**Name of Assistant Professor: Ritu**

**Class and Section:B.A. IInd ………(1st and 2nd )**Semester and Section-A & B

**Subject: COMPUTER AWARENESS (LEVEL II)**

**Lesson Plan**: 18Weeks (from January 2018 to April 2018)

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| Week 1, **January 1 to January 7**  Chapter : Spreadsheet |
| Assignments |
| Week 1, Day 1, January 1   * Elements of electronic spreadsheet |
| Week 1, Day 2, January 2   * Applications |
| Week 1, Day 3, January 3   * Creating and opening of spreadsheet |
| Week 1, Day 4, January 4   * Menues |
| Week 1, Day 5, January 5 **Holiday** |
| Week 1, Day 6, January 6   * Manipulation of cells |
| Week 2, **January 8 to January14**  Chapter : Spreadsheet |
| Assignments |
| Week 2, Day 1, January 8   * Enter text number and dates |
| Week 2, Day 2, January 9   * Cell height and width |
| Week 2, Day 3, January 10   * Copying of cells |
| Week 2, Day 4, January 11   * Mathematical |
| Week 2, Day 5, January 12   * Statistical and financial functions |
| Week 2, Day 6, January 13   * Drawing different types of charts |
| Week 3, **January 15 to January 21**  Chapter : spreadsheet Practical |
| Assignments |
| Week 3, Day 1, January 15   * Creating and opening |
| Week 3, Day 2, January 16   * Statistical and financial functions |
| Week 3, Day 3, January 17   * Copy of cells |
| Week 3, Day 4, January 18   * Enter text |
| Week 3, Day 5, January 19   * Revision of spreadsheet |
| Week 3, Day 6, January 20   * Test of spreadsheet |
| Week 4, **January 22 to January 28**  Chapter : presentation software |
| Assignments |
| Week 4, Day 1, January 22 **Holiday** |
| Week 4, Day 2, January 23   * Introduction |
| Week 4, Day 3, January 24   * Powerpoint window |
| Week 4, Day 4, January 25   * Starting powerpoint window |
| Week 4, Day 5, January 26 **Holiday** |
| Week 4, Day 6, January 27   * Features of powerpoint |
| Week 5, **January 29 to February4**  Chapter : Presentation software |
| Assignments |
| Week 5, Day 1, January 29   * Components of slide |
| Week 5, Day2, January 30   * Slide view |
| Week 5, Day 3, January 31 **Holiday** |
| Week 5, Day 4, February 1   * Creating presentation |
| Week 5, Day 5, February 2   * Apply animation effect |
| Week 5, Day 6, February 3   * Design templates in presentation |
| **Week 6, February 5to February 11**  Chapter : practical of powerpoint presentation |
| Assignments |
| Week 6, Day 1, February 5   * Creating presentation |
| Week 6, Day 2, February 6   * Making slides |
| Week 6, Day 3, February 7   * Apply animation |
| Week 6, Day 4, February 8   * Apply slide transistion |
| Week 6, Day 5, February 9   * Setting up slide show |
| Week 6, Day 6, February 10 **Holiday** |
| Week 7, **February 12 to February 18**  Chapter : ICT fundamental |
| Assignments |
| Week 7, Day 1, February 12   * Introduction |
| Week 7, Day 2, February 13 **Holiday** |
| Week 7, Day 3, February 14   * Basics of information |
| Week 7, Day 4, February 15   * Communication technology |
| Week 7, Day 5, February 16   * Communication technology |
| Week 7, Day 6, February 17   * Revision |
| Week 8 **February 19 to February25**  Chapter : Computer network |
| Assignments |
| Week 8, Day 1, February 19   * Introduction |
| Week 8, Day 2, February 20   * Features of computer network |
| Week 8, Day 3, February 21   * Advantages and disadvantages |
| Week 8, Day 4, February 22   * Types of computer network |
| Week 8, Day 5, February 23   * Local area network |
| Week 8, Day 6, February 24   * Metropolitan area network |
| Week 9, **February26 to March4**  Chapter : Computer network |
| Assignments |
| Week 9, Day 1, February 26   * Wide area network |
| Week 9, Day 2, February 27   * Difference between LAN, MAN&WAN |
| Week 9, Day 3, February 28 **Holiday** |
| Week 9, Day 4, March 1 **Holiday** |
| Week 9, Day 5, March 2 **Holiday** |
| Week 9, Day 6, March 3 **Holiday** |
| Week 10, **March 5 to March11**  Chapter :Computer network |
| Assignments |
| Week 10, Day 1, March 5   * Hardware requirements of LAN |
| Week 10, Day 2, March 6   * Network topology |
| Week 10, Day 3, March 7   * Bus topology |
| Week 10, Day 4, March 8   * Ring topology |
| Week 10, Day 5, March 9   * Star topology |
| Week 10, Day 6, March 10   * Mesh topology |
| Week 11, **March 12 to March 18**  Chapter: Computer network |
| Assignments |
| Week 11, Day 1, March 12   * Hybrid topology |
| Week 11, Day 2, March 13   * Revision of topology |
| Week 11, Day 3, March 14   * Test of topology |
| Week 11, Day 4, March 15   * Introduction |
| Week 11, Day 5, March 16   * Basics of transmission media |
| Week 11, Day 6, March 17   * Revision of transmission media |
| Week 12, **March 19 to March25**  Chapter : Internet |
| Assignments |
| Week 12, Day 1, March 19   * Introduction and meaning |
| Week 12, Day 2, March 20   * Advantages and disadvantages |
| Week 12, Day 3, March 21   * Internet services |
| Week 12, Day 4, March 22   * Internet services |
| Week 12, Day 5, March 23   * Revision of internet services |
| Week 12, Day 6, March 24   * WWW |
| Week 13, **March26to April 1**  Chapter : Internet |
| Assignments |
| Week 13, Day 1, March 26   * Search engine |
| Week 13, Day 2, March 27   * Video conferencing |
| Week 13, Day 3, March 28   * F.T.P. |
| Week 13, Day 4, March 29 **Holiday** |
| Week 13, Day 5, March 30   * Telnet |
| Week 13, Day 6, March 31   * E-mail |
| Week 14, **April 2 to April 8**  Chapter : Practical |
| Assignments |
| Week 14, Day 1, April 2   * College education system |
| Week 14, Day 2, April 3   * MS- excel : using built in functions |
| Week 14, Day 3, April 4   * MS-excel : Charts or graphs |
| Week 14, Day 4, April 5   * Ms-excel : auto filter |
| Week 14, Day 5, April 6   * Macro used in MS-excel |
| Week 14, Day 6, April 7   * MS-excel |
| Week 15, **April 9 to April15**  Chapter : Internet |
| Assignments |
| Week15 , Day 1, April 9   * Downloading and uploading files |
| Week 15, Day 2, April 10   * Chatting |
| Week 15, Day 3, April 11   * Video conferencing |
| Week 15, Day 4, April 12   * Creating e-mail id, sending mail |
| Week 15, Day 5, April 13   * Submission of practical |
| Week 15, Day 6, April 14 **Holiday** |
| Week 16, **April 16 to April22**  Chapter: Revision of syllabus |
| Assignments |
| Week 16, Day 1, April 16   * Revision of networking |
| Week 16, Day 2, April 17   * Test of networking |
| Week 16, Day 3, April 18 **Holiday** |
| Week 16, Day 4, April 19   * Revision of topology |
| Week 16, Day 5, April 20   * Test of topology |
| Week 16, Day 6, April 21   * Revision of internet |
| Week17 **April 23 to April29**  Chapter : Revision |
| Assignments |
| Week17 , Day 1, April 23   * Revision of internet |
| Week 17, Day 2, April 24   * Test of internet |
| Week 17, Day 3, April 25   * Revision of MS-Excel |
| Week 17, Day 4, April 26   * Revision of MS-Excel |
| Week 17, Day 5, April 27   * Revision |
| Week 17, Day 6, April 28   * Revision |
| Week 18 **April 30 to May 6**  Chapter |
| Assignments |
| Week18 , Day 1, April 30 **Holiday** |