

	4	15-Aug-19	Holiday
	5	16-Aug-19	OPTICAL MARK READER
	6	17-Aug-19	TRACK BALL
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	ASSIGNMENT
	2	20-Aug-19	JOYSTICK,MICR
	3	21-Aug-19	LAB PRACTICAL
	4	22-Aug-19	SCANNERS,VOICE SYSTEM,WEBCAMERA
	5	23-Aug-19	WRITTEN TEST UNIT-2
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	INTRODUCTION OF OUTPUT DEVICES
	2	27-Aug-19	HARD COPY OUTPUT DEVICES
	3	28-Aug-19	REVISION
	4	29-Aug-19	INTRODUCTION OF PRINTER
	5	30-Aug-19	LINE,CHARACTER,CHAIN PRINTERS
	6	31-Aug-19	LAB PRACTICAL
	Sunday	1-Sep-19	
8th week	1	2-Sep-19	DOT-MATRIX, DAISY WHEEL PRINTER
	2	3-Sep-19	LASER AND INKJET PRINTERS
	3	4-Sep-19	LAB PRACTICAL
	4	5-Sep-19	SOFT COPY OUTPUT DEVICES
	5	6-Sep-19	MONITOR,SOUND CARDS AND SPEAKERS
	6	7-Sep-19	LAB PRACTICAL
	Sunday	8-Sep-19	
9th week	1	9-Sep-19	INTRODUCTION OF WINDOWS
	2	10-Sep-19	COMPONENTS OF WINDOWS
	3	11-Sep-19	LAB PRACTICAL
	4	12-Sep-19	TYPES OF WINDOWS
	5	13-Sep-19	MY COMPUTER,RECYCLEBIN
	6	14-Sep-19	LAB PRACTICAL
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	WORKING WITH TOOLS AND MENUS
	2	17-Sep-19	WINDOW STRUCTURE
	3	18-Sep-19	LAB PRACTICAL
	4	19-Sep-19	CREATING FOLDERS AND FILES
	5	20-Sep-19	DELETE A FILE, CREATING SHORTCUTS
	6	21-Sep-19	LAB PRACTICAL

	Sunday	22-Sep-19	
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	WINDOWS ACCESSORIES
	3	25-Sep-19	WORDPAD
	4	26-Sep-19	LAB PRACTICAL
	5	27-Sep-19	OPERATING SYSTEM AND ITS TYPES
	6	28-Sep-19	DIFFERENCE BETWEEN CUI AND GUI
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	LAB PRACTICAL
	2	1-Oct-19	PAINT
	3	2-Oct-19	Holiday
	4	3-Oct-19	SAVING A PICTURE
	5	4-Oct-19	HOME TAB
	6	5-Oct-19	LAB PRACTICAL
	Sunday	6-Oct-19	
13th week	1	7-Oct-19	CALCULATOR, CALCULATOR MODES
	2	8-Oct-19	Holiday
	3	9-Oct-19	INTRODUCTION OF MICROSOFT WORD-
	4	10-Oct-19	MICROSOFT WORD Contd..
	5	11-Oct-19	FEATURES OF MS-WORD
	6	12-Oct-19	MENUS AND FORMATTING
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	MACROS AND MAIL MERGE
	2	15-Oct-19	LAB PRACTICAL
	3	16-Oct-19	STANDARD TOOLBARS
	4	17-Oct-19	Holiday
	5	18-Oct-19	RULER AND SCROLL BAR
	6	19-Oct-19	CREATING A TABLE AND CHARTS
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	CREATING AND EDITING AND SAVING FILE
	2	22-Oct-19	IMPORT AND EXPORTS FILES
	3	23-Oct-19	LAB PRACTICAL
	4	24-Oct-19	DIWALI BREAK
	5	25-Oct-19	DIWALI BREAK
	6	26-Oct-19	DIWALI BREAK
	Sunday	27-Oct-19	
16th week	1	28-Oct-19	DIWALI BREAK

	2	29-Oct-19	DIWALI BREAK
	3	30-Oct-19	DIWALI BREAK
	4	31-Oct-19	COLUMNS AND PICTURES
	5	1-Nov-19	Holiday
	6	2-Nov-19	CREATING A TABLE
	Sunday	3-Nov-19	
17th week	1	4-Nov-19	LAB PRACTICAL
	2	5-Nov-19	REVISION MACROS
	3	6-Nov-19	LAB PRACTICAL
	4	7-Nov-19	REVISION
	5	8-Nov-19	ASSIGNMENT
	6	9-Nov-19	CLASS TEST
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	REVISION
	2	12-Nov-19	PRACTICAL LAB REVISION
	3	13-Nov-19	CLASS TEST
	4	14-Nov-19	REVISION
	5	15-Nov-19	PRACTICAL LAB REVISION
	6	16-Nov-19	CLASS TEST
	Sunday	17-Nov-19	
Name of assistant Professor :	SONIA GOYAL		
Class :	B.COM		
Semester:	1ST SEM (1ST YEAR)		
Subject:	COMPUTERS		
			Topic
	Day	Date	
1st Week	1	16-Jul-19	INTRODUCTION OF A COMPUTER
	2	17-Jul-19	COMPONENTS OF COMPUTER
	3	18-Jul-19	LAB PRACTICAL
	4	19-Jul-19	HISTORY EVOLUTION OF COMPUTER
	5	20-Jul-19	REVISION
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	HISTORY EVOLUTION OF COMPUTER
	2	23-Jul-19	GENERATION OF COMPUTERS
	3	24-Jul-19	LAB PRACTICAL
	4	25-Jul-19	GENERATION OF COMPUTERS
	5	26-Jul-19	GENERATION OF COMPUTERS contd..
	6	27-Jul-19	WRITTEN TEST

	Sunday	28-Jul-19	
3rd week	1	29-Jul-19	CLASSIFICATION OF COMPUTERS
	2	30-Jul-19	ACCORDING TO PURPOSE
	3	31-Jul-19	Holiday
	4	1-Aug-19	LAB PRACTICAL
	5	2-Aug-19	ACCORDING TO TECHNOLOGY
	6	3-Aug-19	REVISION
	Sunday	4-Aug-19	
4th week	1	5-Aug-19	DIFF B/W HUMAN BEING VS COMPUTER
	2	6-Aug-19	DIFF B/W COMPUTER AND CALCULATOR
	3	7-Aug-19	LAB PRACTICAL
	4	8-Aug-19	REVISION
	5	9-Aug-19	WRITTEN TEST UNIT-1
	6	10-Aug-19	INTRODUCTION OF INPUT DEVICES
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	MOUSE,KEYBOARD,LIGHT PEN
	3	14-Aug-19	OPTICAL MARK READER
	4	15-Aug-19	Holiday
	5	16-Aug-19	TRACK BALL, JOYSTICK,MICR
	6	17-Aug-19	LAB PRACTICAL
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	SCANNERS,VOICE SYSTEM,WEB CAMERA
	2	20-Aug-19	WRITTEN TEST UNIT-2
	3	21-Aug-19	INTRODUCTION OF OUTPUT DEVICES
	4	22-Aug-19	HARD COPY OUTPUT DEVICES
	5	23-Aug-19	LAB PRACTICAL
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	INTRODUCTION OF PRINTER
	2	27-Aug-19	LINE,CHARACTER,CHAIN PRINTERS
	3	28-Aug-19	LAB PRACTICAL
	4	29-Aug-19	DOT-MATRIX PRINTER
	5	30-Aug-19	DAISY WHEEL PRINTER
	6	31-Aug-19	LASER AND INKJET PRINTERS
	Sunday	1-Sep-19	
8th week	1	2-Sep-19	SOFT COPY OUTPUT DEVICES

	2	3-Sep-19	MONITOR,SOUND CARDS AND SPEAKERS
	3	4-Sep-19	LAB PRACTICAL
	4	5-Sep-19	MEMORY AND MASS STORAGE
	5	6-Sep-19	CHARACTERISTICS OF MEMORY SYSTEM
	6	7-Sep-19	LAB PRACTICAL
	Sunday	8-Sep-19	
9th week	1	9-Sep-19	MEMORY HIERARCHY
	2	10-Sep-19	TYPES OF MEMORY
	3	11-Sep-19	LAB PRACTICAL
	4	12-Sep-19	PRIMARY AND SECONDARY MEMORY
	5	13-Sep-19	RAM AND ROM
	6	14-Sep-19	REVISION
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	SECONDARY AND BACK-UP
	2	17-Sep-19	MAGNETIC DISKS
	3	18-Sep-19	LAB PRACTICAL
	4	19-Sep-19	CLASSIFICATION OF MAGNETICDISKS
	5	20-Sep-19	INTRODUCTION OF MICROSOFT WORD
	6	21-Sep-19	INTRODUCTION OF MICROSOFT WORD
	Sunday	22-Sep-19	
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	FEATURES OF MS-WORD
	3	25-Sep-19	MENUS AND FORMATTING
	4	26-Sep-19	LAB PRACTICAL
	5	27-Sep-19	STANDARD TOOLBARS
	6	28-Sep-19	RULER AND SCROLL BAR
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	CREATING AND EDITING AND SAVING FILE
	2	1-Oct-19	IMPORT AND EXPORTS FILES
	3	2-Oct-19	Holiday
	4	3-Oct-19	LAB PRACTICAL
	5	4-Oct-19	INSERTING THE FILES , COPYING THE FILES
	6	5-Oct-19	WORKING WITH FRAMES
	Sunday	6-Oct-19	
13th week	1	7-Oct-19	LAB PRACTICAL
	2	8-Oct-19	Holiday
	3	9-Oct-19	ASSIGNMENT
	4	10-Oct-19	INSERTING THE FILES , COPYING THE FILES

	5	11-Oct-19	LAB PRACTICAL
	6	12-Oct-19	PARAGRAPH FORMATTING
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	COLUMNS AND PICTURES
	2	15-Oct-19	CREATING A TABLE
	3	16-Oct-19	ASSIGNMENT
	4	17-Oct-19	Holiday
	5	18-Oct-19	MACROS
	6	19-Oct-19	REVISION
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	MAIL MERGE
	2	22-Oct-19	LAB PRACTICAL
	3	23-Oct-19	LAB PRACTICAL
	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	ASSIGNMENT
	5	1-Nov-19	Holiday
	6	2-Nov-19	ASSIGNMENT
	Sunday	3-Nov-19	
17th week	1	4-Nov-19	REVISION AND PRESENTATION
	2	5-Nov-19	REVISION MACROS
	3	6-Nov-19	REVISION AND PRESENTATION
	4	7-Nov-19	REVISION AND PRESENTATION
	5	8-Nov-19	PRACTICAL LAB REVISION
	6	9-Nov-19	PRACTICAL LAB REVISION
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	PRACTICAL LAB REVISION
	2	12-Nov-19	PRACTICAL LAB REVISION
	3	13-Nov-19	CLASS TEST
	4	14-Nov-19	CLASS TEST
	5	15-Nov-19	CLASS TEST
	6	16-Nov-19	REVISION AND PRESENTATION
	Sunday	17-Nov-19	

--	--	--	--