**DPG DEGREE COLLEGE (GURUGRAM)**

**LESSON PLANNER FOR THE SEMESTER 2nd (A.Y. -2017-18)**

**NAME: *MS. NAVITA (Assistant Professor)***

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|  | **CLASS** | **B.Com- 1st Year (Semester-II)** |
|  | **SUBJECTS** | **BASIC OF COMPUTER** |
|  |  | **TOPICS COVERED** |
| **WEEK-1****1/1/18** | **WEEK 1 Day-1****1.1** | **UNIT-1: INTRODUCTION TO DIGITAL COMPUTER AND ITS COMPONENTS.** |
| **2/1/18** | **WEEK 1 Day-2****1.2** | FUNCTIONING OF DIGITAL COMPUTER. |
| **3/1/18** | **WEEK 1 Day-3****1.3.1** | TYPES OF DIGITAL COMPUTER:-MICRO COMPUTER, DESKTOP, LAPTOP AND HANDHELD COMPUTERS. |
| **4/1/18** | **WEEK 1 Day-4****1.3.2****1.3.3** | TYPES OF DIGITAL COMPUTER:-MINI COMPUTERS ANDMAINFRAME COMPUTERS. |
| **5/1/18** | **WEEK 1 Day-5****1.3.4****1.5.1** | SUPER COMPUTERS AND ADVANTAGES OF DIGITAL COMPUTER. |
| **6/1/18** | **WEEK 1 Day-6****1.5.2****1.6** | DISADVANTAGES AND CHARACTERSTICS OF DIGITAL COMPUTER. |
| **WEEK 2****8/1/18** | **WEEK 2 Day-1****1.7** | CLASSIFICATION OF DIGITAL COMPUTER TECHNOLOGY WISE:-ANALOG, DIGITAL AND HYBRID COMPUTERS. |
| **9/1//18** | **WEEK 2 Day-2****1.8** | APPLICATION OF DIGITAL COMPUTERS IN:-BANKS,HOSPITALS,LABS,RESEARCH AND SCIENTIFIC AREAS...ETC. |
| **10/1/18** | **WEEK 2 Day-3****1.8.1** | APPLICATION OF DIGITAL COMPUTER IN COMMERCE. |
| **11/1/18** | **WEEK 2 Day-4****1.8.2** | APPLICATION OF DIGITAL COMPUTER IN EDUCATION. |
| **12/1/18** | **WEEK 2 Day-5****1.8.3** | APPLICATION OF DIGITAL COMPUTER IN MARKETING. |
| **13/1/18** | **WEEK 2 Day-6****1.8.3** | APPLICATION OF DIGITAL COMPUTER IN PROJECT MANAGEMENT. |
| **WEEK 3****15/1/18** | **WEEK-3 Day-1** | ASSIGNMENT OF UNIT -1. |
| **16/1/18** | **WEEK-3 Day-2** | PRESENTATION OF UNIT-1 BY STUDENTS. |
| **17/1/18** | **WEEK-3 Day-3****2.1** | **UNIT:-2: INTRODUCTION TO OPERATING SYSTEM.** |
| **18/1/18** | **WEEK-3 Day-4****2.1.1** | HARDWARE AND SOFTWARE. |
| **19/1/18** | **WEEK-3 Day-5****2.2.1** | TYPES OF SOFTWARE: SYSTEM SOFTWARE AND ITS TYPES. |
| **20/1/18** | **WEEK-3 Day-5****2.2.2** | TYPES OF SOFTWARE: APPLICATION SOFTWARE AND ITS TYPES. |
| **WEEK 4****22/1/18** | **WEEK 4 Day-1** | TEST OF UNIT:-1 |
| **23/1/18** | **WEEK 4 Day-2****2.2** | DIFFERENCE BETWEEN SYSTEM AND APPLICATION SOFTWARE. |
| **24/1/18** | **WEEK 4 Day-3****2.3** | PROGRAMMING LANGUAGES:-FIRST AND SECOND GENERATION LANGUAGES. |
| **25/1/18** | **WEEK 4 Day-4****2.3** | PROGRAMMING LANGUAGES:-THIRD AND FORTH GENERATION LANGUAGES. |
| **27/1/18** | **WEEK 4 Day-6****2.4** | LANGUAGE PROCESSOR:-ASSEMBLER, INTERPRETER AND COMPILER. |
| **WEEK 5****29/1/18** | **WEEK 5 Day-1** | REVISION OF UNIT-2. |
| **30/1/18** | **WEEK 5 Day-2****2.5** | LINKER, LOADERS AND ITS TYPES. |
| **31/1/18** | **WEEK 5 Day-3****2.6** | SYSTEM UTILITES. |
| **1/2/18** | **WEEK 5 Day-4****2.7** | APPLICATION PACKAGES. |
| **2/2/18** | **WEEK 5 Day-5****2.8** | OPERATING SYSTEM AND ITS GOALS. |
| **3/2/18** | **WEEK 5 Day-6****2.9** | OPERATING SYSTEM AS RESOURCE MANAGER.-FILE, DEVICE AND MEMORY MANAGEMENT. |
| **WEEK 6****5/2/18** | **WEEK 6 Day-1****2.9** | OPERATINS SYSTEM AS RESOURCE MANAGER:-PROCESSOR AND SECURITY MANAGEMENT. |
| **6/2/18** | **WEEK 6 Day-2****2.10** | FUNCTIONS OF OPERATING SYSTEM. |
| **7/2/18** | **WEEK 6 Day-3****2.11** | EXAMPLES OF OPERATING SYSTEM. |
| **8/2/18** | **WEEK 6 Day-4****2.12.1** | TYPES OF OPERATING SYSTEM:-SINGLE AND MULTIUSER O.S. |
| **9/2/18** | **WEEK 6 Day-5****2.12.2** | CLASSIFICATION O F OPERATING SYSTEM:-MULTIPRROGRAMMING O.S. |
| **10/2/18** | **WEEK 6 Day-6****2.12.2** | ADVANTAGES AND TYPES OF MULTIPROGRAMMING SYSTEM . |
| **WEEK 7****12/2/18** | **WEEK 7 Day-1****2.12.3** | TIME SHARING SYSTEM AND ITS WORKING. |
| **13/2/18** | **WEEK 7 Day-2****2.12.3** | ADVANTAGES AND DISADVANTAGES OF TIMESHARING SYSTEM. |
| **14/2/18** | **WEEK 7 Day-3****2.12.4** | MULTITASKING SYSTEM AND ITS WORKING AND USES. |
| **15/2/18** | **WEEK 7 Day-4****2.12.5** | MULTIPROCESSING SYSTEM, ITS WORKING AND ITS USES. |
| **16/2/18** | **WEEK 7 Day-5****2.12** | DIFFERENCE BETWEEN MULTIPROGRAMMING AND MULTIPROCESSING O.S. |
| **17/2/18** | **WEEK 7 Day-6****2.12** | DIFFERENCE BETWEEN MULTIPROCESSING AND TIME SHARING O.S. |
| **WEEK 8****19/2/18** | **WEEK 8 Day-1****2.13** | USER INTERFACES:- CHARACTER AND GRAPHICAL USER INTERFACE. |
| **20/2/18** | **WEEK 8 Day-2** | ASSIGNMENT OF UNIT -2 |
| **21/2/18** | **WEEK 8 Day-3** | PRESENTATION OF UNIT-2 BY STUDENTS. |
| **22/2/18** | **WEEK 8 Day-4****3.1** | **UNIT-3: INTRODUCTION TO WINDOWS.** |
| **23/2/18** | **WEEK 8 Day-5****3.2** | FEATURES OF WINDOWS. |
| **24/2/18** | **WEEK 8 Day-6****3.3** | TYPES OF WINDOWS. |
| **WEEK 9****26/2/18** | **WEEK 9 Day-1****3.3****3.4** | TYPES OF WINDOWS CONT...AND COMPONENTS OF WINDOWS.  |
| **27/2/18** | **WEEK 9 Day-2****3.5** | WINDOWS AS OPERATING SYSTEM. |
| **28/1/18** | **WEEK 9 Day-3****3.6****3.6.1** | WINDOWS EXPLORER AND ITS ADVANTAGES. |
| **1/3/18** | **WEEK 9 Day-4****3.7** | PAINTBRUSH AND ITS USES. |
| **3/3/18** | **WEEK 9 Day-6****3.8** | CONTROL PANEL. |
| **WEEK 10****5/3/18** | **WEEK 10 Day-1****3.8** | CONTROL PANEL CONT... |
| **6/3/18** | **WEEK 10 Day-2****3.9** | INSTALLING A PRINTER. |
| **7/3/18** | **WEEK 10 Day-3****3.9.1****3.9.2** | CONCEPT OF DESKTOP AND TASKBAR. |
| **8/3/18** | **WEEK 10 Day-4****3.10.1****3.10.2** | CONCEPT OF MY COMPUTER ICON AND RECYCLE BIN ICON. |
| **9/3/18** | **WEEK 10 Day-5****3.10.3****3.10.4** | CONCEPT OF MY DOCUMENT ICON AND INTERNET EXPLORER ICON. |
| **10/3/18** | **WEEK 10 Day-6** | ASSIGNMENT OF UNIT -3. |
| **12/3/18** | **WEEK 11 Day-1** | PRESENTATION OF UNIT-3 BY STUDENTS. |
| **13/3/18** | **WEEK 11 Day-2** | TEST OF UNIT-2 |
| **14/3/18** | **WEEK 11 Day-3****4.1** | **UNIT-4: INTRODUCTION TO MS EXCEL.** |
| **15/3/18** | **WEEK 11 Day-4****4.2****4.3** | FEATURES AND USES OF MS EXCEL. |
| **16/3/18** | **WEEK 11 Day-5****4.4.1****4.4.2****4.4.3****4.5** | FEATURES OF ROWS, COLUMS, CELLS AND MENUS. |
| **17/3/18** | **WEEK 11 Day-6****4.6.1****4.6.2****4.6.3** | CREATIND AND SAVING, PROTECTING WORKSHEET. |
| **WEEK 12****19/3/18** | **WEEK 12 Day-1****4.7** | FORMATTING PRINTING WORKSHEET. |
| **20/3/18** | **WEEK 12 Day-2****4.8** | ESTABLISHING WORKSHEET LINKS. |
| **21/3/18** | **WEEK 12 Day-3****4.9****4.10** | TABLES CREATING AND PIVOTING TABLES. |
| **22/3/18** | **WEEK 12 Day-4****4.11** | CREATING, PRINTING AND CONVERTING CHARTS AND GRAPHS. |
| **23/3/18** | **WEEK 12 Day-5****4.12** | MACROS, ITS WORKING AND USES. |
| **24/3/18** | **WEEK 12 Day-6****4.12** | MACROS CONT... |
| **WEEK 13****26/3/18** | **WEEK 13 Day-1****4.13** | BUILT IN FUNCTIONS. |
| **27/3/18** | **WEEK 13 Day-2****4.13** | BUILT IN FUNCTIONS CONT... |
| **28/3/18** | **WEEK 13 Day-3****4.14.1****4.14.2** | AUTO FILTER AND ADVANCED FILTER AND SORTING. |
| **29/3/18** | **WEEK 13 Day-4****4.15.1****4.15.2****4.15.3** | WHAT IF ANALYSIS, DATA VALIDATION AND GOAL SEEK. |
| **30/3/18** | **WEEK 13 Day-5** | ASSINMENT OF UNIT-4 |
| **31/3/18** | **WEEK 13 Day-6** | PRESENTATION OF UNT-4 BY STUDENTS |
| **WEEK 14****2/4/18** | **WEEK 14 Day-1** | TEST OF UNIT -3. |
| **3/4/18** | **WEEK 14 Day-2** | REVISION CONT.. |
| **4/4/18** | **WEEK 14 Day-3** | TEST OF UNIT-4. |
| **5/4/18** | **WEEK 14 Day-4** | REVISION OF UNIT-1 |
| **6/4/18** | **WEEK 14 Day-5** | REVISION OF UNIT-2 |
| **7/4/18** | **WEEK 14 Day-6** | REVISION OF UNIT-3 |
| **WEEK 15****9/4/18** | **WEEK 15 DAY-1** | REVISION OF UNIT-4 |
| **10/4/18** | **WEEK 15 DAY-2** | REVISION CONT.. |
| **11/4/18** | **WEEK 15 DAY-3** | EXAMINATION GUIDANCE LECTURE OF UNIT-1 |
| **12/4/18** | **WEEK 15 DAY-4** | EXAMINATION GUIDANCE LECTURE OF UNIT-2 |
| **13/4/18** | **WEEK 15 DAY-5** | EXAMINATION GUIDANCE LECTURES OF UNIT-3. |
| **14/4/18** | **WEEK 15 DAY-6** | EXAMINATION GUIDANCE LECTURES OF UNIT-4. |
| **WEEK 16****16/4/18** | **WEEK 16 DAY-1** | EXAMINATION GUIDANCE LECTURE CONT. |
| **17/4/18** | **WEEK 16 DAY-2** | EXAMINATION GUIDANCE LECTURE OF UNIT-1 |
| **18/4/18** | **WEEK 16 DAY-3** | EXAMINATION GUIDANCE LECTURE OF UNIT-2 |