

Lesson Plan Format

Name of the Assistant/Associate Professor: DR RAKESH PHOR

Class and Section: B.Com. Hons. 2nd Sem.

Department: Computer Sc. & Application

SUBJECT: Introduction to Computer

Subject lesson Plan: 18 weeks (from January 2018 to April 2018)

January, 2018 1 st Week 1 st Jan	
2-1-18	Holiday
3-1-18	Holiday
4-1-18	Holiday
5-1-18	Holiday
6-1-18	Int. to Computer
7-1-18	Sunday
2 nd Week 8-1-18	Basics of Computer
9-1-18	Definition & features of Computers
10-1-18	Advantage of Computer
11-1-18	Components of Computer
12-1-18	Human being vs computer
13-1-18	Difference between Computer and calculator
14-1-18	Sunday
3 rd Week 15-1-18	Application of Computer
16-1-18	Generation of Computer
17-1-18	Types of Computer
18-1-18	Types of Computer
19-1-18	Input Devices
20-1-18	Output Devices
21-1-18	Sunday
4 th Week 22-1-18	Holiday
23-1-18	Computer memories
24-1-18	Primary memory
25-1-18	Secondary memory

26-1-18	Holiday
27-1-18	Hardware and software
28-1-18	Sunday
5 th Week 29-1-18	Types of software
30-1-18	OS
31-1-18	Ravi Das Jayanti (Holiday)
February, 2018 1-2-18	
2	OS And its type
3	Programming language
4	Sunday
2 nd Week 5	Translator
6	Revision of 1 st unit
7	Test
8	Computer network
9	Network elements
10	Holiday
11	Sunday
3 rd Week 12	Advantages of network
13	Holiday
14	Topology
15	Communication channel
16	Types of Computer network
17	Public and private network
18	Sunday
4 th Week 19	Introduction to Ms-Word
20	Features
21	Component of ms-word
22	Menu bar
23	Creating and formatting word document
24	Mail merge
25	Sunday
5 th Week 26	Macro
27	Table and spell checker
28	Vacation-II
March, 2018 1 st Week 1-3-18	Vacation
2	Vacation
3	Vacation
4	Sunday

2 nd Week 5	Auto shapes, export and import files
6	Find , replace etc.
7	Printing documents
8	Revision
9	Test
10	Introduction of Internet
11	Sunday
12 3 rd Week	History of internet
13	Benefits of internet
14	Hardware and software requirement for internet
15	Internet applications
16	Types of internet connection
17	Internet addressing
18	Sunday
19 4 th Week	Extranet and E-mail
20	Mobile computing
21	MS-Excel basics
22	Features
23	Holiday
24	Components of worksheet
25	Sunday
26 5 th Week	Menu bars
27	Working with worksheets
28	Cell- entering, editing, moving, copying, cutting, pasting
29	Holiday
30	Inserting and deleting of cells
31	Rows and column
April, 2018 1 st Week 1-4-18	Sunday
2	Formatting a worksheet
3	Formatting textual data
4	Creating and editing charts
5	Types of chart
6	Excel functions
7	Goal seek
8 2 nd Week	Sunday
9	Validation
10	Pivot table
11	Pivot chart
12	Sort, filter
13	Holiday
14	Ambedkar Jayanti (Holiday)
15	Sunday

3 rd Week	Print the worksheet
16	Revision
17	Test
18	Holiday
19	Revision
20	Revision
21	Revision
22	Sunday
4 th Week	
23	Revision
24	Revision
25	Revision
26	Revision
27	Revision
28	Revision
29	Sunday
5 th Week	

Signature of Teacher