGNMENT: Mail - Merge

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

Class doubts

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

Difference between WWW & Internet,
IRC (Internet Relay Chat)

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

Video Conferencing, Requirement & Steps
to hold video Conferencing

Lab(G₁) → Mail Merge

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

News groups (Usenet), FTP (File Transfer
Protocol).

Lab(G₂) → Mail Merge

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

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

WEEK 9

ASSIGNMENT:

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

Telnet, Other Internet Services

Lab(G₁) → Viva

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

Presentation

Lab(G₂) → Viva

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)

Web browsers & Net Surfing Introduction

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

Domain Name System (DNS), IP Address,
URL Address.

Lab(G₁) → How we open E-mail-ID

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

Web Browsers (Internet Explorer, Google Chrome)
How web browser work & its functions

Lab(G₂) → How we open E-mail-ID

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

Test

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

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

WEEK 11

ASSIGNMENT: Internet Applications of Internet

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

Surfing the Internet (Net surfing using
URL, Net surfing using Search Engines)

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

Copying Portion or Complete a web page.

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

Printing a portion or downloading a file
Lab (G₁) → Components of E-mail.

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

Class doubts.
Lab (G₂) → Components of E-mail.

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

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

WEEK 12

ASSIGNMENT:

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

Introduction to E-mail, Working of E-mail, services providers of E-mail.

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

Creating E-mail ID or account

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

Explanation about components of e-mail.
Mail-Box, Viewing (reading) the email.

Lab (G₁) → URL addresses

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

Sending the email, Sending the same
e-mail to various users.

Lab (G₂) → URL addresses

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

Holiday on account of Shahidi diwas.

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

WEEK 13

ASSIGNMENT: E-mail.

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

Test

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

Saving Mail, Sending Softcopy as Attachment

Lab (G₁) → Downloading a file

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

Enclosures to Email, Reply to an E-mail.

Lab (G₂) → Downloading a file

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

Holiday on account of Mahavir jayanti.

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

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

WEEK 14

ASSIGNMENT:

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

Class doubts

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

Sending a portion of document as E-mail.

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

Sending diff^h documents.

Lab(G₁) → Difference b/w diff^h web browsers

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

Forwarding an E-mail, Deleting an E-mail.

Lab(G₂) → Difference b/w diff^h web browsers

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

Test

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

WEEK 15

ASSIGNMENT:

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

Discussion on UNIT-I (Computer fundamentals)

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

Doubts of UNIT-I

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

Revision

Lab(G₁) → Practice

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

Test

Lab(G₂) → Practice

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

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)

Discussion on UNIT-II (Operating System)

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

Doubts

Lab(G₁) → Practice

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)

Revision

Lab(G₂) → Practice

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

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

WEEK 17

ASSIGNMENT:

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

Jest

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

Revision

Lab(G₁) → Practice

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

Revision

Lab(G₂) → Practice

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

Revision
Lab(G₁) → Practice

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

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

WEEK 18

ASSIGNMENT:

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

Revision
Lab(G₂) → Practice

Tamul