

Lesson Plan Format
18 weeks (From January 2018 to April 2018)

Name of Assistant / Associate Professor
Class and Section
Subject

Aarti
B.Com
Basis of Computer

Week 1 (January 1-6)

Chapter 1

01/01/2018	Fundamentals of Computer
02/01/2018	Model of a digital Computer
03/01/2018	Functioning of a digital Computer
04/01/2018	Types of a digital Computer
05/01/2018	Advantages of Computers
06/01/2017	Diff b/w Analog Computer

Week 2 (January 8-13)

Chapter

08/01/2018	2 Digital Computer
09/01/2018	Applications of Computer
10/01/2018	Computers in Commerce
11/01/2018	Marketing
12/01/2018	Education
13/01/2018	Management

Week 3 (January 15-20)

Chapter

15/01/2018	Revision
16/01/2018	Revision
17/01/2018	Test
18/01/2018	Software Concepts
19/01/2018	Types of Software
19/01/2018	Roles of Software
20/01/2018	Different System Software

Week 4 (January 22-27)

Chapter

22/01/2018	HOLIDAY
23/01/2018	Types
24/01/2018	operating systems
25/01/2018	Translators
26/01/2018	HOLIDAY

27/01/2018

- Revision -

Week 5 (January 29- Feb 3)

Chapter

29/01/2018

System utilities

30/01/2018

Concept of Application packages

31/01/2018

Types of an operating system

01/02/2018

Multitasking O.S.

02/02/2018

Multiprocessing O.S.

03/02/2018

Week 6 (Feb 5-10)

Chapter

05/02/2018

- Test -

06/02/2018

- Test -

07/02/2018

- Test -

08/02/2018

Operation system functions

09/02/2018

as a resource manager

10/02/2018

Concept of GUI

Week 7 (Feb 12-17)

Chapter

12/02/2017

- Contd -

13/02/2017

Concept of CUI

14/02/2017

- Contd -

15/02/2017

- Contd -

16/02/2017

- Revision -

17/02/2017

- Revision -

Week 8 (Feb 19-24)

Chapter

19/02/2018

Introduction to windows

20/02/2018

- Contd -

21/02/2018

Components of Application window

22/02/2018

- Contd -

23/02/2018

- Contd -

24/02/2018

Types of windows

Week 9 (Feb 26-March 03)

Chapter

26/02/2018

Windows as an O.S.

27/02/2018

Windows explorer

28/02/2018

- Contd -

01/03/2018

- Contd -

02/03/2018	
03/03/2018	using paintbrush
Week 10(March 5-10)	Contd -
Chapter	
05/03/2018	
06/03/2018	- Test -
07/03/2018	Control Panel
08/03/2018	Installing a printer
09/03/2018	User Interface
10/03/2018	CUI
	GUI
Week 11(March 12-17)	
Chapter	
12/03/2018	
13/03/2018	Concept of a desktop
14/03/2018	Taskbar
15/03/2018	- Contd -
16/03/2018	- Contd -
17/03/2018	- Test -
	My Computer
Week 12(March 19-24)	
Chapter	
19/03/2018	
20/03/2018	Recycle Bin
21/03/2018	My documents
22/03/2018	Internet Explorer
23/03/2018	Icons
24/03/2018	- Revision -
	- Test -
Week 13(March 26-31)	
Chapter	
26/03/2018	
27/03/2018	- Test -
28/03/2018	Revision of ch-1
29/03/2018	Revision of ch-2
30/03/2018	Revision of ch-3
31/03/2018	MS-Excel
	- Contd -
Week 14(April 02-07)	
Chapter	
02/04/2018	- Test -
03/04/2018	- Presentation 1 -
04/04/2018	- Presentation 2 -

05/04/2018	Applications of a Spreadsheet
06/04/2018	
07/04/2018	
Week 15(April 09-14)	
Chapter	
09/04/2018	Advantages of a Spreadsheet
10/04/2018	
11/04/2018	
12/04/2018	
13/04/2018	
14/04/2018	
Week 16(April 16-21)	
Chapter	
16/04/2018	Features of Excel
17/04/2018	
18/04/2018	
19/04/2018	
20/04/2018	
21/04/2018	
Week 17(April 23-28)	
Chapter	
23/04/2017	Creating worksheet
24/04/2017	
25/04/2017	
26/04/2017	
27/04/2017	
28/04/2018	
Week 18(April 29-30)	
Chapter	
30/04/2018	Establishing worksheet links