

NBGSM College				
Lesson Plan November 2020- February 2021				
Name of assistant Professor :				Ms Sonia Goyal
Class :				B.A
Semester:				1st
Subject:				Basic Computer Education
		Day	Date	Topic
<b>1st week</b>	Sunday		1-Nov-20	
		1	2-Nov-20	Introduction Of Whole Syllabus
		2	3-Nov-20	INTRODUCTION OF A COMPUTER
		3	4-Nov-20	<b>Holiday</b>
		4	5-Nov-20	CHARACTERISTICS OF COMPUTER
		5	6-Nov-20	COMPONENTS OF COMPUTER SYTSEM
		6	7-Nov-20	COMPONENTS OF COMPUTER SYTSEM CONTD
	Sunday		8-Nov-20	
<b>2nd week</b>		1	9-Nov-20	INTRODUCTION TO INPUT DEVICES
		2	10-Nov-20	MOUSE,KEYBOARD,LIGHT PEN
		3	11-Nov-20	LAB PRACTICAL
		4	12-Nov-20	OMR,SCANNERS,MICR
		5	13-Nov-20	<b>Diwali Vacation</b>
		6	14-Nov-20	
	Sunday		15-Nov-20	
<b>3rd week</b>		1	16-Nov-20	VOICE SYSTEM,WEBCAMERA, JOYSTICK
		2	17-Nov-20	HARD COPY OUTPUT DEVICES
		3	18-Nov-20	SOFT COPY OUTPUT DEVICES
		4	19-Nov-20	LAB PACTICAL
		5	20-Nov-20	ASSIGNMENT
	Sunday		22-Nov-20	
<b>4th week</b>		1	23-Nov-20	INTRODUCTION TO MEMORY
		2	24-Nov-20	PRIMARY AND SECONDAY MEMORY
		3	25-Nov-20	MAGNETC AND OPTICAL STORAGE DEVICES
		4	26-Nov-20	MAGNETC AND OPTICAL STORAGE DEVICES
		5	27-Nov-20	LAB PACTICAL
		6	28-Nov-20	REVISION
	Sunday		29-Nov-20	

<b>5th week</b>			30-Nov-20	<b>Holiday</b>
		1	1-Dec-20	WRITTEN TEST OF UNIT 1
		2	2-Dec-20	INTRODUCTION TO OPERATING SYSTEM
		3	3-Dec-20	FUNTIONS OF OPERATING SYSTEM
		4	4-Dec-20	COMPONENTS OF WINDOWS
		5	5-Dec-20	LAB PRACTICAL
	<b>Sunday</b>		<b>6-Dec-20</b>	
<b>6th week</b>		1	7-Dec-20	EXPLORING COMPUTER
		2	8-Dec-20	ICONS, TASK BAR, DESTOP
		3	9-Dec-20	MANGING FLES AND FOLDERS
		4	10-Dec-20	LAB PRACTICAL
		5	11-Dec-20	CONTROL PANEL & ITS PROPERTIES
		6	12-Dec-20	ADD/REMOVE SOFTWARE & HARDWARE
	<b>Sunday</b>		<b>13-Dec-20</b>	
<b>7th week</b>		1	14-Dec-20	SETTING DATE & TIME
		2	15-Dec-20	SCREENSAVER & APPEARANCE
		3	16-Dec-20	LAB PRACTICAL
		4	17-Dec-20	REVISION
		5	18-Dec-20	WRITTEN TEST UNIT 2
		6	19-Dec-20	INTRODUCTION TO MS-WORD
	<b>Sunday</b>		<b>20-Dec-20</b>	
<b>8th week</b>		1	21-Dec-20	FEATURES OF MS-WORD
		2	22-Dec-20	MENUS AND FORMATTING
		3	23-Dec-20	CREATING & EDITING DOCUMENT
		4	24-Dec-20	LAB PRACTICAL
		5	25-Dec-20	<b>Holiday</b>
		6	26-Dec-20	<b>Holiday</b>
	<b>Sunday</b>		<b>27-Dec-20</b>	
<b>9th week</b>		1	28-Dec-20	DIFFRENCE BETWEEN SAVE & SAVE AS
		2	29-Dec-20	FORMATTING A DOCUMENT
		3	30-Dec-20	SPEELING AND CHECKING
		4	31-Dec-20	LAB PRACTICAL
		1	1-Jan-21	REVISION
		2	2-Jan-21	LAB PRACTICAL
	<b>Sunday</b>		<b>3-Jan-21</b>	

<b>10th week</b>		1	4-Jan-21	PRINTING,VIEWS
		2	5-Jan-21	LAB PRACTICAL
		3	6-Jan-21	TABLES,WORD ART
		4	7-Jan-21	LAB PRACTICAL
		5	8-Jan-21	INTRODUCTION TO MAIL- MERGE
		6	9-Jan-21	LAB PRACTICAL
	Sunday		10-Jan-21	
<b>11th week</b>		1	11-Jan-21	LAB PRACTICAL
		2	12-Jan-21	INTRODUCTION TO MACRO
		3	13-Jan-21	LAB PRACTICAL
		4	14-Jan-21	REVISION
		5	15-Jan-21	WRITTEN TEST OF UNIT 3
		6	16-Jan-21	LAB PRACTICAL REVISION
	Sunday		17-Jan-21	
<b>12th week</b>		1	18-Jan-21	LAB PRACTICAL REVISION
		2	19-Jan-21	INTRODUCTION T INTERNET
		3	20-Jan-21	<b>Holiday</b>
		4	21-Jan-21	APPLICATIONS OF INTERNET
		5	22-Jan-21	WORLD WIDE WEB
		6	23-Jan-21	DIFFERENCE BETWEEN WWW & INTERNET
	Sunday		24-Jan-21	
<b>13th week</b>		1	25-Jan-21	LAB PRACTICAL
		2	26-Jan-21	<b>Holiday</b>
		3	27-Jan-21	WEB BROWSERS
		4	28-Jan-21	WEB BROWSERS CONTD..
		5	29-Jan-21	SURFING THE INTERNET USING WEB BROWSERS
		6	30-Jan-21	LAB PRACTICAL
	Sunday		31-Jan-21	
<b>14th week</b>			1-Feb-21	REVISION
		1	2-Feb-21	EMAIL
		2	3-Feb-21	COMPONENTS OF EMAIL
		3	4-Feb-21	CREATING E-MAIL ID
		4	5-Feb-21	VIEWING E-MAILS
		5	6-Feb-21	LAB PRACTICAL
	Sunday		7-Feb-21	

<b>15th week</b>				
		1	8-Feb-21	REVISION
		2	9-Feb-21	ASSIGNMENT
		3	10-Feb-21	SENDING E-MAIL
		4	11-Feb-21	SENDING E-MAIL TO SINGLE USERS OR MULTIPLE USERS
		5	12-Feb-21	LAB PRACTICAL
		6	13-Feb-21	LAB PRACTICAL
	Sunday		14-Feb-21	
<b>16th week</b>				
		1	15-Feb-21	REVISION
		2	16-Feb-21	<b>Holiday</b>
		3	17-Feb-21	SEARCH ENGINE
		4	18-Feb-21	LAB PRACTICAL
		5	19-Feb-21	WRITTEN TEST UNIT 4
		6	20-Feb-21	REVISION AND PRESENTATION
	Sunday		21-Feb-21	
<b>17th week</b>				
		1	22-Feb-21	REVISION AND PRESENTATION
		2	23-Feb-21	PRACTICAL LAB REVISION
		3	24-Feb-21	PRACTICAL LAB REVISION
		4	25-Feb-21	CLASS TEST
		5	26-Feb-21	CLASS TEST
		6	27-Feb-21	REVISION & PROBLEMS
	Sunday		28-Feb-21	

<b>Name of assistant Professor :</b>				<b>Ms Sonia Goyal</b>
<b>Class :</b>				<b>B.Com I yr</b>
<b>Semester:</b>				<b>1st</b>
<b>Subject:</b>				<b>BASICS OF COMPUTER</b>
		<b>Day</b>	<b>Date</b>	<b>Topic</b>
<b>1st week</b>	<b>Sunday</b>		<b>1-Nov-20</b>	
		1	2-Nov-20	INTRODUCTION OF A COMPUTER
		2	3-Nov-20	COMPONENTS AND CHARACTERISTICS OF COMPUTER
		3	4-Nov-20	<b>Holiday</b>
		4	5-Nov-20	LAB PRACTICAL
		5	6-Nov-20	HISTORY EVOLUTION OF COMPUTER
		6	7-Nov-20	REVISION
	<b>Sunday</b>		<b>8-Nov-20</b>	
<b>2nd week</b>		1	9-Nov-20	HISTORY EVOLUTION OF COMPUTER CONTD..
		2	10-Nov-20	GENERATION OF COMPUTERS
		3	11-Nov-20	LAB PRACTICAL
		4	12-Nov-20	GENERATION OF COMPUTERS
		5	13-Nov-20	<b>Diwali Vacation</b>
		6	14-Nov-20	
	<b>Sunday</b>		<b>15-Nov-20</b>	
<b>3rd week</b>		1	16-Nov-20	
		2	17-Nov-20	GENERATION OF COMPUTERS contd..
		3	18-Nov-20	WRITTEN TEST
		4	19-Nov-20	CLASSIFICATION OF COMPUTERS
		5	20-Nov-20	ACCORDING TO PURPOSE
		6	21-Nov-20	LAB PRACTICAL
	<b>Sunday</b>		<b>22-Nov-20</b>	
<b>4th week</b>		1	23-Nov-20	ACCORDING TO TECHNOLOGY
		2	24-Nov-20	REVISION
		3	25-Nov-20	DIFFERENCE BETWEEN HUMAN BEING VS COMPUTER
		4	26-Nov-20	DIFFERENCE BETWEEN COMPUTER AND CALCULATOR
		5	27-Nov-20	LAB PRACTICAL
		6	28-Nov-20	REVISION
	<b>Sunday</b>		<b>29-Nov-20</b>	

<b>5th week</b>			30-Nov-20	<b>Holiday</b>
		1	1-Dec-20	WRITTEN TEST UNIT-1
		2	2-Dec-20	INTRODUCTION OF INPUT DEVICES
		3	3-Dec-20	MOUSE,KEYBOARD,LIGHT PEN
		4	4-Dec-20	OPTICAL MARK READER
		5	5-Dec-20	TRACK BALL, JOYSTICK,MICR
	Sunday		6-Dec-20	
<b>6th week</b>		1	7-Dec-20	LAB PRACTICAL
		2	8-Dec-20	SCANNERS,VOICE SYSTEM,WEB CAMERA
		3	9-Dec-20	WRITTEN TEST UNIT-2
		4	10-Dec-20	INTRODUCTION OF OUTPUT DEVICES
		5	11-Dec-20	HARD COPY OUTPUT DEVICES
		6	12-Dec-20	LAB PRACTICAL
	Sunday		13-Dec-20	
<b>7th week</b>		1	14-Dec-20	Preparation of Trial Balance
		2	15-Dec-20	Revision and problems
		3	16-Dec-20	Class Test
		4	17-Dec-20	Capital & Revenue
		5	18-Dec-20	Capital & Revenue
		6	19-Dec-20	Depreciation, Provisions & Reserves
	Sunday		20-Dec-20	
<b>8th week</b>		1	21-Dec-20	INTRODUCTION OF PRINTER
		2	22-Dec-20	LINE,CHARACTER,CHAIN PRINTERS
		3	23-Dec-20	LAB PRACTICAL
		4	24-Dec-20	MEMORY AND MASS STORAGE
		5	25-Dec-20	<b>Holiday</b>
		6	26-Dec-20	<b>Holiday</b>
	Sunday		27-Dec-20	
<b>9th week</b>		1	28-Dec-20	CHARACTERISTICS OF MEMORY SYSTEM
		2	29-Dec-20	LAB PRACTICAL
		3	30-Dec-20	MEMORY HIERARCHY
		4	31-Dec-20	TYPES OF MEMORY
		1	1-Jan-21	LAB PRACTICAL
		2	2-Jan-21	PRIMARY AND SECONDARY MEMORY
	Sunday		3-Jan-21	

<b>10th week</b>		1	4-Jan-21	RAM AND ROM
		2	5-Jan-21	REVISION
		3	6-Jan-21	SECONDARY AND BACK-UP
		4	7-Jan-21	MAGNETIC DISKS
		5	8-Jan-21	LAB PRACTICAL
		6	9-Jan-21	CLASSIFICATION OF MAGNETICDISKS
	Sunday		10-Jan-21	
<b>11th week</b>		1	11-Jan-21	CLASSIFICATION OF MAGNETICDISKS
		2	12-Jan-21	REVISION
		3	13-Jan-21	WRITTEN TEST UNIT-3
		4	14-Jan-21	INTRODUCTION OF MICROSOFT WORD
		5	15-Jan-21	FEATURES OF MS-WORD
		6	16-Jan-21	MENUS AND FORMATTING
	Sunday		17-Jan-21	
<b>12th week</b>		1	18-Jan-21	LAB PRACTICAL
		2	19-Jan-21	STANDARD TOOLBARS
		3	20-Jan-21	Holiday
		4	21-Jan-21	RULER AND SCROLL BAR
		5	22-Jan-21	CREATING AND EDITING AND SAVING FILE
		6	23-Jan-21	IMPORT AND EXPORTS FILES
	Sunday		24-Jan-21	
<b>13th week</b>		1	25-Jan-21	LAB PRACTICAL
		2	26-Jan-21	Holiday
		3	27-Jan-21	ASSIGNMENT
		4	28-Jan-21	LAB PRACTICAL
		5	29-Jan-21	INSERTING THE FILES , COPYING THE FILES
		6	30-Jan-21	WORKING WITH FRAMES
	Sunday		31-Jan-21	
<b>14th week</b>			1-Feb-21	LAB PRACTICAL
		1	2-Feb-21	COLUMNS AND PICTURES
		2	3-Feb-21	ASSIGNMENT
		3	4-Feb-21	INSERTING THE FILES , COPYING THE FILES
		4	5-Feb-21	LAB PRACTICAL
		5	6-Feb-21	PARAGRAPH FORMATTING
	Sunday		7-Feb-21	

<b>15th week</b>				
		1	8-Feb-21	CREATING A TABLE
		2	9-Feb-21	ASSIGNMENT
		3	10-Feb-21	MACROS
		4	11-Feb-21	REVISION
		5	12-Feb-21	MAIL MERGE
		6	13-Feb-21	LAB PRACTICAL
	Sunday		14-Feb-21	
<b>16th week</b>				
		1	15-Feb-21	LAB PRACTICAL
		2	16-Feb-21	Holiday
		3	17-Feb-21	REVISION
		4	18-Feb-21	ASSIGNMENT
		5	19-Feb-21	WRITTEN TEST UNIT-4
		6	20-Feb-21	REVISION AND PRESENTATION
	Sunday		21-Feb-21	
<b>17th week</b>				
		1	22-Feb-21	Revision & Problems
		2	23-Feb-21	Revision & Problems
		3	24-Feb-21	Class Test
		4	25-Feb-21	PRACTICAL LAB REVISION
		5	26-Feb-21	PRACTICAL LAB REVISION
		6	27-Feb-21	Revision & Problems
	Sunday		28-Feb-21	