

NBGSM College
Lesson Plan July 2019- Nov 2019

Name of Assistant Professor :	SHILPA CHUTANI B.COM PASS 1ST BASICS OF COMPUTER-1
Class :	
Semester:	
Subject:	

	Day	Date	Topic
1st Week	1	16-Jul-19	Definition of Computer
	2	17-Jul-19	Components of Computer
	3	18-Jul-19	Characteristics of Computers,
	4	19-Jul-19	Test
	5	20-Jul-19	History Evolution of Computers
	Sunday	21-Jul-19	Holiday
2nd Week	1	22-Jul-19	Generation of Computers,
	2	23-Jul-19	Classification of Computers-According to Purpose
	3	24-Jul-19	TEST
	4	25-Jul-19	According to Technology
	5	26-Jul-19	According to Size and Storage Capacity
	6	27-Jul-19	Human being vs Computer
	Sunday	28-Jul-19	Holiday
3rd week	1	29-Jul-19	Test
	2	30-Jul-19	Difference b/w computer and calculator
	3	31-Jul-19	Holiday
	4	1-Aug-19	Input Devices: Mouse
	5	2-Aug-19	Input Devices: Keyboard
	6	3-Aug-19	Input Devices: Light Pen
	Sunday	4-Aug-19	Holiday
4th week	1	5-Aug-19	Test
	2	6-Aug-19	Input Devices: Trackball
	3	7-Aug-19	Input Devices: Joystick
	4	8-Aug-19	Input Devices: MICR
	5	9-Aug-19	Input Devices: Optical Mark reader
	6	10-Aug-19	Input Devices: OCR Scanner
	Sunday	11-Aug-19	Holiday
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	Test
	3	14-Aug-19	Voice System

	4	15-Aug-19	Holiday
	5	16-Aug-19	Web Camera
	6	17-Aug-19	Intro to Output Devices
	Sunday	18-Aug-19	Holiday
6th week	1	19-Aug-19	Hard Copy Output Devices
	2	20-Aug-19	Line Printers
	3	21-Aug-19	Character Printers
	4	22-Aug-19	Test
	5	23-Aug-19	Chain Printers
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	Holiday
7th week	1	26-Aug-19	Dot Matrix Printers
	2	27-Aug-19	Daisy wheel Printers
	3	28-Aug-19	Test
	4	29-Aug-19	Laser Printers
	5	30-Aug-19	Ink Jet Printers
	6	31-Aug-19	Plotters
	Sunday	1-Sep-19	Holiday
8th week	1	2-Sep-19	Soft Copy Devices
	2	3-Sep-19	Monitor
	3	4-Sep-19	Sound Cards
	4	5-Sep-19	Speakers
	5	6-Sep-19	Test
	6	7-Sep-19	Intro to Memory
	Sunday	8-Sep-19	Holiday
9th week	1	9-Sep-19	Mass Storage Devices
	2	10-Sep-19	Characteristics of memory System
	3	11-Sep-19	Test
	4	12-Sep-19	Memory Hierarchy
	5	13-Sep-19	Types of Primary Memory
	6	14-Sep-19	Intro to RAM
	Sunday	15-Sep-19	Holiday
10th week	1	16-Sep-19	Intro to ROM
	2	17-Sep-19	Test
	3	18-Sep-19	Secondary and Back Ups
	4	19-Sep-19	Magnetic Disks
	5	20-Sep-19	Test
	6	21-Sep-19	Characteristics of Magnetic Disks
	Sunday	22-Sep-19	Holiday
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	Classification of magnetic Disks

	3	25-Sep-19	Optical Disks
	4	26-Sep-19	Test
	5	27-Sep-19	Magnetic tapes
	6	28-Sep-19	Intro to Ms Word
	Sunday	29-Sep-19	Holiday
12th week	1	30-Sep-19	Lab Work
	2	1-Oct-19	Fundamentals of Ms Word
	3	2-Oct-19	Holiday
	4	3-Oct-19	Features of Ms Word
	5	4-Oct-19	Test
	6	5-Oct-19	Lab Work
	Sunday	6-Oct-19	Holiday
13th week	1	7-Oct-19	Menus
	2	8-Oct-19	Holiday
	3	9-Oct-19	Lab Work
	4	10-Oct-19	Formatting
	5	11-Oct-19	Lab Work
	6	12-Oct-19	Standard Tool bars
	Sunday	13-Oct-19	Holiday
14th week	1	14-Oct-19	Lab Work
	2	15-Oct-19	Rulers
	3	16-Oct-19	Lab Work
	4	17-Oct-19	Holiday
	5	18-Oct-19	Scroll Bar
	6	19-Oct-19	Lab Work
	Sunday	20-Oct-19	Holiday
15th week	1	21-Oct-19	Creating files
	2	22-Oct-19	Lab Work
	3	23-Oct-19	Lab work
	4	24-Oct-19	Diwali Break
	5	25-Oct-19	Diwali Break
	6	26-Oct-19	Diwali Break
	Sunday	27-Oct-19	Diwali Break
16th week	1	28-Oct-19	Diwali Break
	2	29-Oct-19	Diwali Break
	3	30-Oct-19	Diwali Break
	4	31-Oct-19	Revision
	5	1-Nov-19	Holiday
	6	2-Nov-19	Revision
	Sunday	3-Nov-19	Holiday
17th week	1	4-Nov-19	Editing ,Saving

	2	5-Nov-19	Lab Work
	3	6-Nov-19	Test
	4	7-Nov-19	Export files,Import files
	5	8-Nov-19	Lab Work
	6	9-Nov-19	Inserting and Copying files
	Sunday	10-Nov-19	Holiday
18th week	1	11-Nov-19	Working with frames,Paragraph formatting
	2	12-Nov-19	Lab Work
	3	13-Nov-19	Columns,Pictures,Tables
	4	14-Nov-19	Macros,Mail Merge
	5	15-Nov-19	Lab Work
	6	16-Nov-19	Test
	Sunday	17-Nov-19	Holiday
Name of Assistant Professor :	SHILPA CHUTANI		
Class :	BBA		
Semester:	3rd		
Subject:	INTRODUCTION TO IT		
	Day	Date	Topic
1st Week	1	16-Jul-19	Documentation using MS WORD
	2	17-Jul-19	Lab Work
	3	18-Jul-19	Tool bars
	4	19-Jul-19	Lab Work
	5	20-Jul-19	menus
	Sunday	21-Jul-19	Holiday
2nd Week	1	22-Jul-19	Test
	2	23-Jul-19	creating and editing documents
	3	24-Jul-19	Lab Work
	4	25-Jul-19	format, header and footer
	5	26-Jul-19	Lab Work
	6	27-Jul-19	drop cap
	Sunday	28-Jul-19	Holiday
3rd week	1	29-Jul-19	Lab work
	2	30-Jul-19	auto text
	3	31-Jul-19	Holiday
	4	1-Aug-19	Lab work
	5	2-Aug-19	auto correct
	6	3-Aug-19	Lab work
	Sunday	4-Aug-19	Holiday
4th week	1	5-Aug-19	spelling and grammar tools

	2	6-Aug-19	Lab work
	3	7-Aug-19	dictionary, page formatting
	4	8-Aug-19	Lab work
	5	9-Aug-19	mail merge
	6	10-Aug-19	Lab work
	Sunday	11-Aug-19	Holiday
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	Test
	3	14-Aug-19	macros
	4	15-Aug-19	Holiday
	5	16-Aug-19	lab work
	6	17-Aug-19	Test
	Sunday	18-Aug-19	Holiday
6th week	1	19-Aug-19	Tables
	2	20-Aug-19	Lab work
	3	21-Aug-19	Lab work
	4	22-Aug-19	file management and printing
	5	23-Aug-19	Lab work
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	Holiday
7th week	1	26-Aug-19	Lab work
	2	27-Aug-19	Electronic spreadsheet
	3	28-Aug-19	Lab work
	4	29-Aug-19	Lab work
	5	30-Aug-19	creating and editing,
	6	31-Aug-19	Lab work
	Sunday	1-Sep-19	Holiday
8th week	1	2-Sep-19	Lab work
	2	3-Sep-19	formatting,
	3	4-Sep-19	Lab work
	4	5-Sep-19	Test
	5	6-Sep-19	moving and copying data
	6	7-Sep-19	Lab work
	Sunday	8-Sep-19	Holiday
9th week	1	9-Sep-19	functions
	2	10-Sep-19	Lab Work
	3	11-Sep-19	Lab Work
	4	12-Sep-19	types of graph
	5	13-Sep-19	Lab Work
	6	14-Sep-19	Lab Work
	Sunday	15-Sep-19	Holiday

10th week	1	16-Sep-19	creating graph
	2	17-Sep-19	Lab Work
	3	18-Sep-19	Lab Work
	4	19-Sep-19	formatting cells
	5	20-Sep-19	Lab Work
	6	21-Sep-19	Lab Work
	Sunday	22-Sep-19	Holiday
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	macros
	3	25-Sep-19	Lab work
	4	26-Sep-19	Lab work
	5	27-Sep-19	Lab work
	6	28-Sep-19	conditional formatting
	Sunday	29-Sep-19	Holiday
12th week	1	30-Sep-19	Lab Work
	2	1-Oct-19	Lab Work
	3	2-Oct-19	Holiday
	4	3-Oct-19	Lab Work
	5	4-Oct-19	Presentations using MS-PowerPoint
	6	5-Oct-19	Lab Work
	Sunday	6-Oct-19	Holiday
13th week	1	7-Oct-19	Revision
	2	8-Oct-19	Holiday
	3	9-Oct-19	creating
	4	10-Oct-19	Lab Work
	5	11-Oct-19	manipulating and enhancing slides
	6	12-Oct-19	Lab Work
	Sunday	13-Oct-19	Holiday
14th week	1	14-Oct-19	Test
	2	15-Oct-19	excel charts
	3	16-Oct-19	Lab Work
	4	17-Oct-19	Holiday
	5	18-Oct-19	Revision
	6	19-Oct-19	word art
	Sunday	20-Oct-19	Holiday
15th week	1	21-Oct-19	Lab Work
	2	22-Oct-19	layering and objects
	3	23-Oct-19	Lab Work
	4	24-Oct-19	Diwali Break
	5	25-Oct-19	Diwali Break
	6	26-Oct-19	Diwali Break
	Sunday	27-Oct-19	Diwali Break

16th week	1	28-Oct-19	Diwali Break
	2	29-Oct-19	Diwali Break
	3	30-Oct-19	Diwali Break
	4	31-Oct-19	Revision
	5	1-Nov-19	Holiday
	6	2-Nov-19	Revision
	Sunday	3-Nov-19	Holiday
17th week	1	4-Nov-19	animation and sounds
	2	5-Nov-19	Lab Work
	3	6-Nov-19	Lab Work
	4	7-Nov-19	Lab Work
	5	8-Nov-19	Test
	6	9-Nov-19	inserting pictures
	Sunday	10-Nov-19	Holiday
18th week	1	11-Nov-19	Lab Work
	2	12-Nov-19	inserting sound
	3	13-Nov-19	Lab Work
	4	14-Nov-19	Introduction to Tally
	5	15-Nov-19	Lab Work
	6	16-Nov-19	Lab Work
	Sunday	17-Nov-19	Holiday

Name of Assistant Professor :	SHILPA CHUTANI
Class :	BBA
Semester:	5th
Subject:	CYBER SECURITY

	Day	Date	Topic
1st Week	1	16-Jul-19	Concept of information society
	2	17-Jul-19	knowledge society
	3	18-Jul-19	cyber space
	4	19-Jul-19	digital economy
	5	20-Jul-19	critical infrastructure
	Sunday	21-Jul-19	Holiday
2nd Week	1	22-Jul-19	Test
	2	23-Jul-19	Critical information infrastructure
	3	24-Jul-19	internet as global Information infrastructure.
	4	25-Jul-19	Revision

	5	26-Jul-19	Cyber terrorism
	6	27-Jul-19	terrorist atrocities
	Sunday	28-Jul-19	Holiday
3rd week	1	29-Jul-19	the role of IT by terrorist
	2	30-Jul-19	the power of cyber terrorism
	3	31-Jul-19	Holiday
	4	1-Aug-19	Test
	5	2-Aug-19	Test Discussion
	6	3-Aug-19	characteristic of cyber terrorism
	Sunday	4-Aug-19	Holiday
4th week	1	5-Aug-19	factors contributing to the existence of cyber terrorism
	2	6-Aug-19	real examples of cyber terrorism
	3	7-Aug-19	political orientation of terrorism
	4	8-Aug-19	Revision
	5	9-Aug-19	Test
	6	10-Aug-19	Test Discussion
	Sunday	11-Aug-19	Holiday
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	economic consequences
	3	14-Aug-19	Cybercrime
	4	15-Aug-19	types of cybercrime
	5	16-Aug-19	hacking
	6	17-Aug-19	virus, worm
	Sunday	18-Aug-19	Holiday
6th week	1	19-Aug-19	Trojan horse,
	2	20-Aug-19	mall ware
	3	21-Aug-19	fraud and theft
	4	22-Aug-19	cyber homicide
	5	23-Aug-19	current cyber-attack methods
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	Holiday
7th week	1	26-Aug-19	Test
	2	27-Aug-19	Test Discussion
	3	28-Aug-19	criminal threats to IT infrastructure
	4	29-Aug-19	criminal threats to IT infrastructure
	5	30-Aug-19	web security
	6	31-Aug-19	web security
	Sunday	1-Sep-19	Holiday
8th week	1	2-Sep-19	basic cyber forensics
	2	3-Sep-19	basic cyber forensics

	3	4-Sep-19	internal penetration
	4	5-Sep-19	Revision
	5	6-Sep-19	external penetration
	6	7-Sep-19	your role on cyber-attacks
	Sunday	8-Sep-19	Holiday
9th week	1	9-Sep-19	Cybercrimes and law
	2	10-Sep-19	Cybercrimes and law
	3	11-Sep-19	Cybercrimes and law
	4	12-Sep-19	Test
	5	13-Sep-19	cyber jurisdiction
	6	14-Sep-19	cyber jurisdiction
	Sunday	15-Sep-19	Holiday
10th week	1	16-Sep-19	Indian IT ACT
	2	17-Sep-19	Indian IT ACT
	3	18-Sep-19	Revision
	4	19-Sep-19	Fundamental concepts of information security
	5	20-Sep-19	Fundamental concepts of information security
	6	21-Sep-19	Fundamental concepts of information security
	Sunday	22-Sep-19	Holiday
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	information warfare
	3	25-Sep-19	information warfare
	4	26-Sep-19	levels of information war
	5	27-Sep-19	levels of information war
	6	28-Sep-19	Revision
	Sunday	29-Sep-19	Holiday
12th week	1	30-Sep-19	cost of information warfare
	2	1-Oct-19	cost of information warfare
	3	2-Oct-19	Holiday
	4	3-Oct-19	cyber disaster planning
	5	4-Oct-19	cyber disaster planning
	6	5-Oct-19	cyber disaster planning
	Sunday	6-Oct-19	Holiday
13th week	1	7-Oct-19	Revision
	2	8-Oct-19	Holiday
	3	9-Oct-19	why disaster planning
	4	10-Oct-19	why disaster planning
	5	11-Oct-19	why disaster planning
	6	12-Oct-19	why disaster planning
	Sunday	13-Oct-19	Holiday
14th week	1	14-Oct-19	companywide disaster planning

	2	15-Oct-19	companywide disaster planning
	3	16-Oct-19	companywide disaster planning
	4	17-Oct-19	Holiday
	5	18-Oct-19	Test
	6	19-Oct-19	Test Discussion
	Sunday	20-Oct-19	Holiday
15th week	1	21-Oct-19	business impact analysis
	2	22-Oct-19	business impact analysis
	3	23-Oct-19	business impact analysis
	4	24-Oct-19	DIWALI VACATIOANS
	5	25-Oct-19	DIWALI VACATIOANS
	6	26-Oct-19	DIWALI VACATIOANS
	Sunday	27-Oct-19	Holiday
16th week	1	28-Oct-19	DIWALI VACATIOANS
	2	29-Oct-19	DIWALI VACATIOANS
	3	30-Oct-19	DIWALI VACATIOANS
	4	31-Oct-19	Revision
	5	1-Nov-19	Holiday
	6	2-Nov-19	Revision
	Sunday	3-Nov-19	Holiday
17th week	1	4-Nov-19	Unit 1 Test
	2	5-Nov-19	Test Discussion
	3	6-Nov-19	Unit 2 Revision
	4	7-Nov-19	Unit 2 Test
	5	8-Nov-19	Test Discussion
	6	9-Nov-19	Unit 3 Revision
	Sunday	10-Nov-19	Holiday
18th week	1	11-Nov-19	Unit 3 Test
	2	12-Nov-19	Test Discussion
	3	13-Nov-19	Unit 4 Revision
	4	14-Nov-19	Unit 4 Revision
	5	15-Nov-19	Unit 4 Test
	6	16-Nov-19	Test Discussion
	Sunday	17-Nov-19	Holiday

Name of Assistant Professor :	SHILPA CHUTANI
Class :	BBA
Semester:	5th
Subject:	COMPUTER NETWORKING

	Day	Date	Topic
1st Week	1	16-Jul-19	Introduction to network
	2	17-Jul-19	advantages and disadvantages of network
	3	18-Jul-19	network topologies
	4	19-Jul-19	analog and digital signal
	5	20-Jul-19	analog and digital transmission
	Sunday	21-Jul-19	Holiday
2nd Week	1	22-Jul-19	Test
	2	23-Jul-19	Test Discussion
	3	24-Jul-19	transmission media
	4	25-Jul-19	transmission media
	5	26-Jul-19	network categories
	6	27-Jul-19	wireless networks
	Sunday	28-Jul-19	Holiday
3rd week	1	29-Jul-19	wireless networks
	2	30-Jul-19	Test
	3	31-Jul-19	Holiday
	4	1-Aug-19	OSI model
	5	2-Aug-19	OSI model
	6	3-Aug-19	OSI model
	Sunday	4-Aug-19	Holiday
4th week	1	5-Aug-19	OSI model
	2	6-Aug-19	OSI model
	3	7-Aug-19	OSI model
	4	8-Aug-19	OSI model
	5	9-Aug-19	Revision
	6	10-Aug-19	Test
	Sunday	11-Aug-19	Holiday
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	Test Discussion
	3	14-Aug-19	TCP/IP Model
	4	15-Aug-19	Holiday
	5	16-Aug-19	TCP/IP Model
	6	17-Aug-19	TCP/IP Model
	Sunday	18-Aug-19	Holiday
6th week	1	19-Aug-19	Revision
	2	20-Aug-19	Test
	3	21-Aug-19	Test Discussion
	4	22-Aug-19	protocols and their classification
	5	23-Aug-19	protocols and their classification
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	Holiday

7th week	1	26-Aug-19	flow control
	2	27-Aug-19	flow control
	3	28-Aug-19	flow control
	4	29-Aug-19	cryptograpy
	5	30-Aug-19	cryptograpy
	6	31-Aug-19	cryptograpy
	Sunday	1-Sep-19	Holiday
8th week	1	2-Sep-19	cryptograpy
	2	3-Sep-19	Test
	3	4-Sep-19	ranking
	4	5-Sep-19	ranking
	5	6-Sep-19	Firewall
	6	7-Sep-19	Firewall
	Sunday	8-Sep-19	Holiday
9th week	1	9-Sep-19	Test
	2	10-Sep-19	Test Discussion
	3	11-Sep-19	Overview of internet
	4	12-Sep-19	internet service provider
	5	13-Sep-19	setting windows environment for dial up networking
	6	14-Sep-19	Search engine
	Sunday	15-Sep-19	Holiday
10th week	1	16-Sep-19	Search engine
	2	17-Sep-19	searching web using search engine
	3	18-Sep-19	Lab work
	4	19-Sep-19	audio on internet
	5	20-Sep-19	newsgroup
	6	21-Sep-19	subscribing to news groups.
	Sunday	22-Sep-19	Holiday
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	Test
	3	25-Sep-19	Test discussion
	4	26-Sep-19	Intranet concepts
	5	27-Sep-19	architecture
	6	28-Sep-19	building corporate world wide web
	Sunday	29-Sep-19	Holiday
12th week	1	30-Sep-19	HTTP protocol
	2	1-Oct-19	HTTP protocol
	3	2-Oct-19	Holiday
	4	3-Oct-19	intranet infrastructure
	5	4-Oct-19	fundamental of TCP/IP
	6	5-Oct-19	fundamental of TCP/IP

	Sunday	6-Oct-19	Holiday
13th week	1	7-Oct-19	fundamental of TCP/IP
	2	8-Oct-19	Holiday
	3	9-Oct-19	intranet security design
	4	10-Oct-19	intranet as a business tools
	5	11-Oct-19	future of intranet
	6	12-Oct-19	protocols of communication
	Sunday	13-Oct-19	Holiday
14th week	1	14-Oct-19	Revision
	2	15-Oct-19	Test
	3	16-Oct-19	Test Discussion
	4	17-Oct-19	Holiday
	5	18-Oct-19	Intro duction to HTML
	6	19-Oct-19	Intro duction to HTML
	Sunday	20-Oct-19	Holiday
15th week	1	21-Oct-19	HTML Tags
	2	22-Oct-19	HTML Tags
	3	23-Oct-19	HTML Tags
	4	24-Oct-19	Diwali Break
	5	25-Oct-19	Diwali Break
	6	26-Oct-19	Diwali Break
	Sunday	27-Oct-19	Holiday
16th week	1	28-Oct-19	Diwali Break
	2	29-Oct-19	Diwali Break
	3	30-Oct-19	Diwali Break
	4	31-Oct-19	HTML Tags
	5	1-Nov-19	Holiday
	6	2-Nov-19	HTML Tags
	Sunday	3-Nov-19	Holiday
17th week	1	4-Nov-19	HTML Tags
	2	5-Nov-19	HTML Tags
	3	6-Nov-19	Surfing with Internet
	4	7-Nov-19	Surfing with Internet
	5	8-Nov-19	Surfing with Internet
	6	9-Nov-19	Surfing with Internet
	Sunday	10-Nov-19	Holiday
18th week	1	11-Nov-19	Unit 1 Test
	2	12-Nov-19	Unit 2 Test
	3	13-Nov-19	Unit 3 Test
	4	14-Nov-19	Unit 4 Test
	5	15-Nov-19	Test Discussion

	6	16-Nov-19	Test Discussion
	Sunday	17-Nov-19	Holiday

Name of Assistant Professor :	SHILPA CHUTANI
Class :	B.Com (H)
Semester:	3rd
Subject:	BASICS OF IT

	Day	Date	Topic
1st Week	1	16-Jul-19	Essentials of Computers
	2	17-Jul-19	Concept of data
	3	18-Jul-19	information and data processing
	4	19-Jul-19	Levels or type of information
	5	20-Jul-19	Uses of information
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	Business data Processing Cycle
	2	23-Jul-19	Methods of data processing,
	3	24-Jul-19	Application of Electronic data processing.
	4	25-Jul-19	Revision
	5	26-Jul-19	Test
	6	27-Jul-19	Test Discussion
	Sunday	28-Jul-19	Holiday
3rd week	1	29-Jul-19	Memory and Mass Storage Devices
	2	30-Jul-19	Introduction of Memory System,
	3	31-Jul-19	Holiday
	4	1-Aug-19	Types of Memory
	5	2-Aug-19	Primary and Secondary Memory,
	6	3-Aug-19	RAM and ROM
	Sunday	4-Aug-19	Holiday
4th week	1	5-Aug-19	Types of Secondary Storage Devices
	2	6-Aug-19	Test
	3	7-Aug-19	Test Discussion
	4	8-Aug-19	Software Concepts
	5	9-Aug-19	Types of Software and their role
	6	10-Aug-19	System Languages and Translators
	Sunday	11-Aug-19	Holiday
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	Test
	3	14-Aug-19	Test Discussion
	4	15-Aug-19	Holiday
	5	16-Aug-19	Functions and Types an Operating System

	6	17-Aug-19	Data Communications: Basic elements of a Communic
	Sunday	18-Aug-19	Holiday
6th week	1	19-Aug-19	Forms of Data
	2	20-Aug-19	Transmission
	3	21-Aug-19	Data transmission speed
	4	22-Aug-19	Modes of Data Transmission:Analog and Digital data
	5	23-Aug-19	Revision
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	Holiday
7th week	1	26-Aug-19	Test
	2	27-Aug-19	Test Discussion
	3	28-Aug-19	Data Transmission Media; Wire Cables
	4	29-Aug-19	Microwave, Fiber-optics, Communication Satellites.
	5	30-Aug-19	Microwave, Fiber-optics, Communication Satellites.
	6	31-Aug-19	Microwave, Fiber-optics, Communication Satellites.
	Sunday	1-Sep-19	Holiday
8th week	1	2-Sep-19	Test
	2	3-Sep-19	Test Discussion
	3	4-Sep-19	Emerging Trends in IT: Electronic Commerce(E-Comm
	4	5-Sep-19	Types of E-Commerce
	5	6-Sep-19	Advantages and Disadvantages of E-commerce
	6	7-Sep-19	Application of E-commerce
	Sunday	8-Sep-19	Holiday
9th week	1	9-Sep-19	Test
	2	10-Sep-19	Test Discussion
	3	11-Sep-19	process in ecommerce
	4	12-Sep-19	Types of an Electronic Payment System
	5	13-Sep-19	Security issues in E-commerce
	6	14-Sep-19	Security Schemes
	Sunday	15-Sep-19	Holiday
10th week	1	16-Sep-19	Electronic data Interchange (EDI)
	2	17-Sep-19	Electronic data Interchange (EDI)
	3	18-Sep-19	Mobile communication
	4	19-Sep-19	Bluetooth Communication
	5	20-Sep-19	Infrared communication
	6	21-Sep-19	Smart Card
	Sunday	22-Sep-19	Holiday
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	Test
	3	25-Sep-19	Test discussion
	4	26-Sep-19	Computer Networks: Introduction to Computer Netwo

	5	27-Sep-19	Types of Network
	6	28-Sep-19	Local Area Network
	Sunday	29-Sep-19	Holiday
12th week	1	30-Sep-19	Wide Area Network
	2	1-Oct-19	Types of Public and Private Network
	3	2-Oct-19	Holiday
	4	3-Oct-19	Network Topology
	5	4-Oct-19	Network Topology
	6	5-Oct-19	Internet and its Application
	Sunday	6-Oct-19	Holiday
13th week	1	7-Oct-19	History of Internet
	2	8-Oct-19	Holiday
	3	9-Oct-19	Benefits of Internet
	4	10-Oct-19	ISP
	5	11-Oct-19	Internet Accounts
	6	12-Oct-19	Internet Addressing
	Sunday	13-Oct-19	Holiday
14th week	1	14-Oct-19	Revision
	2	15-Oct-19	Test
	3	16-Oct-19	Test Discussion
	4	17-Oct-19	Holiday
	5	18-Oct-19	Information Technology: Impact of IT on Business envi
	6	19-Oct-19	Applications of IT
	Sunday	20-Oct-19	Holiday
15th week	1	21-Oct-19	Multimedia: Concept of Multimedia
	2	22-Oct-19	Multimedia Components
	3	23-Oct-19	Multimedia Applications
	4	24-Oct-19	Diwali Break
	5	25-Oct-19	Diwali Break
	6	26-Oct-19	Diwali Break
	Sunday	27-Oct-19	Holiday
16th week	1	28-Oct-19	Diwali Break
	2	29-Oct-19	Diwali Break
	3	30-Oct-19	Diwali Break
	4	31-Oct-19	Presentation with Power- Point: Features of Power-po
	5	1-Nov-19	Holiday
	6	2-Nov-19	Lab Work
	Sunday	3-Nov-19	Holiday
17th week	1	4-Nov-19	Creating presentation the easy way
	2	5-Nov-19	Working with different views
	3	6-Nov-19	working with graphics in Power Point

	4	7-Nov-19	Sound effects and Animations effects
	5	8-Nov-19	Printing in Power-point
	6	9-Nov-19	Introduction to Accounting Packages-Tally
	Sunday	10-Nov-19	Holiday
18th week	1	11-Nov-19	Features of Tally
	2	12-Nov-19	Preparation of Vouchers, Salary Statement
	3	13-Nov-19	Maintaining of Inventory records
	4	14-Nov-19	Maintenance of Accounting Books and final Accounts
	5	15-Nov-19	Generating and Printing reports
	6	16-Nov-19	Revision
	Sunday	17-Nov-19	Holiday

