

LESSON PLAN FOR EVEN SEM
SESSION 2017-18

NAME OF ASSISTANT /ASSOCIATE PROFESSOR: NEETIKA JAIN
CLASS/SECTION : BCOM (GEN, TTM EVEN) II SEM
SUBJECT : E-COMMERCE AND PRACTIAL

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY2 DATE 2-1-18	INTRODUCTION TO WORD PROCESSING , MENUS, CREATING DOCUMENT
DAY3 DATE 3-1-18	INTRODUCTION TO WORD PROCESSING MENUS, CREATING DOCUMENT
DAY4 DATE 4-1-18	INTRODUCTION TO INTERNET
DAY5 DATE 5-1-18	CONCEPT OF INTERNET
DAY6 DATE 6-1-18	APPLICATIONS & USES OF INTERNET
DAY8 DATE 9-1-18	FORMATTING DOCUMENT, EDITING DOCUMENT
DAY9 DATE 10-1-18	FORMATTING DOCUMENT, EDITING DOCUMENT
DAY10 DATE 11-1-18	INTERNET FEATURES
DAY11 DATE 12-1-18	INTERNET SERVICES
DAY12 DATE 13-1-18	INTERNET SERVER
DAY 14 DATE 16-1-18	ZOOM COMMAND, IMPORT AND EXPORT FILE, INSERTING ANOTHER DOC INTO CURRENT DOC
DAY15 DATE 17-1-18	ZOOM COMMAND, IMPORT AND EXPORT FILE,

		INSERTING ANOTHER DOC INTO CURRENT DOC
DAY16 DATE 18-1-18	WWW
DAY17 DATE 19-1-18	URL & DOMAIN NAME SERVER
DAY18 DATE 20-1-18	HTTP & HTTPS
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	ISP
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	ISP CONTD.
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY2 DATE 30-1-18	SELECTION & REPLACING TEXT, TEMPLATE, TYPES OF FORMATTING
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	INTRODUCTION TO IT & BUSINESS
DAY5 DATE 2-2-18	INTERNET PROTOCOLS
DAY6 DATE 3-2-18	EXAMPLES OF INTERNET PROTOCOLS
DAY8 DATE 6-2-18	INTRO TO TABLES, AUTOFIT AND SORTING
DAY9 DATE 7-2-18	INTRO TO TABLES, AUTOFIT AND SORTING
DAY10 DATE 8-2-18	COMPARISON OF VARIOUS INTERNET PROTOCOLS
DAY11 DATE 9-2-18	INTERNET PROTOCOL ASSIGNMENT 1
DAY12 DATE 10-2-18	HOLIDAY	
DAY14	HOLIDAY	

DATE 13-2-18		
DAY15 DATE 14-2-18	MERGE AND SPLIT CELL
DAY16 DATE 15-2-18	CONCEPT OF DATA
DAY17 DATE 16-2-18	CONCEPT OF INFORMATION &INFORMATION SYSTEM
DAY18 DATE 17-2-18	COMPARISON OF INFORMATION & INFORMATION SYSTEM WITH EXAMPLE
DAY20 DATE 20-2-18	SPELLING CHECKING AND GRAMMER
DAY21 DATE 21-2-18	SPELLING CHECKING AND GRAMMER
DAY22 DATE 22-2-18	INTRODUCTION TO RECORDS WITH EXAMPLE
DAY23 DATE 23-2-18	IMPLEMENTATION OF RECORDS IN BUSINESS
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	TYPES OF INFORMATION SYSTEM
DAY3 DATE 27-2-18	USING GRAPHICS AND WORD ART
DAY4 DATE 28-2-18	HOLIDAY	
DAY5 DATE 1-3-18	HOLIDAY	
DAY6 DATE 2-3-18	HOLIDAY	
DAY7 DATE 3-3-18	HOLIDAY	
DAY9 DATE 6-3-18	THESAURUS ,AUTO CORRECT
DAY10 DATE 7-3-18	THESAURUS ,AUTO CORRECT
DAY11 DATE 8-3-18	INTRODUCTION TO TRANSACTION PROCESSING SYSTEM
DAY12 DATE 9-3-18	CONCEPTS OF MGMT INFORMATION SYSTEM
DAY13 DATE 10-3-18	APPLICATIONS OF E-COMMERCE ASSIGNMENT 2

DAY15 DATE 13-3-18	MACROS
DAY16 DATE 14-3-18	MACROS
DAY17 DATE 15-3-18	3 DIFF. B/W TPS & MIS WITH EXAMPLE
DAY18 DATE 16-3-18	CONCEPT OF E-COMMERCE
DAY19 DATE 17-3-18	APPLICATION OF E-COMMERCE
DAY21 DATE 20-3-18	MAIL MERGE
DAY22 DATE 21-3-18	CONDITIONAL TEST	MAIL MERGE
DAY 24 DATE 23-3-18	HOLIDAY	
DAY 25 DATE 24-3-18	E-COMMERCE-MODELS: INTRODUCTIONS
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY2 DATE 27-3-18	INTRO TO INTERNET
DAY3 DATE 28-3-18	INTRO TO INTERNET
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	B2B,B2C MODEL
DAY6 DATE 31-3-18	C2C MODEL
DAY8 DATE 3-4-18	DIAL UP CONNECTION, BROADBAND CONNECTION AND WI-FI
DAY9 DATE 4-4-18	DIAL UP CONNECTION, BROADBAND CONNECTION AND WI-FI
DAY10 DATE 5-4-18	BENEFITS OF EDI
DAY11 DATE 6-4-18	COMPONENTS OF EDI
DAY12 DATE 7-4-18	IMPLEMENTATION OF EDI	
DAY14 DATE 10-4-18	EMAIL

DAY15 DATE 11-4-18	EMAIL
DAY16 DATE 12-4-18	INTRODUCTION OF SECURITY ISSUES
DAY17 DATE 13-4-18	SECURITY ISSUES IN E-COMMERCE PRESENTATION
DAY18 DATE 14-4-18	HOLIDAY	
DAY20 DATE 17-4-18	EMAIL
DAY21 DATE 18-4-18	HOLIDAY	
DAY22 DATE 19-4-18	OVERVIEW OF M-COMMERCE
DAY23 DATE 20-4-18	OVERVIEW OF E-GOVERNANCE

NAME OF ASSISTANT /ASSOCIATE PROFESSOR: NEETIKA JAIN
CLASS/SECTION : BCOM (CA) II SEM
SUBJECT : BUSINESS DATA AND PROCESSING AND PC
SOFTWARE-II

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY4 DATE 4-1-18	PRESENTATION SOFTWARE: CREATING, OPENING, SAVING
DAY5 DATE 5-1-18	WORKING IN DIFFERENT VIEW
DAY6 DATE 6-1-18	WORKING WITH SLIDES
DAY10 DATE 11-1-18	FORMATTING TEXT
DAY11 DATE 12-1-18	PREPARING OVERHEAD TRANSPARENCIES
DAY12 DATE 13-1-18	SPEAKERS NOTES
DAY16 DATE 18-1-18	HANDOUTS AND OUTLINES
DAY17 DATE 19-1-18	DESIGNING OBJECTS

DAY18 DATE 20-1-18	RUNNING AND CONTROLLING SLIDES
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	WORKING WITH SLIDES
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	WORKING WITH SLIDES CONTD.
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	DESKTOP PUBLISHING: INTRODUCTION OF DTP, CONCEPTS
DAY5 DATE 2-2-18	NEED AND APPLICATIONS
DAY6 DATE 3-2-18	H/W,S/W REQUIREMENTS FOR DTP
DAY10 DATE 8-2-18	COMPARISON OF DTP SOFTWARE
DAY11 DATE 9-2-18	APPLICATIONS OF DTP ASSIGNMENT 1
DAY12 DATE 10-2-18	HOLIDAY	
DAY14 DATE 13-2-18	HOLIDAY	
DAY16 DATE 15-2-18	TEST FORMATTING & WORD FORMATTING FEATURES
DAY17 DATE 16-2-18	COMPOSITION & TYPOGRAPHY
DAY18 DATE 17-2-18	GRAPHICS AND TEXT OBJECTS
DAY22 DATE 22-2-18	INDEXES AND PAGINATION
DAY23 DATE 23-2-18	COLOR MANAGEMENT
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1	COLOR CONCEPTS

DATE 24-2-18		
DAY4 DATE 28-2-18	HOLIDAY	
DAY5 DATE 1-3-18	HOLIDAY	
DAY6 DATE 2-3-18	HOLIDAY	
DAY7 DATE 3-3-18	HOLIDAY	
DAY11 DATE 8-3-18	TABLE HANDLING
DAY12 DATE 9-3-18	TABLE CONCEPTS
DAY13 DATE 10-3-18	TABLE IN DTP ASSIGNMENT 2
DAY17 DATE 15-3-18	PRINTING PUBLICATION
DAY18 DATE 16-3-18	ADVANTAGES AND LIMITATION OF PAGE MAKER
DAY19 DATE 17-3-18	STATISTICAL SOFTWARE :INTRO
DAY22 DATE 21-3-18	CONDITIONAL TEST
DAY23 DATE 22-3-18	CONDITIONAL TEST
DAY 24 DATE 23-3-18	HOLIDAY	
DAY 25 DATE 24-3-18	STATISTICAL SOFTWARE CONTD.
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	DATE ENTRY, TABULATION
DAY6 DATE 31-3-18	SORTING
DAY10 DATE 5-4-18	DATA ANALYSIS : INTRO.
DAY11 DATE 6-4-18	DATA ANALYSIS IN EXCEL
DAY12 DATE 7-4-18	SPSS
DAY16 DATE 12-4-18	MOBILE APPLICATIONS: CONCEPTS

DAY17 DATE 13-4-18	TYPES OF APPLICATIONS
DAY18 DATE 14-4-18	HOLIDAY	
DAY22 DATE 19-4-18	SOURCE OF MOBILE APPLICATIONS
DAY23 DATE 20-4-18	ADVANTAGES & DISADV. OF MOBILE APPLICATIONS

NAME OF ASSISTANT /ASSOCIATE PROFESSOR: NEETIKA JAIN

CLASS/SECTION

: BCOM(CA) 6TH SEM

SUBJECT

: SYSTEM ANALYSIS & DESIGN

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY4 DATE 4-1-18	INTRODUCTION TO SYSTEM, DEFINITION OF SYSTEM
DAY5 DATE 5-1-18	CHARACTERISTIC OF SYSTEM
DAY6 DATE 6-1-18	ELEMENTS OF SYSTEM
DAY10 DATE 11-1-18	TYPES OF SYSTEM -INTRODUCTION
DAY11 DATE 12-1-18	OPEN AND CLOSE SYSTEM
DAY12 DATE 13-1-18	DETERMINISTIC AND PROBABILISTIC SYSTEM
DAY16 DATE 18-1-18	PHYSICAL AND ABSTRACT SYSTEM
DAY17 DATE 19-1-18	MAN MADE INFO.SYSTEM
DAY18 DATE 20-1-18	COMPUTER BASED INFO.SYSTEM
DAY22 DATE 25-1-18	SDLC -INTRODUCTION
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	SDLC CONTD.	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY4 DATE 1-2-18	PRELIMINARY, FEASIBILITY STUDY

DAY5 DATE 2-2-18	SYSTEM ANALYSIS, DESIGN
DAY6 DATE 3-2-18	DEVELOPMENT , TESTING
DAY10 DATE 8-2-18	IMPLEMENTATION ,MAINTENANCE
DAY11 DATE 9-2-18	SDLC ASSIGNMENT 1
DAY12 DATE 10-2-18	HOLIDAY	
DAY16 DATE 15-2-18	TECHNO-ECONOMIC FEASIBILITY
DAY17 DATE 16-2-18	ROLE OF SYSTEM ANALYST
DAY18 DATE 17-2-18	ROLE OF SYSTEM ANALYST CONTD.
DAY22 DATE 22-2-18	PROCESS OF PHYSICAL DESIGN
DAY23 DATE 23-2-18	PROCESS OF LOGICAL DESIGN
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	DESIGN CONTD.
DAY5 DATE 1-3-18	HOLIDAY	
DAY6 DATE 2-3-18	HOLIDAY	
DAY7 DATE 3-3-18	HOLIDAY	
DAY11 DATE 8-3-18	INPUT DESIGN
DAY12 DATE 9-3-18	OUTPUT DESIGN
DAY13 DATE 10-3-18	SYSTEM DESIGN ASSIGNMENT 2
DAY17 DATE 15-3-18	FORM CONTROL
DAY18 DATE 16-3-18	TESTING INTRODUCTION ,OBJECTIVE
DAY19 DATE 17-3-18	TESTING TECHNIQUES
DAY22 DATE 21-3-18	CONDITIONAL TEST
DAY23 DATE 22-3-18	CONDITIONAL TEST

DAY 24 DATE 23-3-18	HOLIDAY	
DAY 25 DATE 24-3-18	VALIDATION AND SYSTEM TESTING
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	AUDITING
DAY6 DATE 31-3-18	SYSTEM MAINTENANCE-INTRO
DAY10 DATE 5-4-18	TYPE OF MAINTENANCES
DAY11 DATE 6-4-18	AUDIT AND SYSTEM INTEGRITY
DAY12 DATE 7-4-18	CONTROL MEASURE
DAY16 DATE 12-4-18	AUDIT AND SYSTEM INTEGRITY
DAY17 DATE 13-4-18	RECOVERY CONCEPTS
DAY18 DATE 14-4-18	HOLIDAY	
DAY21 DATE 18-4-18	HOLIDAY	
DAY22 DATE 19-4-18	RECOVERY PLANNING
DAY23 DATE 20-4-18	RECOVERY CONTD.

NAME OF ASSISTANT PROFESSOR : **NEETIKA JAIN**
CLASS/SECTION: **B.COM.(COMPUTER APPLICATION) IV SEM.**
SUBJECT **: FUNDAMENTALS OF DATABASE SYSTEM II LAB**

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	INTRODUCTION TO SQL(GP A)

DAY2 DATE 2-1-18	CREATE COMMAND, DESCRIBE COMMAND, INSERT COMMAND(GP A)
DAY3 DATE 3-1-18	INTRODUCTION TO SQL(GP B)
DAY7 DATE 8-1-18	DESCRIBE,SELECT,ORDER BY,DISTINCT(GP A)
DAY8 DATE 9-1-18	UPDATE, ALTER AND MODIFY, RENAME(GP A)
DAY9 DATE 10-1-18	DESCRIBE,SELECT,ORDER BY,DISTINCT(GP B)
DAY13 DATE 15-1-18	TRUNCATE, DELETE ,DROP(GP A)
DAY 14 DATE 16-1-18	GROUP BY, NUMERIC FUNCTION, STRING FUNCTION(GP A)
DAY15 DATE 17-1-18		TRUNCATE, DELETE ,DROP(GP B)
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	ADDITION OF TWO NOS,LARGEST OF TWO NOS,LARGEST OF THREE NOS(GP A)
DAY2 DATE 30-1-18	PRIMARY KEY, UNIQUE KEY, FOREIGN KEY AND OPERATORS(GP A)
DAY3 DATE 31-1-18	HOLIDAY	
DAY7 DATE 5-2-18	ADDITION OF TWO NOS,LARGEST OF TWO NOS,LARGEST OF THREE NOS(GP A)

DAY8 DATE 6-2-18	ADDITION OF TWO NOS,LARGEST OF TWO NOS,LARGEST OF THREE NOS(GP A)
DAY9 DATE 7-2-18	N NATURAL NOS, REVERSE OF STRING, AREA OF CIRCLE, AND EMPLOYEE SALARY INTO FETCH THE NO. OF VARIABLE AND DISPLAY IT(GP B)
DAY13 DATE 12-2-18	N NATURAL NOS, REVERSE OF STRING, AREA OF CIRCLE, AND EMPLOYEE SALARY INTO FETCH THE NO. OF VARIABLE AND DISPLAY IT(GP B)
DAY14 DATE 13-2-18	HOLIDAY	
DAY15 DATE 14-2-18	WAP TO ADD RS 100 TO ACCOUNT OF BALANCE>=100,WAP TO UPDATE A EMP. RECORD,WAP FOR WHETHER THE NO IS ODD AND EVEN(GP B)
DAY19 DATE 19-2-18	INTRODUCTION TO DTP AND FEATURS OF DTP(GP A)
DAY20 DATE 20-2-18	INTRODUCTION TO PAGE MAKERS AND FEATURS OF PAGE MAKERS(GP A)
DAY21 DATE 21-2-18	INTRODUCTION TO DTP AND FEATURS OF DTP(GP B)
UNIT/PART III	THEORY	
DAY2 DATE 26-2-18	COMPONENTS OF PAGE MAKERS(GP A)

DAY3 DATE 27-2-18	COMPONENTS OF PAGE MAKERS(GP A)
DAY4 DATE 28-2-18	HOLIDAY	
DAY8 DATE 5-3-18	TOOL BOX.(GP A)
DAY9 DATE 6-3-18	MENU IN PAGEMAKERS(GP A)
DAY10 DATE 7-3-18	TOOL BOX.(GP B)
DAY 14 DATE 12-3-18	CREATING A PUBLICATION(GP A)
DAY15 DATE 13-3-18	EDITING (GP A)
DAY16 DATE 14-3-18	CREATING A PUBLICATION(GP B)
DAY20 DATE 19-3-18	WORKING WITH GRAPHICS USING FRAMES(GP A)
DAY21 DATE 20-3-18	USING TABLE(GP A)
DAY22 DATE 21-3-18	WORKING WITH GRAPHICS USING FRAMES(GP B)
UNIT/PART IV	THEORY	
DAY1 DATE 26-3-18	TABLE CONTD. (GP A)
DAY2 DATE 27-3-18	CREATE TABLE,CLOSING TABLE(GP A)
DAY3 DATE 28-3-18	TABLE CONTD. (GP B)
DAY7 DATE 2-4-18	QUITTING ADOBE TABLE(GP A)
DAY8 DATE 3-4-18	TABLE CONT.. (GP A)
DAY9 DATE 4-4-18	QUITTING ADOBE TABLE(GP B)
DAY13 DATE 9-4-18	VARIOUS OPTION OF FRAMES (GP A)
DAY14 DATE 10-4-18	EDITING FRAMES(GP A)

DAY15 DATE 11-4-18	VARIOUS OPTION OF FRAMES(GP B)
DAY19 DATE 16-4-18	FRAMES CONTD. (GP A)
DAY20 DATE 17-4-18	FRAMES CONTD. (GP A)
DAY21 DATE 18-4-18	HOLIDAY	

NAME OF ASSISTANT /ASSOCIATE PROFESSOR: NEETIKA JAIN
CLASS/SECTION : BCA V1 SEM
SUBJECT : ADVANCED PROGRAMMING WITH VISUAL
BASIC

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	V.B. OVERVIEW
DAY7 DATE 8-1-18	COLLECTION AND ITS METHODS
DAY13 DATE 15-1-18	LOAD AND UPLOAD METHOD IN VB
DAY19 DATE 22-1-18	HOLIDAY	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	SHOW AND HIDE METHOD MENU USING MENU EDITOR
DAY7 DATE 5-2-18	SHOW AND HIDE METHOD MENU USING MENU EDITOR CONTD.
DAY13 DATE 12-2-18	SHORT KEYS IN MENU
DAY19 DATE 19-2-18	SHORT KEYS IN MENU CONTD.
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY2 DATE 26-2-18	MANIPLUATING MENU

DAY8 DATE 5-3-18	PICTURE BOX
DAY 14 DATE 12-3-18	POP UP MENU
DAY20 DATE 19-3-18	SCROLL BAR
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 26-3-18	DAO
DAY7 DATE 2-4-18	DAO CONTD.
DAY13 DATE 9-4-18	SLIDER CONTROL ADO
DAY19 DATE 16-4-18	TREE VIEW RDODB

NAME OF ASSISTANT /ASSOCIATE PROFESSOR: NEETIKA JAIN
CLASS/SECTION : BA-(SEC-G) (PRACT.)
SUBJECT : BASIC OF COMP
EDUCATION

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY4 DATE 4-1-18	INTRODUCTION TO WORD PROCESSING
DAY5 DATE 5-1-18	MENUS
DAY6 DATE 6-1-18	CREATING DOCUMENT
DAY10 DATE 11-1-18	FORMATTING DOCUMENT
DAY11 DATE 12-1-18	EDITING DOCUMENT
DAY12 DATE 13-1-18	SPELL CHECKING
DAY16 DATE 18-1-18	PRINTING AND SAVING DOCUMENT
DAY17 DATE 19-1-18	ZOOM COMMAND
DAY18 DATE 20-1-18	IMPORT AND EXPORT FILE
DAY22 DATE 25-1-18	INSERTING ANOTHER DOC INTO CURRENT DOC

DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	SELECTION & REPLACING TEXT
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY4 DATE 1-2-18	TEMPLATE
DAY5 DATE 2-2-18	TYPES OF FORMATTING
DAY6 DATE 3-2-18	INTRO TO TABLES
DAY10 DATE 8-2-18	AUTOFIT AND SORTING
DAY11 DATE 9-2-18	MERGE AND SPLIT CELL
DAY12 DATE 10-2-18	HOLIDAY	
DAY16 DATE 15-2-18	SPELLING CHECKING AND GRAMMER
DAY17 DATE 16-2-18	USING GRAPHICS AND WORD ART
DAY18 DATE 17-2-18	THESAURUS AUTO CORRECT
DAY22 DATE 22-2-18	AUTO TEXT
DAY23 DATE 23-2-18	MACROS
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	MAIL MERGE
DAY5 DATE 1-3-18	HOLIDAY	
DAY6 DATE 2-3-18	HOLIDAY	
DAY7 DATE 3-3-18	HOLIDAY	
DAY11 DATE 8-3-18	BOOK MARK HYPERLINK
DAY12 DATE 9-3-18	INTRO TO INTERNET
DAY13 DATE 10-3-18	ASSIGNMENT 2 DIAL UP CONNECTION

DAY17 DATE 15-3-18	BROADBAND CONNECTION AND WI-FI
DAY18 DATE 16-3-18	EMAIL
DAY19 DATE 17-3-18	WWW AND WEBSITE
DAY23 DATE 22-3-18	IRC
DAY 24 DATE 23-3-18	HOLIDAY	
DAY 25 DATE 24-3-18	VIDEO CONFERENCING
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	NEWSGROUP AND OTHER INTERNET SERVICES
DAY6 DATE 31-3-18	FTP AND TELNET
DAY10 DATE 5-4-18	DNS
DAY11 DATE 6-4-18	IP ADDRESS
DAY12 DATE 7-4-18	URL ADDRESS
DAY16 DATE 12-4-18	HTTP & NET SURFING
DAY17 DATE 13-4-18	CREATING AN EMAIL
DAY18 DATE 14-4-18	HOLIDAY	
DAY22 DATE 19-4-18	SEARCH ENGINE
DAY23 DATE 20-4-18	WEB BROWSERS

NAME OF ASSISTANT PROFESSOR: NEETIKA JAIN
CLASS/SECTION: BA-(SEC-C) (PRACTICAL)
SUBJECT: BASIC COMPUTER EDUCATION

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	INTRODUCTION TO WORD PROCESSING
DAY2 DATE 2-1-18	MENUS
DAY3 DATE 3-1-18	CREATING DOCUMENT
DAY7 DATE 8-1-18	FORMATTING DOCUMENT
DAY8 DATE 9-1-18	EDITING DOCUMENT
DAY9 DATE 10-1-18	SPELL CHECKING
DAY13 DATE 15-1-18	PRINTING AND SAVING DOCUMENT
DAY 14 DATE 16-1-18	ZOOM COMMAND
DAY15 DATE 17-1-18	IMPORT AND EXPORT FILE
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
UNIT/PART II	THEORY	PRACTICAL
DAY1 DATE 29-1-18	INSERTING ANOTHER DOC INTO CURRENT DOC
DAY2 DATE 30-1-18	SELECTION & REPLACING TEXT
DAY3 DATE 31-1-18	HOLIDAY	
DAY7 DATE 5-2-18	TEMPLATE
DAY8	TYPES OF FORMATTING

DATE 6-2-18		
DAY9 DATE 7-2-18	EDITING DOCUMENT
DAY13 DATE 12-2-18	INTRO TO TABLES
DAY14 DATE 13-2-18	HOLIDAY	
DAY15 DATE 14-2-18	AUTOFIT AND SORTING
DAY16 DATE 15-2-18	MERGE AND SPLIT CELL
DAY19 DATE 19-2-18	SPELLING CHECKING AND GRAMMER
DAY20 DATE 20-2-18	USING GRAPHICS AND WORD ART
DAY21 DATE 21-2-18	THESAURUS AUTO CORRECT
DAY22 DATE 22-2-18	AUTO TEXT
UNIT/PART III		
	THEORY	PRACTICAL
DAY2 DATE 26-2-18	MACROS
DAY3 DATE 27-2-18	MAIL MERGE
DAY4 DATE 28-2-18	HOLIDAY	
DAY8 DATE 5-3-18	BOOK MARK HYPERLINK
DAY9 DATE 6-3-18	INTRO TO INTERNET
DAY10 DATE 7-3-18	DIAL UP CONNECTION
DAY 14 DATE 12-3-18	ISDN
DAY15 DATE 13-3-18	BROADBAND CONNECTION AND WI-FI
DAY16 DATE 14-3-18	EMAIL
DAY20 DATE 19-3-18	WWW AND WEBSITE
DAY21 DATE 20-3-18	ASSIGNMENT OF BIRTHDAY INVITATION USING MAIL MERGE.

DAY22 DATE 21-3-18	DOUBTS
UNIT/PART IV	THEORY	PRACTICAL
DAY1 DATE 26-3-18	IRC AND VIDEO CONFERENCING
DAY2 DATE 27-3-18	NEWSGROUP AND OTHER INTERNET SERVICES
DAY3 DATE 28-3-18	FTP AND TELNET
DAY7 DATE 2-4-18	DNS
DAY8 DATE 3-4-18	IP ADDRESS
DAY9 DATE 4-4-18	URL ADDRESS
DAY13 DATE 9-4-18	HTTP & NET SURFING
DAY14 DATE 10-4-18	CREATING AN EMAIL
DAY15 DATE 11-4-18	SENDING AND DELETING AN EMAIL
DAY19 DATE 16-4-18	SEARCH ENGINE
DAY20 DATE 17-4-18	WEB BROWSERS
DAY21 DATE 18-4-18	HOLIDAY	

NAME OF ASSISTANT /ASSOCIATE PROFESSOR: NEETIKA JAIN

CLASS/SECTION : BSC NON MED.-(SEC-C) (PRACT.)

SUBJECT : BASIC OF COMP EDUCATION

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	INTRODUCTION TO WORD PROCESSING
DAY5 DATE 5-1-18	MENUS
DAY6 DATE 6-1-18	CREATING DOCUMENT
DAY7 DATE 8-1-18	FORMATTING DOCUMENT
DAY11 DATE 12-1-18	EDITING DOCUMENT
DAY12 DATE 13-1-18	SPELL CHECKING
DAY13 DATE 15-1-18	PRINTING AND SAVING DOCUMENT
DAY17 DATE 19-1-18	ZOOM COMMAND
DAY18 DATE 20-1-18	IMPORT AND EXPORT FILE
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	INSERTING ANOTHER DOC INTO CURRENT DOC
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	SELECTION & REPLACING TEXT
DAY3 DATE 31-1-18	HOLIDAY	

DAY5 DATE 2-2-18	TYPES OF FORMATTING
DAY6 DATE 3-2-18	INTRO TO TABLES
DAY7 DATE 5-2-18	AUTOFIT AND SORTING
DAY11 DATE 9-2-18	MERGE AND SPLIT CELL
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	SPELLING CHECKING AND GRAMMER
DAY14 DATE 13-2-18	HOLIDAY	
DAY17 DATE 16-2-18	USING GRAPHICS AND WORD ART
DAY18 DATE 17-2-18	THESAURUS AUTO CORRECT
DAY19 DATE 19-2-18	AUTO TEXT
DAY23 DATE 23-2-18	MACROS
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	MAIL MERGE
DAY2 DATE 26-2-18	BOOK MARK HYPERLINK
DAY3 DATE 27-2-18	WATERMARK AND DROP CAP
DAY4 DATE 28-2-18	HOLIDAY	
DAY5 DATE 1-3-18	HOLIDAY	
DAY6 DATE 2-3-18	HOLIDAY	
DAY7 DATE 3-3-18	HOLIDAY	
DAY8 DATE 5-3-18	INTRO TO INTERNET
DAY12 DATE 9-3-18	DIAL UP CONNECTION
DAY13 DATE 10-3-18	BROADBAND CONNECTION AND WI-FI

DAY 14 DATE 12-3-18	EMAIL
DAY18 DATE 16-3-18	WWW AND WEBSITE
DAY19 DATE 17-3-18	VIDEO CONFERENCING
DAY20 DATE 19-3-18	NEWSGROUP AND OTHER INTERNET SERVICES
DAY 24 DATE 23-3-18	HOLIDAY	
DAY 25 DATE 24-3-18	FTP AND TELNET
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 26-3-18		DNS
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	DNS CONTD.
DAY6 DATE 31-3-18	IP ADDRESS
DAY7 DATE 2-4-18	URL ADDRESS
DAY11 DATE 6-4-18	URL ADDRESS
DAY12 DATE 7-4-18	URL ADDRESS
DAY13 DATE 9-4-18	URL ADDRESS
DAY17 DATE 13-4-18	SEARCH ENGINE
DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	WEB BROWSERS
DAY21 DATE 18-4-18	HOLIDAY	
DAY23 DATE 20-4-18	WEB BROWSERS