

N.B.G.S.M COLLEGE

LESSON PLAN (October 2020- February 2021)

| Name of the Assistant Professor- | | | Ms Shilpa Juneja | |
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| Class | | | BBA | |
| Semester | | | 3rd | |
| Subject | | | Introduction to IT | |
| October 2020 | | | | |
| WEEK | DAY | DATE | DAYS | TOPICS |
| 1st Week | Day 1 | 02/11/2020 | Monday | Documentation using MS WORD |
| | Day 2 | 03/11/2020 | Tuesday | Tool bars |
| | Day 3 | 04/11/2020 | Wednesday | Lab Work |
| | Day 4 | 05/11/2020 | Thursday | Menus |
| | Day 5 | 06/11/2020 | Friday | Test |
| | Day 6 | 07/11/2020 | Saturday | Creating and Editing documents |
| | | 08/11/2020 | Sunday | |
| 2nd Week | Day 1 | 09/11/2020 | Monday | Lab Work |
| | Day 2 | 10/11/2020 | Tuesday | Format, Header and Footer |
| | Day 3 | 11/11/2020 | Wednesday | Lab Work |
| | Day 4 | 12/11/2020 | Thursday | Drop Cap |
| | Day 5 | 13/11/2020 | Friday | HOLIDAY |
| | Day 6 | 14/11/2020 | Saturday | |
| | 15/11/2020 | Sunday | | |
| 3rd WEEK | Day 1 | 16/11/2020 | Monday | |
| | Day 2 | 17/11/2020 | Tuesday | Lab work |
| | Day 3 | 18/11/2020 | Wednesday | Auto text |
| | Day 4 | 19/11/2020 | Thursday | Lab work |
| | Day 5 | 20/11/2020 | Friday | Auto correct |
| | Day 6 | 21/11/2020 | Saturday | Lab work |
| | | 22/11/2020 | Sunday | |
| 4TH WEEK | Day 1 | 23/11/2020 | Monday | Spelling and Grammar tools |
| | Day 2 | 24/11/2020 | Tuesday | Lab work |
| | Day 3 | 25/11/2020 | Wednesday | Dictionary, Page formatting |
| | Day 4 | 26/11/2020 | Thursday | Lab work |
| | Day 5 | 27/11/2020 | Friday | Mail Merge |
| | Day 6 | 28/11/2020 | Saturday | Lab work |
| | | 29/11/2020 | Sunday | |
| 4TH WEEK | Day 1 | 30/11/2020 | Monday | Guru Nanak Day |
| | Day 2 | 01/12/2020 | Tuesday | Test |
| | Day 3 | 02/12/2020 | Wednesday | Macros |
| | Day 4 | 03/12/2020 | Thursday | Lab work |
| | Day 5 | 04/12/2020 | Friday | Test |
| | Day 6 | 05/12/2020 | Saturday | Tables |
| | | 06/12/2020 | Sunday | |
| 6TH WEEK | Day 1 | 07/12/2020 | Monday | Lab work |
| | Day 2 | 08/12/2020 | Tuesday | Lab work |
| | Day 3 | 09/12/2020 | Wednesday | File Management and Printing |
| | Day 4 | 10/12/2020 | Thursday | Lab work |
| | Day 5 | 11/12/2020 | Friday | Lab work |
| | Day 6 | 12/12/2020 | Saturday | Electronic spreadsheet |
| | | 13/12/2020 | Sunday | |
| 7TH WEEK | Day 1 | 14/12/2020 | Monday | Lab work |
| | Day 2 | 15/12/2020 | Tuesday | Lab work |
| | Day 3 | 16/12/2020 | Wednesday | Creating and Editing |
| | Day 4 | 17/12/2020 | Thursday | Lab work |
| | Day 5 | 18/12/2020 | Friday | Lab work |
| | Day 6 | 19/12/2020 | Saturday | Formatting |
| | | 20/12/2020 | Sunday | |
| 8TH WEEK | Day 1 | 21/12/2020 | Monday | Lab work |
| | Day 2 | 22/12/2020 | Tuesday | Test |
| | Day 3 | 23/12/2020 | Wednesday | Moving and Copying data |
| | Day 4 | 24/12/2020 | Thursday | Lab work |
| | Day 5 | 25/12/2020 | Friday | HOLIDAY |

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| | Day 6 | 26/12/2020 | Saturday | Functions |
| | | 27/12/2020 | Sunday | |
| 9TH WEEK | Day 1 | 28/12/2020 | Monday | Lab Work |
| | Day 2 | 29/12/2020 | Tuesday | Lab Work |
| | Day 3 | 30/12/2020 | Wednesday | types of graph |
| | Day 4 | 31/12/2020 | Thursday | Lab Work |
| | Day 5 | 01/01/2021 | Friday | Lab Work |
| | Day 6 | 02/01/2021 | Saturday | creating graph |
| | | 03/01/2021 | Sunday | |
| 10TH WEEK | Day 1 | 04/01/2021 | Monday | Lab Work |
| | Day 2 | 05/01/2021 | Tuesday | Lab Work |
| | Day 3 | 06/01/2021 | Wednesday | formatting cells |
| | Day 4 | 07/01/2021 | Thursday | Lab Work |
| | Day 5 | 08/01/2021 | Friday | Lab Work |
| | Day 6 | 09/01/2021 | Saturday | Macros |
| | | 10/01/2021 | Sunday | |
| 11TH WEEK | Day 1 | 11/01/2021 | Monday | Lab work |
| | Day 2 | 12/01/2021 | Tuesday | Lab work |
| | Day 3 | 13/01/2021 | Wednesday | Lab work |
| | Day 4 | 14/01/2021 | Thursday | Conditional formatting |
| | Day 5 | 15/01/2021 | Friday | Lab Work |
| | Day 6 | 16/01/2021 | Saturday | Lab Work |
| | | 17/01/2021 | Sunday | |
| 12TH WEEK | Day 1 | 18/01/2021 | Monday | Lab Work |
| | Day 2 | 19/01/2021 | Tuesday | Presentations using MS-PowerPoint |
| | Day 3 | 20/01/2021 | Wednesday | Guru Govind Singh Jayanti |
| | Day 4 | 21/01/2021 | Thursday | Lab Work |
| | Day 5 | 22/01/2021 | Friday | Revision |
| | Day 6 | 23/01/2021 | Saturday | Creating Manipulating and enhancing slides |
| | | 24/01/2021 | Sunday | |
| 13TH WEEK | Day 1 | 25/01/2021 | Monday | Lab work |
| | Day 2 | 26/01/2021 | Tuesday | Republic day |
| | Day 3 | 27/01/2021 | Wednesday | Lab Work |
| | Day 4 | 28/01/2021 | Thursday | Test |
| | Day 5 | 29/01/2021 | Friday | excel charts |
| | Day 6 | 30/01/2021 | Saturday | Lab Work |
| | | 31/01/2021 | Sunday | |
| 14th Week | Day 1 | 01/02/2021 | Monday | Revision |
| | Day 2 | 02/02/2021 | Tuesday | Word art |
| | Day 3 | 03/02/2021 | Wednesday | Lab Work |
| | Day 4 | 04/02/2021 | Thursday | layering and objects |
| | Day 5 | 05/02/2021 | Friday | Lab Work |
| | Day 6 | 06/02/2021 | Saturday | Revision |
| | | 07/02/2021 | Sunday | |
| 15th Week | Day 1 | 08/02/2021 | Monday | Revision |
| | Day 2 | 09/02/2021 | Tuesday | Animation and sounds |
| | Day 3 | 10/02/2021 | Wednesday | Lab Work |
| | Day 4 | 11/02/2021 | Thursday | Lab Work |
| | Day 5 | 12/02/2021 | Friday | Lab Work |
| | Day 6 | 13/02/2021 | Saturday | Test |
| | | 14/02/2021 | Sunday | |
| 16th Week | Day 1 | 15/02/2021 | Monday | Inserting pictures |
| | Day 2 | 16/02/2021 | Tuesday | Basant Panchami |
| | Day 3 | 17/02/2021 | Wednesday | Lab Work |
| | Day 4 | 18/02/2021 | Thursday | inserting sound |
| | Day 5 | 19/02/2021 | Friday | Mahashivratri |
| | Day 6 | 20/02/2021 | Saturday | Lab Work |
| | | 21/02/2021 | Sunday | |
| 17th Week | Day 1 | 22/02/2021 | Monday | Introduction to Tally |
| | Day 2 | 23/02/2021 | Tuesday | Revision |
| | Day 3 | 24/02/2021 | Wednesday | Revision |
| | Day 4 | 25/02/2021 | Thursday | Lab Work |
| | Day 5 | 26/02/2021 | Friday | Lab Work |
| | Day 6 | 27/02/2021 | Saturday | Guru Ravidas Jayanti |
| | | 28/02/2021 | Sunday | |

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| Name of the Assistant Professor- | | | Ms Shilpa Juneja | |
| Class | | | BBA | |
| Semester | | | 5th | |
| Subject | | | Cyber Security | |
| October 2020 | | | | |
| WEEK | DAY | DATE | DAYS | TOPICS |
| 1st Week | Day 1 | 11/2/2020 | Monday | Concept of information society |
| | Day 2 | 11/3/2020 | Tuesday | Knowledge society |
| | Day 3 | 11/4/2020 | Wednesday | Cyber space |
| | Day 4 | 11/5/2020 | Thursday | Digital economy |
| | Day 5 | 11/6/2020 | Friday | Critical infrastructure |
| | Day 6 | 11/7/2020 | Saturday | Test |
| | | 11/8/2020 | Sunday | |
| 2nd Week | Day 1 | 11/9/2020 | Monday | Critical information infrastructure |
| | Day 2 | 11/10/2020 | Tuesday | internet as global Information infrastructure. |
| | Day 3 | 11/11/2020 | Wednesday | Revision |
| | Day 4 | 11/12/2020 | Thursday | Cyber terrorism |
| | Day 5 | 11/13/2020 | Friday | HOLIDAY |
| | Day 6 | 11/14/2020 | Saturday | |
| | 11/15/2020 | Sunday | | |
| 3rd WEEK | Day 1 | 11/16/2020 | Monday | |
| | Day 2 | 11/17/2020 | Tuesday | terrorist atrocities |
| | Day 3 | 11/18/2020 | Wednesday | the role of IT by terrorist |
| | Day 4 | 11/19/2020 | Thursday | the power of cyber terrorism |
| | Day 5 | 11/20/2020 | Friday | Test |
| | Day 6 | 11/21/2020 | Saturday | Test Discussion |
| | | 11/22/2020 | Sunday | |
| 4TH WEEK | Day 1 | 11/23/2020 | Monday | characteristic of cyber terrorism |
| | Day 2 | 11/24/2020 | Tuesday | factors contributing to the existence of cyberterrorism |
| | Day 3 | 11/25/2020 | Wednesday | Revision |
| | Day 4 | 11/26/2020 | Thursday | Test |
| | Day 5 | 11/27/2020 | Friday | Test Discussion |
| | Day 6 | 11/28/2020 | Saturday | economic consequences |
| | | 11/29/2020 | Sunday | |
| 4TH WEEK | Day 1 | 11/30/2020 | Monday | Guru Nanak Day |
| | Day 2 | 12/1/2020 | Tuesday | Cybercrime |
| | Day 3 | 12/2/2020 | Wednesday | types of cybercrime |
| | Day 4 | 12/3/2020 | Thursday | hacking |
| | Day 5 | 12/4/2020 | Friday | virus, worm |
| | Day 6 | 12/5/2020 | Saturday | Trojan horse |
| | | 12/6/2020 | Sunday | |
| 6TH WEEK | Day 1 | 12/7/2020 | Monday | Malware |
| | Day 2 | 12/8/2020 | Tuesday | fraud and theft |
| | Day 3 | 12/9/2020 | Wednesday | cyber homicide |
| | Day 4 | 12/10/2020 | Thursday | current cyber-attack methods |
| | Day 5 | 12/11/2020 | Friday | Test |
| | Day 6 | 12/12/2020 | Saturday | Test Discussion |
| | | 12/13/2020 | Sunday | |
| 7TH WEEK | Day 1 | 12/14/2020 | Monday | criminal threats to IT infrastructure |
| | Day 2 | 12/15/2020 | Tuesday | criminal threats to IT infrastructure |
| | Day 3 | 12/16/2020 | Wednesday | web security |
| | Day 4 | 12/17/2020 | Thursday | web security |
| | Day 5 | 12/18/2020 | Friday | basic cyber forensics |
| | Day 6 | 12/19/2020 | Saturday | basic cyber forensics |
| | | 12/20/2020 | Sunday | |
| 8TH WEEK | Day 1 | 12/21/2020 | Monday | internal penetration |
| | Day 2 | 12/22/2020 | Tuesday | Revision |
| | Day 3 | 12/23/2020 | Wednesday | external penetration |
| | Day 4 | 12/24/2020 | Thursday | your role on cyber-attacks |
| | Day 5 | 12/25/2020 | Friday | Christmas Day |
| | Day 6 | 12/26/2020 | Saturday | Cybercrimes and law |
| | | 12/27/2020 | Sunday | |
| 9TH WEEK | Day 1 | 12/28/2020 | Monday | Cybercrimes and law |
| | Day 2 | 12/29/2020 | Tuesday | Cybercrimes and law |

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| | Day 3 | 12/30/2020 | Wednesday | Test |
| | Day 4 | 12/31/2020 | Thursday | cyber jurisdiction |
| | Day 5 | 1/1/2021 | Friday | cyber jurisdiction |
| | Day 6 | 1/2/2021 | Saturday | Indian IT ACT |
| | | 1/3/2021 | Sunday | |
| 10TH WEEK | Day 1 | 1/4/2021 | Monday | Indian IT ACT |
| | Day 2 | 1/5/2021 | Tuesday | Revision |
| | Day 3 | 1/6/2021 | Wednesday | Fundamental concepts of information security |
| | Day 4 | 1/7/2021 | Thursday | Fundamental concepts of information security |
| | Day 5 | 1/8/2021 | Friday | Fundamental concepts of information security |
| | Day 6 | 1/9/2021 | Saturday | |
| | | 1/10/2021 | Sunday | |
| 11TH WEEK | Day 1 | 1/11/2021 | Monday | information warfare |
| | Day 2 | 1/12/2021 | Tuesday | information warfare |
| | Day 3 | 1/13/2021 | Wednesday | information warfare |
| | Day 4 | 1/14/2021 | Thursday | levels of information war |
| | Day 5 | 1/15/2021 | Friday | levels of information war |
| | Day 6 | 1/16/2021 | Saturday | Revision |
| | | 1/17/2021 | Sunday | |
| 12TH WEEK | Day 1 | 1/18/2021 | Monday | cost of information warfare |
| | Day 2 | 1/19/2021 | Tuesday | cost of information warfare |
| | Day 3 | 1/20/2021 | Wednesday | Guru Govind Singh Jayanti |
| | Day 4 | 1/21/2021 | Thursday | cyber disaster planning |
| | Day 5 | 1/22/2021 | Friday | cyber disaster planning |
| | Day 6 | 1/23/2021 | Saturday | cyber disaster planning |
| | | 1/24/2021 | Sunday | |
| 13TH WEEK | Day 1 | 1/25/2021 | Monday | Revision |
| | Day 2 | 1/26/2021 | Tuesday | Republic day |
| | Day 3 | 1/27/2021 | Wednesday | why disaster planning |
| | Day 4 | 1/28/2021 | Thursday | why disaster planning |
| | Day 5 | 1/29/2021 | Friday | why disaster planning |
| | Day 6 | 1/30/2021 | Saturday | why disaster planning |
| | | 1/31/2021 | Sunday | |
| 14th Week | Day 1 | 2/1/2021 | Monday | companywide disaster planning |
| | Day 2 | 2/2/2021 | Tuesday | companywide disaster planning |
| | Day 3 | 2/3/2021 | Wednesday | companywide disaster planning |
| | Day 4 | 2/4/2021 | Thursday | companywide disaster planning |
| | Day 5 | 2/5/2021 | Friday | Test |
| | Day 6 | 2/6/2021 | Saturday | Test Discussion |
| | | 2/7/2021 | Sunday | |
| 15th Week | Day 1 | 2/8/2021 | Monday | business impact analysis |
| | Day 2 | 2/9/2021 | Tuesday | business impact analysis |
| | Day 3 | 2/10/2021 | Wednesday | business impact analysis |
| | Day 4 | 2/11/2021 | Thursday | business impact analysis |
| | Day 5 | 2/12/2021 | Friday | business impact analysis |
| | Day 6 | 2/13/2021 | Saturday | Revision |
| | | 2/14/2021 | Sunday | |
| 16th Week | Day 1 | 2/15/2021 | Monday | Revision |
| | Day 2 | 2/16/2021 | Tuesday | Basant Panchami |
| | Day 3 | 2/17/2021 | Wednesday | Revision |
| | Day 4 | 2/18/2021 | Thursday | Revision |
| | Day 5 | 2/19/2021 | Friday | Mahashivratri |
| | Day 6 | 2/20/2021 | Saturday | Revision |
| | | 2/21/2021 | Sunday | |
| 17th Week | Day 1 | 2/22/2021 | Monday | Unit 1 Test |
| | Day 2 | 2/23/2021 | Tuesday | Test Discussion |
| | Day 3 | 2/24/2021 | Wednesday | Unit 2 Revision |
| | Day 4 | 2/25/2021 | Thursday | Unit 2 Test |
| | Day 5 | 2/26/2021 | Friday | Test Discussion |
| | Day 6 | 2/27/2021 | Saturday | Guru Ravidas Jayanti |
| | | 2/28/2021 | Sunday | |

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| Name of the Assistant Professor- | Ms Shilpa Juneja |
| Class | BBA |
| Semester | 5th |
| Subject | Computer Networking |

| October 2020 | | | | |
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| WEEK | DAY | DATE | DAYS | TOPICS |
| 1st Week | Day 1 | 11/2/2020 | Monday | Introduction to network |
| | Day 2 | 11/3/2020 | Tuesday | advantages and disadvantages of network |
| | Day 3 | 11/4/2020 | Wednesday | network topologies |
| | Day 4 | 11/5/2020 | Thursday | analog and digital signal |
| | Day 5 | 11/6/2020 | Friday | analog and digital transmission |
| | Day 6 | 11/7/2020 | Saturday | analog and digital transmission |
| | | | 11/8/2020 | Sunday |
| 2nd Week | Day 1 | 11/9/2020 | Monday | Test |
| | Day 2 | 11/10/2020 | Tuesday | Test Discussion |
| | Day 3 | 11/11/2020 | Wednesday | transmission media |
| | Day 4 | 11/12/2020 | Thursday | transmission media |
| | Day 5 | 11/13/2020 | Friday | HOLIDAY |
| | Day 6 | 11/14/2020 | Saturday | |
| | | 11/15/2020 | Sunday | |
| 3rd WEEK | Day 1 | 11/16/2020 | Monday | |
| | Day 2 | 11/17/2020 | Tuesday | network categories |
| | Day 3 | 11/18/2020 | Wednesday | wireless networks |
| | Day 4 | 11/19/2020 | Thursday | wireless networks |
| | Day 5 | 11/20/2020 | Friday | wireless networks |
| | Day 6 | 11/21/2020 | Saturday | Test |
| | | | 11/22/2020 | Sunday |
| 4TH WEEK | Day 1 | 11/23/2020 | Monday | OSI model |
| | Day 2 | 11/24/2020 | Tuesday | OSI model |
| | Day 3 | 11/25/2020 | Wednesday | OSI model |
| | Day 4 | 11/26/2020 | Thursday | OSI model |
| | Day 5 | 11/27/2020 | Friday | OSI model |
| | Day 6 | 11/28/2020 | Saturday | OSI model |
| | | | 11/29/2020 | Sunday |
| 4TH WEEK | Day 1 | 11/30/2020 | Monday | Guru Nanak Day |
| | Day 2 | 12/1/2020 | Tuesday | OSI model |
| | Day 3 | 12/2/2020 | Wednesday | Revision |
| | Day 4 | 12/3/2020 | Thursday | Test |
| | Day 5 | 12/4/2020 | Friday | Test Discussion |
| | Day 6 | 12/5/2020 | Saturday | TCP/IP Model |
| | | | 12/6/2020 | Sunday |
| 6TH WEEK | Day 1 | 12/7/2020 | Monday | TCP/IP Model |
| | Day 2 | 12/8/2020 | Tuesday | TCP/IP Model |
| | Day 3 | 12/9/2020 | Wednesday | TCP/IP Model |
| | Day 4 | 12/10/2020 | Thursday | TCP/IP Model |
| | Day 5 | 12/11/2020 | Friday | TCP/IP Model |
| | Day 6 | 12/12/2020 | Saturday | TCP/IP Model |
| | | | 12/13/2020 | Sunday |
| 7TH WEEK | Day 1 | 12/14/2020 | Monday | Revision |
| | Day 2 | 12/15/2020 | Tuesday | Test |
| | Day 3 | 12/16/2020 | Wednesday | Test Discussion |
| | Day 4 | 12/17/2020 | Thursday | protocols and their classification |
| | Day 5 | 12/18/2020 | Friday | protocols and their classification |
| | Day 6 | 12/19/2020 | Saturday | protocols and their classification |
| | | | 12/20/2020 | Sunday |
| 8TH WEEK | Day 1 | 12/21/2020 | Monday | protocols and their classification |
| | Day 2 | 12/22/2020 | Tuesday | protocols and their classification |
| | Day 3 | 12/23/2020 | Wednesday | flow control |
| | Day 4 | 12/24/2020 | Thursday | flow control |
| | Day 5 | 12/25/2020 | Friday | Christmas Day |
| | Day 6 | 12/26/2020 | Saturday | flow control |
| | | | 12/27/2020 | Sunday |
| 9TH WEEK | Day 1 | 12/28/2020 | Monday | cryptography |
| | Day 2 | 12/29/2020 | Tuesday | cryptography |
| | Day 3 | 12/30/2020 | Wednesday | cryptography |
| | Day 4 | 12/31/2020 | Thursday | cryptography |
| | Day 5 | 1/1/2021 | Friday | cryptography |
| | Day 6 | 1/2/2021 | Saturday | cryptography |

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| | | 1/3/2021 | Sunday | |
| 10TH WEEK | Day 1 | 1/4/2021 | Monday | Test |
| | Day 2 | 1/5/2021 | Tuesday | ranking |
| | Day 3 | 1/6/2021 | Wednesday | ranking |
| | Day 4 | 1/7/2021 | Thursday | Firewall |
| | Day 5 | 1/8/2021 | Friday | Firewall |
| | Day 6 | 1/9/2021 | Saturday | Firewall |
| | | 1/10/2021 | Sunday | |
| 11TH WEEK | Day 1 | 1/11/2021 | Monday | Overview of internet |
| | Day 2 | 1/12/2021 | Tuesday | internet service provider |
| | Day 3 | 1/13/2021 | Wednesday | setting windows environment for dial up networking |
| | Day 4 | 1/14/2021 | Thursday | Search engine |
| | Day 5 | 1/15/2021 | Friday | Search engine |
| | Day 6 | 1/16/2021 | Saturday | Test |
| | | 1/17/2021 | Sunday | |
| 12TH WEEK | Day 1 | 1/18/2021 | Monday | searching web using search engine |
| | Day 2 | 1/19/2021 | Tuesday | Lab work |
| | Day 3 | 1/20/2021 | Wednesday | Guru Govind Singh Jayanti |
| | Day 4 | 1/21/2021 | Thursday | audio on internet |
| | Day 5 | 1/22/2021 | Friday | newsgroup |
| | Day 6 | 1/23/2021 | Saturday | subscribing to news groups. |
| | | 1/24/2021 | Sunday | |
| 13TH WEEK | Day 1 | 1/25/2021 | Monday | subscribing to news groups. |
| | Day 2 | 1/26/2021 | Tuesday | Republic day |
| | Day 3 | 1/27/2021 | Wednesday | Test |
| | Day 4 | 1/28/2021 | Thursday | Test discussion |
| | Day 5 | 1/29/2021 | Friday | Intranet concepts |
| | Day 6 | 1/30/2021 | Saturday | architecture |
| | | 1/31/2021 | Sunday | |
| 14th Week | Day 1 | 2/1/2021 | Monday | building corporate world wide web |
| | Day 2 | 2/2/2021 | Tuesday | HTTP protocol |
| | Day 3 | 2/3/2021 | Wednesday | HTTP protocol |
| | Day 4 | 2/4/2021 | Thursday | intranet infrastructure |
| | Day 5 | 2/5/2021 | Friday | fundamental of TCP/IP |
| | Day 6 | 2/6/2021 | Saturday | fundamental of TCP/IP |
| | | 2/7/2021 | Sunday | |
| 15th Week | Day 1 | 2/8/2021 | Monday | fundamental of TCP/IP |
| | Day 2 | 2/9/2021 | Tuesday | fundamental of TCP/IP |
| | Day 3 | 2/10/2021 | Wednesday | intranet security design |
| | Day 4 | 2/11/2021 | Thursday | intranet as a business tools |
| | Day 5 | 2/12/2021 | Friday | future of intranet |
| | Day 6 | 2/13/2021 | Saturday | protocols of communication |
| | | 2/14/2021 | Sunday | |
| 16th Week | Day 1 | 2/15/2021 | Monday | Revision |
| | Day 2 | 2/16/2021 | Tuesday | Basant Panchami |
| | Day 3 | 2/17/2021 | Wednesday | Test |
| | Day 4 | 2/18/2021 | Thursday | Introduction to HTML |
| | Day 5 | 2/19/2021 | Friday | Mahashivratri |
| | Day 6 | 2/20/2021 | Saturday | HTML Tags |
| | | 2/21/2021 | Sunday | |
| 17th Week | Day 1 | 2/22/2021 | Monday | Surfing with Internet |
| | Day 2 | 2/23/2021 | Tuesday | Unit 1 Test |
| | Day 3 | 2/24/2021 | Wednesday | Unit 2 Test |
| | Day 4 | 2/25/2021 | Thursday | Unit 3 Test |
| | Day 5 | 2/26/2021 | Friday | Unit 4 Test |
| | Day 6 | 2/27/2021 | Saturday | Guru Ravidas Jayanti |
| | | 2/28/2021 | Sunday | |
| Name of the Assistant Professor- | | | Ms Shilpa Juneja | |
| Class | | | B.Com(H) | |
| Semester | | | 3rd | |
| Subject | | | Basics of IT | |
| October 2020 | | | | |
| WEEK | DAY | DATE | DAYS | TOPICS |

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| 1st Week | Day 1 | 11/2/2020 | Monday | Essentials of Computers |
| | Day 2 | 11/3/2020 | Tuesday | Concept of data |
| | Day 3 | 11/4/2020 | Wednesday | information and data processing |
| | Day 4 | 11/5/2020 | Thursday | Levels or type of information |
| | Day 5 | 11/6/2020 | Friday | Uses of information |
| | Day 6 | 11/7/2020 | Saturday | Business data Processing Cycle |
| | | 11/8/2020 | Sunday | |
| 2nd Week | Day 1 | 11/9/2020 | Monday | Methods of data processing, |
| | Day 2 | 11/10/2020 | Tuesday | Application of Electronic data processing. |
| | Day 3 | 11/11/2020 | Wednesday | Revision |
| | Day 4 | 11/12/2020 | Thursday | Test |
| | Day 5 | 11/13/2020 | Friday | HOLIDAY |
| | Day 6 | 11/14/2020 | Saturday | |
| | 11/15/2020 | Sunday | | |
| 3rd WEEK | Day 1 | 11/16/2020 | Monday | |
| | Day 2 | 11/17/2020 | Tuesday | Memory and Mass Storage Devices |
| | Day 3 | 11/18/2020 | Wednesday | Introduction of Memory System, |
| | Day 4 | 11/19/2020 | Thursday | Types of Memory |
| | Day 5 | 11/20/2020 | Friday | Primary and Secondary Memory, |
| | Day 6 | 11/21/2020 | Saturday | RAM and ROM |
| | | 11/22/2020 | Sunday | |
| 4TH WEEK | Day 1 | 11/23/2020 | Monday | Types of Secondary Storage Devices |
| | Day 2 | 11/24/2020 | Tuesday | Test |
| | Day 3 | 11/25/2020 | Wednesday | Test Discussion |
| | Day 4 | 11/26/2020 | Thursday | Software Concepts |
| | Day 5 | 11/27/2020 | Friday | Types of Software and their role |
| | Day 6 | 11/28/2020 | Saturday | System Languages and Translators |
| | | 11/29/2020 | Sunday | |
| 4TH WEEK | Day 1 | 11/30/2020 | Monday | Guru Nanak Day |
| | Day 2 | 12/1/2020 | Tuesday | Test |
| | Day 3 | 12/2/2020 | Wednesday | Test Discussion |
| | Day 4 | 12/3/2020 | Thursday | Functions and Types an Operating System |
| | Day 5 | 12/4/2020 | Friday | Data Communications: Basic elements of a Communication |
| | Day 6 | 12/5/2020 | Saturday | Data Communications: Basic elements of a Communication |
| | | 12/6/2020 | Sunday | |
| 6TH WEEK | Day 1 | 12/7/2020 | Monday | Forms of Data |
| | Day 2 | 12/8/2020 | Tuesday | Transmission |
| | Day 3 | 12/9/2020 | Wednesday | Data transmission speed |
| | Day 4 | 12/10/2020 | Thursday | Modes of Data Transmission:Analog and Digital data |
| | Day 5 | 12/11/2020 | Friday | Revision |
| | Day 6 | 12/12/2020 | Saturday | Test |
| | | 12/13/2020 | Sunday | |
| 7TH WEEK | Day 1 | 12/14/2020 | Monday | Data Transmission Media; Wire Cables |
| | Day 2 | 12/15/2020 | Tuesday | Microwave, Fiber-optics, Communication Satellites. |
| | Day 3 | 12/16/2020 | Wednesday | Microwave, Fiber-optics, Communication Satellites. |
| | Day 4 | 12/17/2020 | Thursday | Microwave, Fiber-optics, Communication Satellites. |
| | Day 5 | 12/18/2020 | Friday | Test |
| | Day 6 | 12/19/2020 | Saturday | Test Discussion |
| | | 12/20/2020 | Sunday | |
| 8TH WEEK | Day 1 | 12/21/2020 | Monday | Emerging Trends in IT: Electronic Commerce(E-Comm |
| | Day 2 | 12/22/2020 | Tuesday | Types of E-Commerce |
| | Day 3 | 12/23/2020 | Wednesday | Advantages and Disadvantages of E-commerce |
| | Day 4 | 12/24/2020 | Thursday | Application of E-commerce |
| | Day 5 | 12/25/2020 | Friday | Christmas Day |
| | Day 6 | 12/26/2020 | Saturday | Test |
| | | 12/27/2020 | Sunday | |
| 9TH WEEK | Day 1 | 12/28/2020 | Monday | process in ecommerce |
| | Day 2 | 12/29/2020 | Tuesday | Types of an Electronic Payment System |
| | Day 3 | 12/30/2020 | Wednesday | Security issues in E-commerce |
| | Day 4 | 12/31/2020 | Thursday | Security Schemes |
| | Day 5 | 1/1/2021 | Friday | Electronic data Interchange (EDI) |
| | Day 6 | 1/2/2021 | Saturday | Electronic data Interchange (EDI) |
| | | 1/3/2021 | Sunday | |
| 10TH WEEK | Day 1 | 1/4/2021 | Monday | Mobile communication |
| | Day 2 | 1/5/2021 | Tuesday | Bluetooth Communication |
| | Day 3 | 1/6/2021 | Wednesday | Infrared communication |

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| | Day 4 | 1/7/2021 | Thursday | Smart Card |
| | Day 5 | 1/8/2021 | Friday | Test |
| | Day 6 | 1/9/2021 | Saturday | Test discussion |
| | | 1/10/2021 | Sunday | |
| 11TH WEEK | Day 1 | 1/11/2021 | Monday | Computer Networks: Introduction to Computer Netw |
| | Day 2 | 1/12/2021 | Tuesday | Types of Network |
| | Day 3 | 1/13/2021 | Wednesday | Local Area Network |
| | Day 4 | 1/14/2021 | Thursday | Wide Area Network |
| | Day 5 | 1/15/2021 | Friday | Types of Public and Private Network |
| | Day 6 | 1/16/2021 | Saturday | Network Topology |
| | | 1/17/2021 | Sunday | |
| 12TH WEEK | Day 1 | 1/18/2021 | Monday | Network Topology |
| | Day 2 | 1/19/2021 | Tuesday | Network Topology |
| | Day 3 | 1/20/2021 | Wednesday | Guru Govind Singh Jayanti |
| | Day 4 | 1/21/2021 | Thursday | Internet and its Application |
| | Day 5 | 1/22/2021 | Friday | History of Internet |
| | Day 6 | 1/23/2021 | Saturday | History of Internet |
| | | 1/24/2021 | Sunday | |
| 13TH WEEK | Day 1 | 1/25/2021 | Monday | Benefits of Internet |
| | Day 2 | 1/26/2021 | Tuesday | Republic day |
| | Day 3 | 1/27/2021 | Wednesday | ISP |
| | Day 4 | 1/28/2021 | Thursday | Internet Accounts |
| | Day 5 | 1/29/2021 | Friday | Internet Addressing |
| | Day 6 | 1/30/2021 | Saturday | Internet Addressing |
| | | 1/31/2021 | Sunday | |
| 14th Week | Day 1 | 2/1/2021 | Monday | Revision |
| | Day 2 | 2/2/2021 | Tuesday | Test |
| | Day 3 | 2/3/2021 | Wednesday | Test Discussion |
| | Day 4 | 2/4/2021 | Thursday | Information Technology: Impact of IT on Business environment |
| | Day 5 | 2/5/2021 | Friday | Applications of IT |
| | Day 6 | 2/6/2021 | Saturday | Multimedia: Concept of Multimedia |
| | | 2/7/2021 | Sunday | |
| 15th Week | Day 1 | 2/8/2021 | Monday | Multimedia Components |
| | Day 2 | 2/9/2021 | Tuesday | Multimedia Applications |
| | Day 3 | 2/10/2021 | Wednesday | Presentation with Power- Point: Features of Power-point |
| | Day 4 | 2/11/2021 | Thursday | Lab Work |
| | Day 5 | 2/12/2021 | Friday | Creating presentation the easy way |
| | Day 6 | 2/13/2021 | Saturday | Working with different views |
| | | 2/14/2021 | Sunday | |
| 16th Week | Day 1 | 2/15/2021 | Monday | working with graphics in Power Point |
| | Day 2 | 2/16/2021 | Tuesday | Basant Panchami |
| | Day 3 | 2/17/2021 | Wednesday | working with graphics in Power Point |
| | Day 4 | 2/18/2021 | Thursday | Sound effects and Animations effects |
| | Day 5 | 2/19/2021 | Friday | Mahashivratri |
| | Day 6 | 2/20/2021 | Saturday | Printing in Power-point |
| | | 2/21/2021 | Sunday | |
| 17th Week | Day 1 | 2/22/2021 | Monday | Tally and its features |
| | Day 2 | 2/23/2021 | Tuesday | Preparation of Vouchers, Salary Statement |
| | Day 3 | 2/24/2021 | Wednesday | Maintaining of Inventory records |
| | Day 4 | 2/25/2021 | Thursday | Maintenance of Accounting Books and final Accounts |
| | Day 5 | 2/26/2021 | Friday | Generating and Printing reports |
| | Day 6 | 2/27/2021 | Saturday | Guru Ravidas Jayanti |
| | | 2/28/2021 | Sunday | |

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| Name of the Assistant Professor- | | Ms Shilpa Juneja | |
| Class | | BBA | |
| Semester | | 5th | |
| Subject | | Presentation Skills | |

| October 2020 | | | | |
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| WEEK | DAY | DATE | DAYS | TOPICS |
| 1st Week | Day 1 | 11/2/2020 | Monday | Introduction – Meaning, types of presentation |
| | Day 2 | 11/3/2020 | Tuesday | Presentation that deeply involves the audience |
| | Day 3 | 11/4/2020 | Wednesday | Presentation that creates excitement |
| | Day 4 | 11/5/2020 | Thursday | Persuasive presentation |

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| | Day 5 | 11/6/2020 | Friday | Revision of the topics | |
| | Day 6 | 11/7/2020 | Saturday | Presentation evoking emotional appeal | |
| | | 11/8/2020 | Sunday | | |
| 2nd Week | Day 1 | 11/9/2020 | Monday | Presentation that sells a new idea | |
| | Day 2 | 11/10/2020 | Tuesday | Humorous presentation | |
| | Day 3 | 11/11/2020 | Wednesday | Planned and unplanned presentation | |
| | Day 4 | 11/12/2020 | Thursday | Planning a presentation | |
| | Day 5 | 11/13/2020 | Friday | HOLIDAY | |
| | Day 6 | 11/14/2020 | Saturday | | |
| | | 11/15/2020 | Sunday | | |
| 3rd WEEK | Day 1 | 11/16/2020 | Monday | | |
| | Day 2 | 11/17/2020 | Tuesday | | Analyzing the audience |
| | Day 3 | 11/18/2020 | Wednesday | | Location of presentations |
| | Day 4 | 11/19/2020 | Thursday | Objective of presentation | |
| | Day 5 | 11/20/2020 | Friday | Researching the topic; structuring the presentation | |
| | Day 6 | 11/21/2020 | Saturday | Presentation notes and session plan | |
| | | 11/22/2020 | Sunday | | |
| 4TH WEEK | Day 1 | 11/23/2020 | Monday | Revision of the topics | |
| | Day 2 | 11/24/2020 | Tuesday | Methods of presentation – Fish bowl | |
| | Day 3 | 11/25/2020 | Wednesday | Role plays & group discussion | |
| | Day 4 | 11/26/2020 | Thursday | Conference & Seminar | |
| | Day 5 | 11/27/2020 | Friday | Workshop, clinics & brainstorming | |
| | Day 6 | 11/28/2020 | Saturday | Simulations, games & questionnaire | |
| | | 11/29/2020 | Sunday | | |
| 4TH WEEK | Day 1 | 11/30/2020 | Monday | Revision of the topics | |
| | Day 2 | 12/1/2020 | Tuesday | Presenter effectiveness | |
| | Day 3 | 12/2/2020 | Wednesday | Difficult situations and nerves | |
| | Day 4 | 12/3/2020 | Thursday | Motivation and attention | |
| | Day 5 | 12/4/2020 | Friday | Outcomes of presentation | |
| | Day 6 | 12/5/2020 | Saturday | Inspiring presentation | |
| | | 12/6/2020 | Sunday | | |
| 6TH WEEK | Day 1 | 12/7/2020 | Monday | Presentation that builds trust | |
| | Day 2 | 12/8/2020 | Tuesday | Presentation that offers a solution | |
| | Day 3 | 12/9/2020 | Wednesday | Value added presentation | |
| | Day 4 | 12/10/2020 | Thursday | Revision of the topics | |
| | Day 5 | 12/11/2020 | Friday | Presentation that facilitates decision making | |
| | Day 6 | 12/12/2020 | Saturday | Concept of personality | |
| | | 12/13/2020 | Sunday | | |
| 7TH WEEK | Day 1 | 12/14/2020 | Monday | Personality consciousness | |
| | Day 2 | 12/15/2020 | Tuesday | Personality patterns | |
| | Day 3 | 12/16/2020 | Wednesday | Personality syndrome | |
| | Day 4 | 12/17/2020 | Thursday | Revision of the topics | |
| | Day 5 | 12/18/2020 | Friday | | |
| | Day 6 | 12/19/2020 | Saturday | | |
| | | 12/20/2020 | Sunday | Class test of unit 1 | |
| 8TH WEEK | Day 1 | 12/21/2020 | Monday | Personality syndrome | |
| | Day 2 | 12/22/2020 | Tuesday | Symbols of self | |
| | Day 3 | 12/23/2020 | Wednesday | Clothing & Names and nicknames | |
| | Day 4 | 12/24/2020 | Thursday | Speech | |
| | Day 5 | 12/25/2020 | Friday | Christmas Day | |
| | Day 6 | 12/26/2020 | Saturday | Revision | |
| | | 12/27/2020 | Sunday | | |
| 9TH WEEK | Day 1 | 12/28/2020 | Monday | Personality syndrome | |
| | Day 2 | 12/29/2020 | Tuesday | Success | |
| | Day 3 | 12/30/2020 | Wednesday | Reputation | |
| | Day 4 | 12/31/2020 | Thursday | Age | |
| | Day 5 | 1/1/2021 | Friday | Moulding the personality pattern | |
| | Day 6 | 1/2/2021 | Saturday | Persistence and change | |
| | | 1/3/2021 | Sunday | | |
| 10TH WEEK | Day 1 | 1/4/2021 | Monday | Revision of unit 2 | |
| | Day 2 | 1/5/2021 | Tuesday | Class test of unit 2 | |
| | Day 3 | 1/6/2021 | Wednesday | Activity based on Unit 1 | |
| | Day 4 | 1/7/2021 | Thursday | Revision of unit 3 | |
| | Day 5 | 1/8/2021 | Friday | Class test of unit 3 | |
| | Day 6 | 1/9/2021 | Saturday | Revision | |
| | | 1/10/2021 | Sunday | | |

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| 11TH WEEK | Day 1 | 1/11/2021 | Monday | Test |
| | Day 2 | 1/12/2021 | Tuesday | Activity based on Unit 2 |
| | Day 3 | 1/13/2021 | Wednesday | Class revision of 1&2 unit |
| | Day 4 | 1/14/2021 | Thursday | Activity based on Unit 3 |
| | Day 5 | 1/15/2021 | Friday | Class revision of 2&3 unit |
| | Day 6 | 1/16/2021 | Saturday | Revision |
| | | 1/17/2021 | Sunday | |
| 12TH WEEK | Day 1 | 1/18/2021 | Monday | Personality determinants |
| | Day 2 | 1/19/2021 | Tuesday | Physical intellectual |
| | Day 3 | 1/20/2021 | Wednesday | Guru Govind Singh Jayanti |
| | Day 4 | 1/21/2021 | Thursday | Revision |
| | Day 5 | 1/22/2021 | Friday | Emotional |
| | Day 6 | 1/23/2021 | Saturday | Social determinants |
| | | 1/24/2021 | Sunday | |
| 13TH WEEK | Day 1 | 1/25/2021 | Monday | Personality determinants |
| | Day 2 | 1/26/2021 | Tuesday | Republic day |
| | Day 3 | 1/27/2021 | Wednesday | Aspirations and achievements |
| | Day 4 | 1/28/2021 | Thursday | Educational determinants |
| | Day 5 | 1/29/2021 | Friday | Family determinants |
| | Day 6 | 1/30/2021 | Saturday | Revision |
| | | 1/31/2021 | Sunday | |
| 14th Week | Day 1 | 2/1/2021 | Monday | Revision of unit 3 |
| | Day 2 | 2/2/2021 | Tuesday | Class test unit 3 |
| | Day 3 | 2/3/2021 | Wednesday | Revision of all the topics |
| | Day 4 | 2/4/2021 | Thursday | Revision of all the topics |
| | Day 5 | 2/5/2021 | Friday | Revision of all the topics |
| | Day 6 | 2/6/2021 | Saturday | Revision of all the topics |
| | | 2/7/2021 | Sunday | |
| 15th Week | Day 1 | 2/8/2021 | Monday | Personality development |
| | Day 2 | 2/9/2021 | Tuesday | Healthy personalities |
| | Day 3 | 2/10/2021 | Wednesday | Developing self-awareness |
| | Day 4 | 2/11/2021 | Thursday | Revision of the topics |
| | Day 5 | 2/12/2021 | Friday | Revision of the topics |
| | Day 6 | 2/13/2021 | Saturday | Revision of the topics |
| | | 2/14/2021 | Sunday | |
| 16th Week | Day 1 | 2/15/2021 | Monday | Test |
| | Day 2 | 2/16/2021 | Tuesday | Basant Panchami |
| | Day 3 | 2/17/2021 | Wednesday | Personality development |
| | Day 4 | 2/18/2021 | Thursday | Managing personal stress |
| | Day 5 | 2/19/2021 | Friday | Mahashivratri |
| | Day 6 | 2/20/2021 | Saturday | Solving problems analytically and creatively |
| | | 2/21/2021 | Sunday | |
| 17th Week | Day 1 | 2/22/2021 | Monday | Grooming, Appearance & dressing sense |
| | Day 2 | 2/23/2021 | Tuesday | Personal hygiene |
| | Day 3 | 2/24/2021 | Wednesday | Etiquettes & Body language |
| | Day 4 | 2/25/2021 | Thursday | Time management, Public Speaking |
| | Day 5 | 2/26/2021 | Friday | Test |
| | Day 6 | 2/27/2021 | Saturday | Guru Ravidas Jayanti |
| | | 2/28/2021 | Sunday | |

Name of the Assistant Professor-

Ms Shilpa Juneja

Class

BBA

Semester

1st

Subject

Computer Fundamentals

October 2020

| WEEK | DAY | DATE | DAYS | TOPICS |
|-----------------|-------|-----------|-----------|--------------------------------------|
| 1st Week | Day 1 | 11/2/2020 | Monday | Introduction to computers |
| | Day 2 | 11/3/2020 | Tuesday | Definitions |
| | Day 3 | 11/4/2020 | Wednesday | Classifications of the computer |
| | Day 4 | 11/5/2020 | Thursday | Classifications of the computer |
| | Day 5 | 11/6/2020 | Friday | Revision |
| | Day 6 | 11/7/2020 | Saturday | Major components of digital computer |
| | | 11/8/2020 | Sunday | |
| 2nd Week | Day 1 | 11/9/2020 | Monday | Functioning of a digital computer |

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| | Day 2 | 11/10/2020 | Tuesday | Evolution of computers |
| | Day 3 | 11/11/2020 | Wednesday | Historical evolution of computers |
| | Day 4 | 11/12/2020 | Thursday | Historical evolution of computers |
| | Day 5 | 11/13/2020 | Friday | HOLIDAY |
| | Day 6 | 11/14/2020 | Saturday | |
| | | 11/15/2020 | Sunday | |
| 3rd WEEK | Day 1 | 11/16/2020 | Monday | |
| | Day 2 | 11/17/2020 | Tuesday | Hardware |
| | Day 3 | 11/18/2020 | Wednesday | Software |
| | Day 4 | 11/19/2020 | Thursday | Holiday |
| | Day 5 | 11/20/2020 | Friday | Hardware |
| | Day 6 | 11/21/2020 | Saturday | Software |
| | | 11/22/2020 | Sunday | |
| 4TH WEEK | Day 1 | 11/23/2020 | Monday | Revision |
| | Day 2 | 11/24/2020 | Tuesday | System Software |
| | Day 3 | 11/25/2020 | Wednesday | System Software |
| | Day 4 | 11/26/2020 | Thursday | Operating System |
| | Day 5 | 11/27/2020 | Friday | Operating System |
| | Day 6 | 11/28/2020 | Saturday | Revision of the topics |
| | | 11/29/2020 | Sunday | |
| 4TH WEEK | Day 1 | 11/30/2020 | Monday | Language translator |
| | Day 2 | 12/1/2020 | Tuesday | Application Software |
| | Day 3 | 12/2/2020 | Wednesday | Firmware |
| | Day 4 | 12/3/2020 | Thursday | Middleware & Freeware |
| | Day 5 | 12/4/2020 | Friday | Characterstics of computer |
| | Day 6 | 12/5/2020 | Saturday | Number system |
| | | 12/6/2020 | Sunday | |
| 6TH WEEK | Day 1 | 12/7/2020 | Monday | Decimal number system |
| | Day 2 | 12/8/2020 | Tuesday | Binary number system |
| | Day 3 | 12/9/2020 | Wednesday | Octal number system |
| | Day 4 | 12/10/2020 | Thursday | Revision of the topics |
| | Day 5 | 12/11/2020 | Friday | Hexadecimal number system |
| | Day 6 | 12/12/2020 | Saturday | Hexadecimal number system |
| | | 12/13/2020 | Sunday | |
| 7TH WEEK | Day 1 | 12/14/2020 | Monday | Binary Arithmetic |
| | Day 2 | 12/15/2020 | Tuesday | Binary Arithmetic |
| | Day 3 | 12/16/2020 | Wednesday | Revision of the topics |
| | Day 4 | 12/17/2020 | Thursday | Binary Substraction |
| | Day 5 | 12/18/2020 | Friday | Character Codes |
| | Day 6 | 12/19/2020 | Saturday | Decimal number system (Revision) |
| | | 12/20/2020 | Sunday | |
| 8TH WEEK | Day 1 | 12/21/2020 | Monday | Binary number system (Revision) |
| | Day 2 | 12/22/2020 | Tuesday | Octal number system (Revision) |
| | Day 3 | 12/23/2020 | Wednesday | Revision of the topics |
| | Day 4 | 12/24/2020 | Thursday | Revision of the topics |
| | Day 5 | 12/25/2020 | Friday | Christmas Day |
| | Day 6 | 12/26/2020 | Saturday | Input And Output Devices |
| | | 12/27/2020 | Sunday | |
| 9TH WEEK | Day 1 | 12/28/2020 | Monday | Input devices |
| | Day 2 | 12/29/2020 | Tuesday | Output devices |
| | Day 3 | 12/30/2020 | Wednesday | Input devices |
| | Day 4 | 12/31/2020 | Thursday | Output devices |
| | Day 5 | 1/1/2021 | Friday | Revision |
| | Day 6 | 1/2/2021 | Saturday | Test |
| | | 1/3/2021 | Sunday | |
| 10TH WEEK | Day 1 | 1/4/2021 | Monday | Output & Input devices in details |
| | Day 2 | 1/5/2021 | Tuesday | Printers |
| | Day 3 | 1/6/2021 | Wednesday | Printers in detail |
| | Day 4 | 1/7/2021 | Thursday | Non impact printers |
| | Day 5 | 1/8/2021 | Friday | Plotters |
| | Day 6 | 1/9/2021 | Saturday | Scanners |
| | | 1/10/2021 | Sunday | |
| 11TH WEEK | Day 1 | 1/11/2021 | Monday | Scanners in details |
| | Day 2 | 1/12/2021 | Tuesday | Revision |
| | Day 3 | 1/13/2021 | Wednesday | Keyboard |
| | Day 4 | 1/14/2021 | Thursday | Mouse |

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| | Day 5 | 1/15/2021 | Friday | Mouse actions |
| | Day 6 | 1/16/2021 | Saturday | Advance mouse types |
| | | 1/17/2021 | Sunday | |
| 12TH WEEK | Day 1 | 1/18/2021 | Monday | Memory of computers |
| | Day 2 | 1/19/2021 | Tuesday | Main memory |
| | Day 3 | 1/20/2021 | Wednesday | Guru Govind Singh Jayanti |
| | Day 4 | 1/21/2021 | Thursday | Floppy |
| | Day 5 | 1/22/2021 | Friday | Disk |
| | Day 6 | 1/23/2021 | Saturday | Hard disk |
| | | 1/24/2021 | Sunday | |
| 13TH WEEK | Day 1 | 1/25/2021 | Monday | Revision of the topics |
| | Day 2 | 1/26/2021 | Tuesday | Republic day |
| | Day 3 | 1/27/2021 | Wednesday | Memory of computers (Revision) |
| | Day 4 | 1/28/2021 | Thursday | Revision of the topics |
| | Day 5 | 1/29/2021 | Friday | Revision of the topics |
| | Day 6 | 1/30/2021 | Saturday | Computer Application |
| | | 1/31/2021 | Sunday | |
| 14th Week | Day 1 | 2/1/2021 | Monday | Applications in detail |
| | Day 2 | 2/2/2021 | Tuesday | Language translator |
| | Day 3 | 2/3/2021 | Wednesday | Applications (Revision) |
| | Day 4 | 2/4/2021 | Thursday | Applications (Revision) |
| | Day 5 | 2/5/2021 | Friday | Generations of computers |
| | Day 6 | 2/6/2021 | Saturday | Communication Technology |
| | | 2/7/2021 | Sunday | |
| 15th Week | Day 1 | 2/8/2021 | Monday | |
| | Day 2 | 2/9/2021 | Tuesday | Revision |
| | Day 3 | 2/10/2021 | Wednesday | Networks & types of networks |
| | Day 4 | 2/11/2021 | Thursday | Applications of networking |
| | Day 5 | 2/12/2021 | Friday | Topology |
| | Day 6 | 2/13/2021 | Saturday | Channels |
| | | 2/14/2021 | Sunday | |
| 16th Week | Day 1 | 2/15/2021 | Monday | Introduction to internet |
| | Day 2 | 2/16/2021 | Tuesday | Basant Panchami |
| | Day 3 | 2/17/2021 | Wednesday | World Wide Web |
| | Day 4 | 2/18/2021 | Thursday | Web Sites, Web Pages, Web Servers & Web Browser |
| | Day 5 | 2/19/2021 | Friday | Mahashivratri |
| | Day 6 | 2/20/2021 | Saturday | Web Sites, Web Pages, Web Servers & Web Browser |
| | | 2/21/2021 | Sunday | |
| 17th Week | Day 1 | 2/22/2021 | Monday | Electronic mails |
| | Day 2 | 2/23/2021 | Tuesday | Components of multimedia |
| | Day 3 | 2/24/2021 | Wednesday | Use of multimedia |
| | Day 4 | 2/25/2021 | Thursday | Revision of Unit 1 & 4 |
| | Day 5 | 2/26/2021 | Friday | Revision of unit 3&2 |
| | Day 6 | 2/27/2021 | Saturday | Guru Ravidas Jayanti |
| | | 2/28/2021 | Sunday | |