

# DAV COLLEGE CHEEKA, KAITHAL

## Lesson Plan

Name of the Assistant/ Associate Professor: - Mr. Deepak Kumar

Class and Section: - B.A-1 Year (2<sup>nd</sup>Sem)

Subject: **Computer Awareness -Basic of Computer**

Paper code: **BC-206**

Week	Date	Topics
1	1-Jan-18	Definition and overview of computer
	2-Jan-18	Characteristics of computer
	3-Jan-18	Applications of computer
	4-Jan-18	Components of computer System
	5-Jan-18	Input Devices
	6-Jan-18	Input Devices
	7-Jan-18	Sunday
2	8-Jan-18	Input Devices
	9-Jan-18	Input Devices
	10-Jan-18	Output Devices
	11-Jan-18	Output Devices
	12-Jan-18	Output Devices
	13-Jan-18	Output Devices, <b>and its assignments.</b>
	14-Jan-18	Sunday
3	15-Jan-18	Concept of Memory
	16-Jan-18	Concept of Memory
	17-Jan-18	Magnetic Storage Devices
	18-Jan-18	Magnetic Storage Devices
	19-Jan-18	Magnetic Storage Devices
	20-Jan-18	Magnetic Storage Devices
	21-Jan-18	Sunday
4	22-Jan-18	VasantPanchami
	23-Jan-18	Magnetic Storage Devices
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	Optical Storage Devices
	26-Jan-18	Republic Day
	27-Jan-18	Optical Storage Devices
	28-Jan-18	Sunday
5	29-Jan-18	Optical Storage Devices
	30-Jan-18	Optical Storage Devices
	31-Jan-18	<b>Revision &amp; test of 1<sup>st</sup> unit</b>

## Lesson Plan

Week	Date	Topics
1	1-Feb-18	Overview of Operating System
	2-Feb-18	Functions of Operating System
	3-Feb-18	Basic Components of Window
	4-Feb-18	Sunday
2	5-Feb-18	Basic Components of Window
	6-Feb-18	Exploring Computer Icons
	7-Feb-18	Exploring Computer Icons
	8-Feb-18	Exploring Computer Taskbar & Desktop
	9-Feb-18	Exploring Computer Taskbar & Desktop
	10-Feb-18	MaharshiDayanandSaraswatiJayanti
	11-Feb-18	Sunday
3	12-Feb-18	Managing Files & Folders
	13-Feb-18	MahaShivratri
	14-Feb-18	Managing Files & Folders
	15-Feb-18	In Control Panel-Display Properties
	16-Feb-18	In Control Panel-Display Properties
	17-Feb-18	In Control Panel- Add/Remove Software & Hardware
	18-Feb-18	Sunday
4	19-Feb-18	In Control Panel- Add/Remove Software & Hardware
	20-Feb-18	In Control Panel- Add/Remove Software & Hardware
	21-Feb-18	In Control Panel- Setting Date & Time
	22-Feb-18	In Control Panel- Setting Date & Time
	23-Feb-18	In Control Panel- Setting Screen Saver
	24-Feb-18	In Control Panel- Setting Screen Saver
	25-Feb-18	Sunday
5	26-Feb-18	In Control Panel- Setting Appearance
	27-Feb-18	In Control Panel- Setting Appearance
	28-Feb-18	<b>Revision &amp; test of 2<sup>nd</sup> unit</b>

## Lesson Plan

Week	Date	Topics
1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Introduction to Word Processing
	4-Mar-18	Sunday
2	5-Mar-18	Creating Document
	6-Mar-18	Explain Menus
	7-Mar-18	Editing & Formatting Document
	8-Mar-18	Editing & Formatting Document
	9-Mar-18	Editing & Formatting Document
	10-Mar-18	Editing & Formatting Document
	11-Mar-18	Sunday
3	12-Mar-18	Editing & Formatting Document
	13-Mar-18	Spell Checking
	14-Mar-18	Printing & View Document
	15-Mar-18	Creating Tables
	16-Mar-18	Creating Tables
	17-Mar-18	Creating Tables
	18-Mar-18	Sunday
4	19-Mar-18	Creating Tables
	20-Mar-18	Explain WordArt
	21-Mar-18	Explain Mail Merge
	22-Mar-18	Explain Mail Merge
	23-Mar-18	ShaheediDiwas of Bhagat Singh, Rajguru&Sukhdev
	24-Mar-18	Explain Mail Merge
	25-Mar-18	Sunday/ Ram Navami
5	26-Mar-18	Explain Mail Merge
	27-Mar-18	Explain Mail Merge
	28-Mar-18	Explain Macros
	29-Mar-18	MahavirJayanti
	30-Mar-18	Explain Macros
	31-Mar-18	<b>Revision &amp; test of 3<sup>rd</sup> unit</b>

## Lesson Plan

Week	Date	Topics
1	1-Apr-18	Sunday
	2-Apr-18	Overview of Internet
	3-Apr-18	Internet Applications
	4-Apr-18	Surfing the Internet using web Browsers
	5-Apr-18	Surfing the Internet using web Browsers
	6-Apr-18	Surfing the Internet using web Browsers
	7-Apr-18	Creating Email Id
	8-Apr-18	Sunday
2	9-Apr-18	Creating Email Id
	10-Apr-18	Creating Email Id
	11-Apr-18	Viewing an E-Mail
	12-Apr-18	Viewing an E-Mail
	13-Apr-18	Viewing an E-Mail
	14-Apr-18	Dr AmbedkarJayanti / Vaisakhi
	15-Apr-18	Sunday
3	16-Apr-18	Sending an E-Mail to a Single users
	17-Apr-18	Sending an E-Mail to a Single users
	18-Apr-18	ParashuramaJayanti
	19-Apr-18	Sending an E-Mail to multiple users
	20-Apr-18	Sending an E-Mail to multiple users
	21-Apr-18	Sending an E-Mail to multiple users
	22-Apr-18	Sunday
4	23-Apr-18	Sending a file as attachment
	24-Apr-18	Sending a file as attachment
	25-Apr-18	Sending a file as attachment
	26-Apr-18	Sending a file as attachment
	27-Apr-18	Sending a file as attachment
	28-Apr-18	Revision & test of 4 <sup>th</sup> unit

## Lesson Plan

Name of the Assistant/ Associate Professor: **Prof. Deepak Kumar**

Class and Section: **M.Com Final**

Subject: **IT AND E-COMMERCE**

Paper code: **MC-401**

Week	Date	Topics
1	1-Jan-18	Introduction to E-commerce: Meaning of electronic commerce
	2-Jan-18	Business applications of e-commerce, comparison with traditional commerce: Business models in E-commerce –e-shops
	3-Jan-18	Business applications of e-commerce, comparison with traditional commerce: Business models in E-commerce –e-shops
	4-Jan-18	Business applications of e-commerce, comparison with traditional commerce: Business models in E-commerce –e-shops
	5-Jan-18	e-procurement, e-auctions
	6-Jan-18	e-procurement, e-auctions
	7-Jan-18	Sunday
2	8-Jan-18	e-procurement, e-auctions
	9-Jan-18	e-procurement, e-auctions
	10-Jan-18	e-procurement, e-auctions
	11-Jan-18	value chain integrators, information brokerage, telecommunication,
	12-Jan-18	value chain integrators, information brokerage, telecommunication,
	13-Jan-18	value chain integrators, information brokerage, telecommunication,
	14-Jan-18	Sunday
3	15-Jan-18	value chain integrators, information brokerage, telecommunication,
	16-Jan-18	value chain integrators, information brokerage, telecommunication,
	17-Jan-18	collaboration platforms, etc.;
	18-Jan-18	collaboration platforms, etc.;
	19-Jan-18	collaboration platforms, etc.;
	20-Jan-18	Electronic payment system
	21-Jan-18	Sunday
4	22-Jan-18	VasantPanchami
	23-Jan-18	Electronic payment system
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	Electronic payment system
	26-Jan-18	Republic Day
	27-Jan-18	Electronic payment systems
	28-Jan-18	Sunday
5	29-Jan-18	Electronic payment system
	30-Jan-18	Electronic payment system
	31-Jan-18	Revision and test

Week	Date	Topics
1	1-Feb-18	E-Banking – concept, operations.
	2-Feb-18	E-Banking – concept, operations.
	3-Feb-18	E-Banking – concept, operations.
	4-Feb-18	Sunday
2	5-Feb-18	E-Banking – concept, operations.
	6-Feb-18	E-Banking – concept, operations.
	7-Feb-18	Online fund transfer – RTGC, ATM, etc.,
	8-Feb-18	Online fund transfer – RTGC, ATM, etc.,
	9-Feb-18	Online fund transfer – RTGC, ATM, etc.,
	10-Feb-18	MaharshiDayanandSaraswatiJayanti
	11-Feb-18	Sunday
3	12-Feb-18	Online fund transfer – RTGC, ATM, etc.,
	13-Feb-18	MahaShivratri
	14-Feb-18	Online share market operations.
	15-Feb-18	Online share market operations.
	16-Feb-18	Online share market operations.
	17-Feb-18	Online share market operations.
	18-Feb-18	Sunday
4	19-Feb-18	Online marketing,
	20-Feb-18	Online marketing,
	21-Feb-18	Online marketing,
	22-Feb-18	Web-based advertising – concept, advantages;
	23-Feb-18	Web-based advertising – concept, advantages;
	24-Feb-18	Web-based advertising – concept, advantages;
	25-Feb-18	Sunday
5	26-Feb-18	Web-based advertising – concept, advantages;
	27-Feb-18	Assignment on 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> Chapters Topics
	28-Feb-18	Revision And Test

Week	Date	Topics
1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Types of online advertisements;
	4-Mar-18	Sunday
2	5-Mar-18	Types of online advertisements;
	6-Mar-18	Types of online advertisements;
	7-Mar-18	Types of online advertisements;
	8-Mar-18	Search engine – as an advertising media
	9-Mar-18	Search engine – as an advertising media
	10-Mar-18	Search engine – as an advertising media
	11-Mar-18	Sunday
3	12-Mar-18	Search engine – as an advertising media
	13-Mar-18	Search engine – as an advertising media
	14-Mar-18	search engine optimization – concept and techniques;
	15-Mar-18	search engine optimization – concept and techniques;
	16-Mar-18	search engine optimization – concept and techniques;
	17-Mar-18	search engine optimization – concept and techniques;
	18-Mar-18	Sunday
4	19-Mar-18	Email marketing;
	20-Mar-18	Email marketing;
	21-Mar-18	Social Networking and marketing – promotion, opinion formulation, etc.
	22-Mar-18	Social Networking and marketing – promotion, opinion formulation, etc.
	23-Mar-18	ShaheediDiwas of Bhagat Singh, Rajguru&Sukhdev
	24-Mar-18	Social Networking and marketing – promotion, opinion formulation, etc.
	25-Mar-18	Sunday/ Ram Navami
5	26-Mar-18	Social Networking and marketing – promotion, opinion formulation, etc.
	27-Mar-18	Viral Marketing, E-retailing-concept advantages, limitations
	28-Mar-18	Viral Marketing, E-retailing-concept advantages, limitations
	29-Mar-18	MahavirJayanti
	30-Mar-18	Viral Marketing, E-retailing-concept advantages, limitations
	31-Mar-18	Revision And Test

Week	Date	Topics
1	1-Apr-18	Sunday
	2-Apr-18	CRM and Information Technology
	3-Apr-18	CRM and Information Technology
	4-Apr-18	CRM and Information Technology
	5-Apr-18	Tools to conducting online research – secondary research
	6-Apr-18	Tools to conducting online research – secondary research
	7-Apr-18	Tools to conducting online research – secondary research
	8-Apr-18	Sunday
2	9-Apr-18	Online focus groups, web based surveys
	10-Apr-18	Online focus groups, web based surveys
	11-Apr-18	Online focus groups, web based surveys
	12-Apr-18	data mining from social networking sites
	13-Apr-18	data mining from social networking sites
	14-Apr-18	Dr AmbedkarJayanti / Vaisakhi
	15-Apr-18	Sunday
3	16-Apr-18	Cloud computing –Concept, uses in business;
	17-Apr-18	Cloud computing –Concept, uses in business;
	18-Apr-18	ParashuramaJayanti
	19-Apr-18	Cloud computing –Concept, uses in business;
	20-Apr-18	Enterprise Resource Planning;
	21-Apr-18	Enterprise Resource Planning;
	22-Apr-18	Sunday
4	23-Apr-18	Security issues in e-commerce -Online frauds, Privacy issues;
	24-Apr-18	Security issues in e-commerce -Online frauds, Privacy issues;
	25-Apr-18	Cyber laws including Information Technology Act.
	26-Apr-18	Cyber laws including Information Technology Act.
	27-Apr-18	Cyber laws including Information Technology Act.
	28-Apr-18	Revision and test



## Lesson Plan

Name of the Assistant/ Associate Professor: Mr. Deepak Kumar

Class and Section: B.Com (A sec)

Subject: Computer Practical

Week	Date	Topics
1	1-Jan-18	<b>COMPUTER FUNDAMENTALS</b>
	2-Jan-18	Introduction of Computer
	3-Jan-18	Application / Uses of Computer
	4-Jan-18	Characteristics of Computer
	5-Jan-18	Structure of Computer
	6-Jan-18	Structure of Computer
	7-Jan-18	Sunday
2	8-Jan-18	<b>Assignment</b>
	9-Jan-18	Functioning of Computer
	10-Jan-18	<b>Revision of Computer Fundamental</b>
	11-Jan-18	<b>OPERATING SYSTEM</b>
	12-Jan-18	Introduction of Operating System
	13-Jan-18	Function of Operating System
	14-Jan-18	Sunday
3	15-Jan-18	Types of Operating System
	16-Jan-18	Types of Operating System
	17-Jan-18	Types of Operating System
	18-Jan-18	<b>Assignment on Types of Operating System</b>
	19-Jan-18	Disk Operating System
	20-Jan-18	Disk Operating System
	21-Jan-18	Sunday
4	22-Jan-18	VasantPanchami
	23-Jan-18	Microsoft Windows
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	Microsoft Windows
	26-Jan-18	Republic Day
	27-Jan-18	Working With Window 7
	28-Jan-18	Sunday
5	29-Jan-18	Working With Window 7
	30-Jan-18	Working With Window 7
	31-Jan-18	<b>Revision of Operating System</b>

## Lesson Plan

Week	Date	Topics
1	1-Feb-18	<b>MICROSOFT OFFICE WORD</b>
	2-Feb-18	Introduction of MS Word
	3-Feb-18	Explore Window
	4-Feb-18	Sunday
2	5-Feb-18	Backstage View
	6-Feb-18	Saving a New Document
	7-Feb-18	Find Command
	8-Feb-18	Find Command
	9-Feb-18	Find & Replace Operation
	10-Feb-18	MaharshiDayanandSaraswatiJayanti
	11-Feb-18	Sunday
3	12-Feb-18	Change the Font Type & Size
	13-Feb-18	MahaShivratri
	14-Feb-18	Text Decoration
	15-Feb-18	Creating a Table
	16-Feb-18	Creating a Table
	17-Feb-18	Modify a Table
	18-Feb-18	Sunday
4	19-Feb-18	Format a Table
	20-Feb-18	Format a Table
	21-Feb-18	<b>Assignment on Table</b>
	22-Feb-18	Mail Merge
	23-Feb-18	Mail Merge
	24-Feb-18	Mail Merge
	25-Feb-18	Sunday
5	26-Feb-18	Mail Merge
	27-Feb-18	<b>Revision of Microsoft Office Word</b>
	28-Feb-18	Winter Holidays

## Lesson Plan

Week	Date	Topics
1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Winter Holidays
	4-Mar-18	Sunday
2	5-Mar-18	<b>MICROSOFT EXCEL</b>
	6-Mar-18	Introduction of Microsoft Excel
	7-Mar-18	Explore Window
	8-Mar-18	Creating new Worksheet
	9-Mar-18	Hiding & Unhiding a worksheet
	10-Mar-18	Row & Column Basics
	11-Mar-18	Sunday
3	12-Mar-18	Formatting Cell
	13-Mar-18	Changing Background Colour
	14-Mar-18	Changing Foreground Colour
	15-Mar-18	Margins
	16-Mar-18	Page Orientation
	17-Mar-18	Merge Cells
	18-Mar-18	Sunday
4	19-Mar-18	Formulas in MS Excel
	20-Mar-18	Formulas in MS Excel
	21-Mar-18	Formulas in MS Excel
	22-Mar-18	Formulas in MS Excel
	23-Mar-18	ShaheediDiwas of Bhagat Singh, Rajguru&Sukhdev
	24-Mar-18	<b>Assignments on Formulas</b>
	25-Mar-18	Sunday/ Ram Navami
5	26-Mar-18	Data Filtering
	27-Mar-18	Data Sorting
	28-Mar-18	Creating Charts
	29-Mar-18	MahavirJayanti
	30-Mar-18	Creating Charts
	31-Mar-18	<b>Revision of Microsoft Excel</b>

## Lesson Plan

Week	Date	Topics
1	1-Apr-18	Sunday
	2-Apr-18	<b>MICROSOFT POWER POINT</b>
	3-Apr-18	Introduction of MS PowerPoint
	4-Apr-18	Explore Window
	5-Apr-18	Creating Presentation
	6-Apr-18	Adding new Slides
	7-Apr-18	Setting Backgrounds
	8-Apr-18	Sunday
2	9-Apr-18	Text Decoration
	10-Apr-18	Text Decoration
	11-Apr-18	Assignment on MS PowerPoint
	12-Apr-18	Multimedia in the Power Point
	13-Apr-18	<b>Revision of MS Power Point</b>
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi
	15-Apr-18	Sunday
3	16-Apr-18	<b>INTERNET &amp; ITS APPLICATIONS</b>
	17-Apr-18	Introduction of Internet
	18-Apr-18	Parashurama Jayanti
	19-Apr-18	Connecting to the Internet
	20-Apr-18	Connecting to the Internet
	21-Apr-18	<b>Assignments on Internet</b>
	22-Apr-18	Sunday
4	23-Apr-18	Internet Works
	24-Apr-18	Internet Works
	25-Apr-18	Internet Works
	26-Apr-18	Applications & Services of Internet
	27-Apr-18	Applications & Services of Internet
	28-Apr-18	<b>Revision of Internet &amp; its Application</b>

## Lesson Plan

**Name of the Assistant/ Associate Professor: Mr. Deepak Kumar**

**Class and Section: B.A 1<sup>st</sup> 2<sup>nd</sup> sem**

**Subject: Computer Practical**

Week	Date	Topics
1	1-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	2-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	3-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	4-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	5-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	6-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	7-Jan-18	Sunday
2	8-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	9-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	10-Jan-18	Explain Input & Output devices
	11-Jan-18	Explain Input & Output devices
	12-Jan-18	Explain Input & Output devices
	13-Jan-18	Explain Input & Output devices
	14-Jan-18	Sunday
3	15-Jan-18	Explain Input & Output devices
	16-Jan-18	Explain Input & Output devices
	17-Jan-18	Explain Input & Output devices
	18-Jan-18	Explain Input & Output devices
	19-Jan-18	What is Memory? Explain its Types.
	20-Jan-18	What is Memory? Explain its Types.
	21-Jan-18	Sunday
4	22-Jan-18	VasantPanchami
	23-Jan-18	What is Memory? Explain its Types.
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	What is Memory? Explain its Types.
	26-Jan-18	Republic Day
	27-Jan-18	What is Memory? Explain its Types.
	28-Jan-18	Sunday
5	29-Jan-18	What is Memory? Explain its Types.
	30-Jan-18	What is Memory? Explain its Types.
	31-Jan-18	What is Memory? Explain its Types.

## Lesson Plan

Week	Date	Topics
1	1-Feb-18	What are the types of Generation of the computer?
	2-Feb-18	What are the types of Generation of the computer?
	3-Feb-18	What are the types of Generation of the computer?
	4-Feb-18	Sunday
2	5-Feb-18	What are the types of Generation of the computer?
	6-Feb-18	What are the types of Generation of the computer?
	7-Feb-18	What are the types of Generation of the computer?
	8-Feb-18	What are the types of Generation of the computer?
	9-Feb-18	What are the types of Generation of the computer?
	10-Feb-18	MaharshiDayanandSaraswatiJayanti
	11-Feb-18	Sunday
3	12-Feb-18	What is file & Folder? Make a Folder of your name.
	13-Feb-18	MahaShivratri
	14-Feb-18	What is file & Folder? Make a Folder of your name.
	15-Feb-18	What is file & Folder? Make a Folder of your name.
	16-Feb-18	What is file & Folder? Make a Folder of your name.
	17-Feb-18	What is file & Folder? Make a Folder of your name.
	18-Feb-18	Sunday
4	19-Feb-18	What is file & Folder? Make a Folder of your name.
	20-Feb-18	What is file & Folder? Make a Folder of your name.
	21-Feb-18	What is file & Folder? Make a Folder of your name.
	22-Feb-18	What are MS Word & its option?
	23-Feb-18	What are MS Word & its option?
	24-Feb-18	What are MS Word & its option?
	25-Feb-18	Sunday
5	26-Feb-18	What are MS Word & its option?
	27-Feb-18	What are MS Word & its option?
	28-Feb-18	Winter Holidays

## Lesson Plan

Week	Date	Topics
1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Winter Holidays
	4-Mar-18	Sunday
2	5-Mar-18	What are MS Word & its option?
	6-Mar-18	What are MS Word & its option?
	7-Mar-18	What are MS Word & its option?
	8-Mar-18	What is an Email?
	9-Mar-18	What is an Email?
	10-Mar-18	What is an Email?
	11-Mar-18	Sunday
3	12-Mar-18	What is an Email?
	13-Mar-18	What is an Email?
	14-Mar-18	What is an Email?
	15-Mar-18	What is an Email?
	16-Mar-18	What is an Email?
	17-Mar-18	What is an Email?
	18-Mar-18	Sunday
4	19-Mar-18	What is Web Browser?
	20-Mar-18	What is Web Browser?
	21-Mar-18	What is Web Browser?
	22-Mar-18	What is Web Browser?
	23-Mar-18	ShaheediDiwas of Bhagat Singh, Rajguru&Sukhdev
	24-Mar-18	What is Web Browser?
	25-Mar-18	Sunday/ Ram Navami
5	26-Mar-18	What is Web Browser?
	27-Mar-18	What is Web Browser?
	28-Mar-18	What is Web Browser?
	29-Mar-18	MahavirJayanti
	30-Mar-18	What is Web Browser?
	31-Mar-18	What is Web Browser?

## Lesson Plan

Week	Date	Topics
1	1-Apr-18	Sunday
	2-Apr-18	What is Internet?
	3-Apr-18	What is Internet?
	4-Apr-18	What is Internet?
	5-Apr-18	What is Internet?
	6-Apr-18	What is Internet?
	7-Apr-18	What is Internet?
	8-Apr-18	Sunday
2	9-Apr-18	What is Internet?
	10-Apr-18	What is Internet?
	11-Apr-18	What is Internet?
	12-Apr-18	What is Internet?
	13-Apr-18	What is Hardware?
	14-Apr-18	Dr AmbedkarJayanti / Vaisakhi
	15-Apr-18	Sunday
3	16-Apr-18	What is Hardware?
	17-Apr-18	What is Hardware?
	18-Apr-18	ParashuramaJayanti
	19-Apr-18	What is Hardware?
	20-Apr-18	What is Hardware?
	21-Apr-18	What is Hardware?
	22-Apr-18	Sunday
4	23-Apr-18	What is Software?
	24-Apr-18	What is Software?
	25-Apr-18	What is Software?
	26-Apr-18	What is Software?
	27-Apr-18	What is Software?
	28-Apr-18	What is Software?



# DAV COLLEGE CHEEKA, KAITHAL

## Lesson Plan

Name of the Assistant/ Associate Professor: - Miss Ankita Rani

Class and Section: - B.Sc-1 Year (2<sup>nd</sup>Sem)

Subject: **Computer Awareness -Basic of Computer**

Paper code: **BC-206**

Week	Date	Topics
1	1-Jan-18	Definition and overview of computer
	2-Jan-18	Characteristics of computer
	3-Jan-18	Applications of computer
	4-Jan-18	Components of computer System
	5-Jan-18	Input Devices
	6-Jan-18	Input Devices
	7-Jan-18	Sunday
2	8-Jan-18	Input Devices
	9-Jan-18	Input Devices
	10-Jan-18	Output Devices
	11-Jan-18	Output Devices
	12-Jan-18	Output Devices
	13-Jan-18	Output Devices
	14-Jan-18	Sunday
3	15-Jan-18	Concept of Memory
	16-Jan-18	Concept of Memory
	17-Jan-18	Magnetic Storage Devices
	18-Jan-18	Magnetic Storage Devices
	19-Jan-18	Magnetic Storage Devices
	20-Jan-18	Magnetic Storage Devices
	21-Jan-18	Sunday
4	22-Jan-18	VasantPanchami
	23-Jan-18	Magnetic Storage Devices
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	Optical Storage Devices
	26-Jan-18	Republic Day
	27-Jan-18	Optical Storage Devices
	28-Jan-18	Sunday
5	29-Jan-18	Optical Storage Devices
	30-Jan-18	Optical Storage Devices
	31-Jan-18	<b>Revision &amp; test of 1<sup>st</sup> unit</b>

## Lesson Plan

Week	Date	Topics
1	1-Feb-18	Overview of Operating System
	2-Feb-18	Functions of Operating System
	3-Feb-18	Basic Components of Window
	4-Feb-18	Sunday
2	5-Feb-18	Basic Components of Window
	6-Feb-18	Exploring Computer Icons
	7-Feb-18	Exploring Computer Icons
	8-Feb-18	Exploring Computer Taskbar & Desktop
	9-Feb-18	Exploring Computer Taskbar & Desktop
	10-Feb-18	MaharshiDayanandSaraswatiJayanti
	11-Feb-18	Sunday
3	12-Feb-18	Managing Files & Folders
	13-Feb-18	MahaShivratri
	14-Feb-18	Managing Files & Folders
	15-Feb-18	In Control Panel-Display Properties
	16-Feb-18	In Control Panel-Display Properties
	17-Feb-18	In Control Panel- Add/Remove Software & Hardware
	18-Feb-18	Sunday
4	19-Feb-18	In Control Panel- Add/Remove Software & Hardware
	20-Feb-18	In Control Panel- Add/Remove Software & Hardware
	21-Feb-18	In Control Panel- Setting Date & Time
	22-Feb-18	In Control Panel- Setting Date & Time
	23-Feb-18	In Control Panel- Setting Screen Saver
	24-Feb-18	In Control Panel- Setting Screen Saver
	25-Feb-18	Sunday
5	26-Feb-18	In Control Panel- Setting Appearance
	27-Feb-18	In Control Panel- Setting Appearance
	28-Feb-18	<b>Revision &amp; test of 2<sup>nd</sup> unit</b>

## Lesson Plan

Week	Date	Topics
1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Introduction to Word Processing
	4-Mar-18	Sunday
2	5-Mar-18	Creating Document
	6-Mar-18	Explain Menus
	7-Mar-18	Editing & Formatting Document
	8-Mar-18	Editing & Formatting Document
	9-Mar-18	Editing & Formatting Document
	10-Mar-18	Editing & Formatting Document
	11-Mar-18	Sunday
3	12-Mar-18	Editing & Formatting Document
	13-Mar-18	Spell Checking
	14-Mar-18	Printing & View Document
	15-Mar-18	Creating Tables
	16-Mar-18	Creating Tables
	17-Mar-18	Creating Tables
	18-Mar-18	Sunday
4	19-Mar-18	Creating Tables
	20-Mar-18	Explain WordArt
	21-Mar-18	Explain Mail Merge
	22-Mar-18	Explain Mail Merge
	23-Mar-18	ShaheediDiwas of Bhagat Singh, Rajguru&Sukhdev
	24-Mar-18	Explain Mail Merge
	25-Mar-18	Sunday/ Ram Navami
5	26-Mar-18	Explain Mail Merge
	27-Mar-18	Explain Mail Merge
	28-Mar-18	Explain Macros
	29-Mar-18	MahavirJayanti
	30-Mar-18	Explain Macros
	31-Mar-18	<b>Revision &amp; test of 3<sup>rd</sup> unit</b>

## Lesson Plan

Week	Date	Topics
1	1-Apr-18	Sunday
	2-Apr-18	Overview of Internet
	3-Apr-18	Internet Applications
	4-Apr-18	Surfing the Internet using web Browsers
	5-Apr-18	Surfing the Internet using web Browsers
	6-Apr-18	Surfing the Internet using web Browsers
	7-Apr-18	Creating Email Id
	8-Apr-18	Sunday
2	9-Apr-18	Creating Email Id
	10-Apr-18	Creating Email Id
	11-Apr-18	Viewing an E-Mail
	12-Apr-18	Viewing an E-Mail
	13-Apr-18	Viewing an E-Mail
	14-Apr-18	Dr AmbedkarJayanti / Vaisakhi
	15-Apr-18	Sunday
3	16-Apr-18	Sending an E-Mail to a Single users
	17-Apr-18	Sending an E-Mail to a Single users
	18-Apr-18	ParashuramaJayanti
	19-Apr-18	Sending an E-Mail to multiple users
	20-Apr-18	Sending an E-Mail to multiple users
	21-Apr-18	Sending an E-Mail to multiple users
	22-Apr-18	Sunday
4	23-Apr-18	Sending a file as attachment
	24-Apr-18	Sending a file as attachment
	25-Apr-18	Sending a file as attachment
	26-Apr-18	Sending a file as attachment
	27-Apr-18	Sending a file as attachment
	28-Apr-18	<b>Revision &amp; test of 4<sup>th</sup> unit</b>

# DAV COLLEGE CHEEKA, KAITHAL

## Lesson Plan

Name of the Assistant/ Associate Professor: - Miss Ankita Rani

Class and Section: - B.A-1 Year (2<sup>nd</sup>Sem)

Subject: **Computer Awareness -Basic of Computer**

Paper code: **BC-206**

Week	Date	Topics
1	1-Jan-18	Definition and overview of computer
	2-Jan-18	Characteristics of computer
	3-Jan-18	Applications of computer
	4-Jan-18	Components of computer System
	5-Jan-18	Input Devices
	6-Jan-18	Input Devices
	7-Jan-18	Sunday
2	8-Jan-18	Input Devices
	9-Jan-18	Input Devices
	10-Jan-18	Output Devices
	11-Jan-18	Output Devices
	12-Jan-18	Output Devices
	13-Jan-18	Output Devices
	14-Jan-18	Sunday
3	15-Jan-18	Concept of Memory
	16-Jan-18	Concept of Memory
	17-Jan-18	Magnetic Storage Devices
	18-Jan-18	Magnetic Storage Devices
	19-Jan-18	Magnetic Storage Devices
	20-Jan-18	Magnetic Storage Devices
	21-Jan-18	Sunday
4	22-Jan-18	VasantPanchami
	23-Jan-18	Magnetic Storage Devices
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	Optical Storage Devices
	26-Jan-18	Republic Day
	27-Jan-18	Optical Storage Devices
	28-Jan-18	Sunday
5	29-Jan-18	Optical Storage Devices
	30-Jan-18	Optical Storage Devices
	31-Jan-18	<b>Revision &amp; test of 1<sup>st</sup> unit</b>

## Lesson Plan

Week	Date	Topics
1	1-Feb-18	Overview of Operating System
	2-Feb-18	Functions of Operating System
	3-Feb-18	Basic Components of Window
	4-Feb-18	Sunday
2	5-Feb-18	Basic Components of Window
	6-Feb-18	Exploring Computer Icons
	7-Feb-18	Exploring Computer Icons
	8-Feb-18	Exploring Computer Taskbar & Desktop
	9-Feb-18	Exploring Computer Taskbar & Desktop
	10-Feb-18	MaharshiDayanandSaraswatiJayanti
	11-Feb-18	Sunday
3	12-Feb-18	Managing Files & Folders
	13-Feb-18	MahaShivratri
	14-Feb-18	Managing Files & Folders
	15-Feb-18	In Control Panel-Display Properties
	16-Feb-18	In Control Panel-Display Properties
	17-Feb-18	In Control Panel- Add/Remove Software & Hardware
	18-Feb-18	Sunday
4	19-Feb-18	In Control Panel- Add/Remove Software & Hardware
	20-Feb-18	In Control Panel- Add/Remove Software & Hardware
	21-Feb-18	In Control Panel- Setting Date & Time
	22-Feb-18	In Control Panel- Setting Date & Time
	23-Feb-18	In Control Panel- Setting Screen Saver
	24-Feb-18	In Control Panel- Setting Screen Saver
	25-Feb-18	Sunday
5	26-Feb-18	In Control Panel- Setting Appearance
	27-Feb-18	In Control Panel- Setting Appearance
	28-Feb-18	<b>Revision &amp; test of 2<sup>nd</sup> unit</b>

## Lesson Plan

Week	Date	Topics
1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Introduction to Word Processing
	4-Mar-18	Sunday
2	5-Mar-18	Creating Document
	6-Mar-18	Explain Menus
	7-Mar-18	Editing & Formatting Document
	8-Mar-18	Editing & Formatting Document
	9-Mar-18	Editing & Formatting Document
	10-Mar-18	Editing & Formatting Document
	11-Mar-18	Sunday
3	12-Mar-18	Editing & Formatting Document
	13-Mar-18	Spell Checking
	14-Mar-18	Printing & View Document
	15-Mar-18	Creating Tables
	16-Mar-18	Creating Tables
	17-Mar-18	Creating Tables
	18-Mar-18	Sunday
4	19-Mar-18	Creating Tables
	20-Mar-18	Explain WordArt
	21-Mar-18	Explain Mail Merge
	22-Mar-18	Explain Mail Merge
	23-Mar-18	ShaheediDiwas of Bhagat Singh, Rajguru&Sukhdev
	24-Mar-18	Explain Mail Merge
	25-Mar-18	Sunday/ Ram Navami
5	26-Mar-18	Explain Mail Merge
	27-Mar-18	Explain Mail Merge
	28-Mar-18	Explain Macros
	29-Mar-18	MahavirJayanti
	30-Mar-18	Explain Macros
	31-Mar-18	<b>Revision &amp; test of 3<sup>rd</sup> unit</b>

## Lesson Plan

Week	Date	Topics
1	1-Apr-18	Sunday
	2-Apr-18	Overview of Internet
	3-Apr-18	Internet Applications
	4-Apr-18	Surfing the Internet using web Browsers
	5-Apr-18	Surfing the Internet using web Browsers
	6-Apr-18	Surfing the Internet using web Browsers
	7-Apr-18	Creating Email Id
	8-Apr-18	Sunday
2	9-Apr-18	Creating Email Id
	10-Apr-18	Creating Email Id
	11-Apr-18	Viewing an E-Mail
	12-Apr-18	Viewing an E-Mail
	13-Apr-18	Viewing an E-Mail
	14-Apr-18	Dr AmbedkarJayanti / Vaisakhi
	15-Apr-18	Sunday
3	16-Apr-18	Sending an E-Mail to a Single users
	17-Apr-18	Sending an E-Mail to a Single users
	18-Apr-18	ParashuramaJayanti
	19-Apr-18	Sending an E-Mail to multiple users
	20-Apr-18	Sending an E-Mail to multiple users
	21-Apr-18	Sending an E-Mail to multiple users
	22-Apr-18	Sunday
4	23-Apr-18	Sending a file as attachment
	24-Apr-18	Sending a file as attachment
	25-Apr-18	Sending a file as attachment
	26-Apr-18	Sending a file as attachment
	27-Apr-18	Sending a file as attachment
	28-Apr-18	<b>Revision &amp; test of 4<sup>th</sup> unit</b>



## Lesson Plan

Name of the Assistant/ Associate Professor: Miss Ankita Rani

Class and Section: B.Com (B)

Subject: Computer Practical

Week	Date	Topics
1	1-Jan-18	<b>COMPUTER FUNDAMENTALS</b>
	2-Jan-18	Introduction of Computer
	3-Jan-18	Application / Uses of Computer
	4-Jan-18	Characteristics of Computer
	5-Jan-18	Structure of Computer
	6-Jan-18	Structure of Computer
	7-Jan-18	Sunday
2	8-Jan-18	<b>Assignment</b>
	9-Jan-18	Functioning of Computer
	10-Jan-18	<b>Revision of Computer Fundamental</b>
	11-Jan-18	<b>OPERATING SYSTEM</b>
	12-Jan-18	Introduction of Operating System
	13-Jan-18	Function of Operating System
	14-Jan-18	Sunday
3	15-Jan-18	Types of Operating System
	16-Jan-18	Types of Operating System
	17-Jan-18	Types of Operating System
	18-Jan-18	<b>Assignment on Types of Operating System</b>
	19-Jan-18	Disk Operating System
	20-Jan-18	Disk Operating System
	21-Jan-18	Sunday
4	22-Jan-18	VasantPanchami
	23-Jan-18	Microsoft Windows
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	Microsoft Windows
	26-Jan-18	Republic Day
	27-Jan-18	Working With Window 7
	28-Jan-18	Sunday
5	29-Jan-18	Working With Window 7
	30-Jan-18	Working With Window 7
	31-Jan-18	<b>Revision of Operating System</b>

## Lesson Plan

Week	Date	Topics
1	1-Feb-18	<b>MICROSOFT OFFICE WORD</b>
	2-Feb-18	Introduction of MS Word
	3-Feb-18	Explore Window
	4-Feb-18	Sunday
2	5-Feb-18	Backstage View
	6-Feb-18	Saving a New Document
	7-Feb-18	Find Command
	8-Feb-18	Find Command
	9-Feb-18	Find & Replace Operation
	10-Feb-18	MaharshiDayanandSaraswatiJayanti
	11-Feb-18	Sunday
3	12-Feb-18	Change the Font Type & Size
	13-Feb-18	MahaShivratri
	14-Feb-18	Text Decoration
	15-Feb-18	Creating a Table
	16-Feb-18	Creating a Table
	17-Feb-18	Modify a Table
	18-Feb-18	Sunday
4	19-Feb-18	Format a Table
	20-Feb-18	Format a Table
	21-Feb-18	<b>Assignment on Table</b>
	22-Feb-18	Mail Merge
	23-Feb-18	Mail Merge
	24-Feb-18	Mail Merge
	25-Feb-18	Sunday
5	26-Feb-18	Mail Merge
	27-Feb-18	<b>Revision of Microsoft Office Word</b>
	28-Feb-18	Winter Holidays

## Lesson Plan

Week	Date	Topics
1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Winter Holidays
	4-Mar-18	Sunday
2	5-Mar-18	<b>MICROSOFT EXCEL</b>
	6-Mar-18	Introduction of Microsoft Excel
	7-Mar-18	Explore Window
	8-Mar-18	Creating new Worksheet
	9-Mar-18	Hiding & Unhiding a worksheet
	10-Mar-18	Row & Column Basics
	11-Mar-18	Sunday
3	12-Mar-18	Formatting Cell
	13-Mar-18	Changing Background Colour
	14-Mar-18	Changing Foreground Colour
	15-Mar-18	Margins
	16-Mar-18	Page Orientation
	17-Mar-18	Merge Cells
	18-Mar-18	Sunday
4	19-Mar-18	Formulas in MS Excel
	20-Mar-18	Formulas in MS Excel
	21-Mar-18	Formulas in MS Excel
	22-Mar-18	Formulas in MS Excel
	23-Mar-18	ShaheediDiwas of Bhagat Singh, Rajguru&Sukhdev
	24-Mar-18	<b>Assignments on Formulas</b>
	25-Mar-18	Sunday/ Ram Navami
5	26-Mar-18	Data Filtering
	27-Mar-18	Data Sorting
	28-Mar-18	Creating Charts
	29-Mar-18	MahavirJayanti
	30-Mar-18	Creating Charts
	31-Mar-18	<b>Revision of Microsoft Excel</b>

## Lesson Plan

Week	Date	Topics
1	1-Apr-18	Sunday
	2-Apr-18	<b>MICROSOFT POWER POINT</b>
	3-Apr-18	Introduction of MS PowerPoint
	4-Apr-18	Explore Window
	5-Apr-18	Creating Presentation
	6-Apr-18	Adding new Slides
	7-Apr-18	Setting Backgrounds
	8-Apr-18	Sunday
2	9-Apr-18	Text Decoration
	10-Apr-18	Text Decoration
	11-Apr-18	Assignment on MS PowerPoint
	12-Apr-18	Multimedia in the Power Point
	13-Apr-18	<b>Revision of MS Power Point</b>
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi
	15-Apr-18	Sunday
3	16-Apr-18	<b>INTERNET &amp; ITS APPLICATIONS</b>
	17-Apr-18	Introduction of Internet
	18-Apr-18	Parashurama Jayanti
	19-Apr-18	Connecting to the Internet
	20-Apr-18	Connecting to the Internet
	21-Apr-18	<b>Assignments on Internet</b>
	22-Apr-18	Sunday
4	23-Apr-18	Internet Works
	24-Apr-18	Internet Works
	25-Apr-18	Internet Works
	26-Apr-18	Applications & Services of Internet
	27-Apr-18	Applications & Services of Internet
	28-Apr-18	<b>Revision of Internet &amp; its Application</b>

## Lesson Plan

Name of the Assistant/ Associate Professor: Miss Ankita Rani

Class and Section: B.A 1<sup>st</sup> 2<sup>nd</sup> sem

Subject: Computer Practical

Week	Date	Topics
1	1-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	2-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	3-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	4-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	5-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	6-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	7-Jan-18	Sunday
2	8-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	9-Jan-18	To Explain the working of CPU or Block Diagram of CPU
	10-Jan-18	Explain Input & Output devices
	11-Jan-18	Explain Input & Output devices
	12-Jan-18	Explain Input & Output devices
	13-Jan-18	Explain Input & Output devices
	14-Jan-18	Sunday
3	15-Jan-18	Explain Input & Output devices
	16-Jan-18	Explain Input & Output devices
	17-Jan-18	Explain Input & Output devices
	18-Jan-18	Explain Input & Output devices
	19-Jan-18	What is Memory? Explain its Types.
	20-Jan-18	What is Memory? Explain its Types.
	21-Jan-18	Sunday
4	22-Jan-18	VasantPanchami
	23-Jan-18	What is Memory? Explain its Types.
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	What is Memory? Explain its Types.
	26-Jan-18	Republic Day
	27-Jan-18	What is Memory? Explain its Types.
	28-Jan-18	Sunday
5	29-Jan-18	What is Memory? Explain its Types.
	30-Jan-18	What is Memory? Explain its Types.
	31-Jan-18	What is Memory? Explain its Types.

## Lesson Plan

Week	Date	Topics
1	1-Feb-18	What are the types of Generation of the computer?
	2-Feb-18	What are the types of Generation of the computer?
	3-Feb-18	What are the types of Generation of the computer?
	4-Feb-18	Sunday
2	5-Feb-18	What are the types of Generation of the computer?
	6-Feb-18	What are the types of Generation of the computer?
	7-Feb-18	What are the types of Generation of the computer?
	8-Feb-18	What are the types of Generation of the computer?
	9-Feb-18	What are the types of Generation of the computer?
	10-Feb-18	MaharshiDayanandSaraswatiJayanti
	11-Feb-18	Sunday
3	12-Feb-18	What is file & Folder? Make a Folder of your name.
	13-Feb-18	MahaShivratri
	14-Feb-18	What is file & Folder? Make a Folder of your name.
	15-Feb-18	What is file & Folder? Make a Folder of your name.
	16-Feb-18	What is file & Folder? Make a Folder of your name.
	17-Feb-18	What is file & Folder? Make a Folder of your name.
	18-Feb-18	Sunday
4	19-Feb-18	What is file & Folder? Make a Folder of your name.
	20-Feb-18	What is file & Folder? Make a Folder of your name.
	21-Feb-18	What is file & Folder? Make a Folder of your name.
	22-Feb-18	What are MS Word & its option?
	23-Feb-18	What are MS Word & its option?
	24-Feb-18	What are MS Word & its option?
	25-Feb-18	Sunday
5	26-Feb-18	What are MS Word & its option?
	27-Feb-18	What are MS Word & its option?
	28-Feb-18	Winter Holidays

## Lesson Plan

Week	Date	Topics
1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Winter Holidays
	4-Mar-18	Sunday
2	5-Mar-18	What are MS Word & its option?
	6-Mar-18	What are MS Word & its option?
	7-Mar-18	What are MS Word & its option?
	8-Mar-18	What is an Email?
	9-Mar-18	What is an Email?
	10-Mar-18	What is an Email?
	11-Mar-18	Sunday
3	12-Mar-18	What is an Email?
	13-Mar-18	What is an Email?
	14-Mar-18	What is an Email?
	15-Mar-18	What is an Email?
	16-Mar-18	What is an Email?
	17-Mar-18	What is an Email?
	18-Mar-18	Sunday
4	19-Mar-18	What is Web Browser?
	20-Mar-18	What is Web Browser?
	21-Mar-18	What is Web Browser?
	22-Mar-18	What is Web Browser?
	23-Mar-18	ShaheediDiwas of Bhagat Singh, Rajguru&Sukhdev
	24-Mar-18	What is Web Browser?
	25-Mar-18	Sunday/ Ram Navami
5	26-Mar-18	What is Web Browser?
	27-Mar-18	What is Web Browser?
	28-Mar-18	What is Web Browser?
	29-Mar-18	MahavirJayanti
	30-Mar-18	What is Web Browser?
	31-Mar-18	What is Web Browser?

## Lesson Plan

Week	Date	Topics
1	1-Apr-18	Sunday
	2-Apr-18	What is Internet?
	3-Apr-18	What is Internet?
	4-Apr-18	What is Internet?
	5-Apr-18	What is Internet?
	6-Apr-18	What is Internet?
	7-Apr-18	What is Internet?
	8-Apr-18	Sunday
2	9-Apr-18	What is Internet?
	10-Apr-18	What is Internet?
	11-Apr-18	What is Internet?
	12-Apr-18	What is Internet?
	13-Apr-18	What is Hardware?
	14-Apr-18	Dr AmbedkarJayanti / Vaisakhi
	15-Apr-18	Sunday
3	16-Apr-18	What is Hardware?
	17-Apr-18	What is Hardware?
	18-Apr-18	ParashuramaJayanti
	19-Apr-18	What is Hardware?
	20-Apr-18	What is Hardware?
	21-Apr-18	What is Hardware?
	22-Apr-18	Sunday
4	23-Apr-18	What is Software?
	24-Apr-18	What is Software?
	25-Apr-18	What is Software?
	26-Apr-18	What is Software?
	27-Apr-18	What is Software?
	28-Apr-18	What is Software?



## Lesson Plan

Name of the Assistant/ Associate Professor Miss Ankita Rani

Class and Section B.COM 1<sup>ST</sup> (B)

Subject: E-COMMERCE

Paper code: 204

Week	Date	Topics
1	1-Jan-18	Internet : Introduction
	2-Jan-18	Internet : Application and Uses of Internet
	3-Jan-18	Internet : Application and Uses of Internet
	4-Jan-18	Revision
	5-Jan-18	Guru Gobind Singh Jayanti
	6-Jan-18	Computer practical
	7-Jan-18	Sunday
2	8-Jan-18	Internet Services
	9-Jan-18	Internet Services
	10-Jan-18	Information technology and business
	11-Jan-18	Information technology and business
	12-Jan-18	Computer practical
	13-Jan-18	Computer practical
	14-Jan-18	Sunday
3	15-Jan-18	Concept of data
	16-Jan-18	Concept of data
	17-Jan-18	Information & Information system
	18-Jan-18	Information & Information system
	19-Jan-18	Computer practical
	20-Jan-18	Computer practical
	21-Jan-18	Sunday
4	22-Jan-18	VasantPanchami
	23-Jan-18	Effects of IT on business
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	Effects of IT on business
	26-Jan-18	Republic Day
	27-Jan-18	Computer practical
	28-Jan-18	Sunday
5	29-Jan-18	Types of Information system
	30-Jan-18	<b>Revision 1<sup>st</sup> Unit</b>
	31-Jan-18	<b>Assignment on Internet</b>

## Lesson Plan

Week	Date	Topics
1	1-Feb-18	Transaction processing system(TPS)
	2-Feb-18	Computer practical
	3-Feb-18	Computer practical
	4-Feb-18	Sunday
2	5-Feb-18	Transaction processing system(TPS)
	6-Feb-18	Management Information system
	7-Feb-18	Management Information system
	8-Feb-18	Computer practical
	9-Feb-18	Computer practical
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti
	11-Feb-18	Sunday
3	12-Feb-18	Introduction to E-commerce
	13-Feb-18	MahaShivratri
	14-Feb-18	Introduction to E-commerce
	15-Feb-18	E-commerce & world wide web
	16-Feb-18	Computer practical
	17-Feb-18	Computer practical
	18-Feb-18	Sunday
4	19-Feb-18	E-commerce & world wide web
	20-Feb-18	E-commerce & world wide web
	21-Feb-18	E-commerce application services
	22-Feb-18	E-commerce application services
	23-Feb-18	Computer practical
	24-Feb-18	Computer practical
	25-Feb-18	Sunday
5	26-Feb-18	<b>Assignment on TPS &amp;MIS</b>
	27-Feb-18	<b>Revision 2<sup>nd</sup> Unit</b>
	28-Feb-18	<b>Winter Holidays</b>

## Lesson Plan

Week	Date	Topics
1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holiday
	3-Mar-18	<b>Winter Holidays</b>
	4-Mar-18	Sunday
2	5-Mar-18	E-commerce models B2B
	6-Mar-18	E-commerce models B2B
	7-Mar-18	E-commerce models B2C
	8-Mar-18	E-commerce models B2C
	9-Mar-18	Computer practical
	10-Mar-18	Computer practical
	11-Mar-18	Sunday
3	12-Mar-18	E-commerce models C2C
	13-Mar-18	E-commerce models C2C
	14-Mar-18	Electronic data interchange
	15-Mar-18	Electronic data interchange
	16-Mar-18	Computer practical
	17-Mar-18	Computer practical
	18-Mar-18	Sunday
4	19-Mar-18	Benefits & Components of Electronic data interchange
	20-Mar-18	Benefits & Components of Electronic data interchange
	21-Mar-18	Electronic data interchange implementation
	22-Mar-18	Electronic data interchange implementation
	23-Mar-18	Shaheedi Diwas of Bhagat Singh, Rajguru & Sukhdev
	24-Mar-18	Computer practical
	25-Mar-18	Sunday/ Ram Navami
5	26-Mar-18	Security issues in E-commerce
	27-Mar-18	Security issues in E-commerce
	28-Mar-18	Security issues in E-commerce
	29-Mar-18	Mahavir Jayanti
	30-Mar-18	<b>Assignment on E-Commerce Models</b>
	31-Mar-18	<b>Revision 3<sup>rd</sup> Unit</b>

## Lesson Plan

Week	Date	Topics
1	1-Apr-18	Sunday
	2-Apr-18	M-commerce
	3-Apr-18	M-commerce
	4-Apr-18	M-commerce
	5-Apr-18	E-governance
	6-Apr-18	Computer practical
	7-Apr-18	Computer practical
	8-Apr-18	Sunday
2	9-Apr-18	E-governance
	10-Apr-18	E-governance
	11-Apr-18	E-governance
	12-Apr-18	Computer practical
	13-Apr-18	Computer practical
	14-Apr-18	Dr AmbedkarJayanti / Vaisakhi
	15-Apr-18	Sunday
3	16-Apr-18	<b>Revision 4<sup>th</sup> Unit</b>
	17-Apr-18	<b>Assignment on M-commerce &amp; E-governance</b>
	18-Apr-18	ParashuramaJayanti
	19-Apr-18	Student's presentation
	20-Apr-18	Computer practical
	21-Apr-18	Computer practical
	22-Apr-18	Sunday
4	23-Apr-18	Student's presentation
	24-Apr-18	Student's presentation
	25-Apr-18	Student's presentation
	26-Apr-18	Student's presentation
	27-Apr-18	Computer practical
	28-Apr-18	Computer practical