

## GOVERNMENT COLLEGE REWARI

**Lesson Plan- Even Semester: B.Com. 2nd Semester**

**Teacher's Name:** Dr. Anand Prakash

**Subject:** 2.06 Basics of computers-II and Practical

**Session:** March 2022 to June 2022

Teaching Days	Date	Topic for Theory & Practical Software Lab.
1	Monday, March 21, 2022	Fundamental of computers
2	Tuesday, March 22, 2022	Model of a digital computer
	Wednesday, March 23, 2022	Holiday (Shahidi Diwas)
3	Thursday, March 24, 2022	Functioning of a digital computer
4	Friday, March 25, 2022	Types of a digital computer
5	Saturday, March 26, 2022	Types of a digital computer
	Sunday, March 27, 2022	Sunday
6	Monday, March 28, 2022	Advantages of computers
7	Tuesday, March 29, 2022	Difference between digital computer and analog computer
8	Wednesday, March 30, 2022	Difference between digital computer and analog computer
9	Thursday, March 31, 2022	Applications of computers
10	Friday, April 1, 2022	Applications of computers
11	Saturday, April 2, 2022	Applications of computers in Commerce
	Sunday, April 3, 2022	Sunday
12	Monday, April 4, 2022	Applications of computers in Marketing
13	Tuesday, April 5, 2022	Applications of computers in Education
14	Wednesday, April 6, 2022	Applications of computers in Management
15	Thursday, April 7, 2022	<b>Written Test Unit-1 &amp; Assignment - 1</b>
16	Friday, April 8, 2022	Software concepts
17	Saturday, April 9, 2022	Types of Software and their role
	Sunday, April 10, 2022	Sunday
18	Monday, April 11, 2022	Different System Software types
19	Tuesday, April 12, 2022	Operating systems
20	Wednesday, April 13, 2022	Translators
	Thursday, April 14, 2022	Holiday (B.R. Ambedkar Jayanti)
21	Friday, April 15, 2022	System Utilities
22	Saturday, April 16, 2022	Concept of Application Packages
	Sunday, April 17, 2022	Sunday
23	Monday, April 18, 2022	Types of an Operating system
24	Tuesday, April 19, 2022	Multi-user O.S.
25	Wednesday, April 20, 2022	Multi-tasking O.S.
26	Thursday, April 21, 2022	Multi-Processing O.S
27	Friday, April 22, 2022	Time – sharing O.S.
28	Saturday, April 23, 2022	Multi-Programming O.S.
	Sunday, April 24, 2022	Sunday
29	Monday, April 25, 2022	Operating System as a resource Manager,
30	Tuesday, April 26, 2022	concept of GUI and CUI.
31	Wednesday, April 27, 2022	<b>Written Test Unit-2 &amp; Assignment - 2</b>
32	Thursday, April 28, 2022	Introduction to Windows
33	Friday, April 29, 2022	Components of a Application Window
34	Saturday, April 30, 2022	Practical - Components of a Application Window
	Sunday, May 1, 2022	Sunday

35	Monday, May 2, 2022	Types of Windows
	Tuesday, May 3, 2022	Holiday (Eid Al Fiter)
36	Wednesday, May 4, 2022	Windows as an Operating System
37	Thursday, May 5, 2022	Practical - Windows as an Operating System
38	Friday, May 6, 2022	Windows explorer
39	Saturday, May 7, 2022	Practical - Windows explorer
	Sunday, May 8, 2022	Sunday
40	Monday, May 9, 2022	Using Paintbrush
41	Tuesday, May 10, 2022	Practical - Using Paintbrush
42	Wednesday, May 11, 2022	Control Panel
43	Thursday, May 12, 2022	Practical - Control Panel
44	Friday, May 13, 2022	Installing a printer
45	Saturday, May 14, 2022	Practical - Installing a printer
	Sunday, May 15, 2022	Sunday
46	Monday, May 16, 2022	User interfaces
47	Tuesday, May 17, 2022	Practical - User interfaces- CUI and GUI
48	Wednesday, May 18, 2022	Concept of a Desktop and Taskbar
49	Thursday, May 19, 2022	Practical - Concept of a Desktop and Taskbar
50	Friday, May 20, 2022	My Computer
51	Saturday, May 21, 2022	Practical - My Computer
	Sunday, May 22, 2022	Sunday
52	Monday, May 23, 2022	Recycle Bin
53	Tuesday, May 24, 2022	Practical - Recycle Bin
54	Wednesday, May 25, 2022	My Documents
55	Thursday, May 26, 2022	Practical - My Documents
56	Friday, May 27, 2022	Internet Explorer
57	Saturday, May 28, 2022	Practical - Internet Explorer
	Sunday, May 29, 2022	Sunday
58	Monday, May 30, 2022	Icons
59	Tuesday, May 31, 2022	Practical - Icons
60	Wednesday, June 1, 2022	<b>Written Test Unit-3 &amp; Assignment - 3</b>
	Thursday, June 2, 2022	Holiday (Maharana Partap Jayanti)
61	Friday, June 3, 2022	Intrudction to MS-Excel
62	Saturday, June 4, 2022	Practical - Intrudction to MS-Excel
	Sunday, June 5, 2022	Sunday
63	Monday, June 6, 2022	Applications of a Spreadsheet
64	Tuesday, June 7, 2022	Practical - Applications of a Spreadsheet
65	Wednesday, June 8, 2022	Advantages of an Spreadsheet
66	Thursday, June 9, 2022	Practical - Advantages of an Spreadsheet
67	Friday, June 10, 2022	Features of Excel
68	Saturday, June 11, 2022	Practical - Features of Excel
	Sunday, June 12, 2022	Sunday
69	Monday, June 13, 2022	Rows & Columns in MS-Excel
70	Tuesday, June 14, 2022	Practical - Rows & Columns in MS-Excel
71	Wednesday, June 15, 2022	Cell & Menus in MS-Excel
72	Thursday, June 16, 2022	Practical - Cell & Menus in MS-Excel
73	Friday, June 17, 2022	Creating worksheet in MS-Excel
74	Saturday, June 18, 2022	Practical - Creating worksheet in MS-Excel
	Sunday, June 19, 2022	Sunday

75	Monday, June 20, 2022	Formatting, Printing, establishing worksheet links
76	Tuesday, June 21, 2022	Practical -Formatting, Printing, establishing worksheet links
77	Wednesday, June 22, 2022	Table creating and printing graphs, Macros
78	Thursday, June 23, 2022	Practical Table creating and printing graphs, Macros
79	Friday, June 24, 2022	Using Built-in-functions Practical - Using Built-in-functions
80	Saturday, June 25, 2022	<b>Written Test Unit-4 &amp; Assignment - 4</b>
	<b>Sunday, June 26, 2022</b>	<b>Sunday</b>
81	Monday, June 27, 2022	Revision with Practical of MS-Excel
82	Tuesday, June 28, 2022	Revision with Practical of MS-Excel
83	Wednesday, June 29, 2022	Revision with Practical of MS-Excel
84	Thursday, June 30, 2022	Revision with Practical of MS-Excel
85	Friday, July 1, 2022	Revision with Practical of MS-Excel
86	Saturday, July 2, 2022	Revision with Practical of MS-Excel
	<b>Sunday, July 3, 2022</b>	<b>Sunday</b>
87	Monday, July 4, 2022	Revision with Practical of MS-Excel
88	Tuesday, July 5, 2022	Revision with Practical of MS-Excel
89	Wednesday, July 6, 2022	Revision with Practical of MS-Excel
90	Thursday, July 7, 2022	Revision with Practical of MS-Excel