

LESSON PLAN FOR EVEN SEM
SESSION 2017-18

NAME OF ASSISTANT PROFESSOR

:PARAMPREET KAUR

CLASS/SECTION

: B.SC CSC VI/ SEC-E

SUBJECT

:COMPUTER NETWORKS

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY4 DATE 4-1-18	DATA COMMUNICATION, COMPUTER NETWORKS	CREATE COMMAND, DESCRIBE COMMAND, INSERT COMMAND
DAY5 DATE 5-1-18	TYPES OF COMPUTER NETWORKS , TOPOLOGIES	-----
DAY6 DATE 6-1-18	NETWORK HARDWARE COMPONENTS: CONNECTORS, TRANSCEIVERS, REPEATERS	-----
DAY10 DATE 11-1-18	HUBS, NETWORK INTERFACE CARDS AND PC CARDS	EXAMPLE OF CREATE COMMAND, DESCRIBE COMMAND, I NSERT COMMAND
DAY11 DATE 12-1-18	BRIDGES, SWITCHES	-----
DAY12 DATE 13-1-18	ROUTERS, GATEWAYS	-----
DAY16 DATE 18-1-18	NETWORK DESIGN ISSUES AND PROTOCOLS	UPDATE, ALTER AND MODIFY, RENAME
DAY17 DATE 19-1-18	CONNECTION-ORIENTED AND CONNECTIONLESS SERVICES	-----
DAY18 DATE 20-1-18	OSI REFERENCE MODEL, PHYSICAL LAYER, DATA LINK LAYER	-----
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	NETWORK LAYER, TRANSPORT LAYER	EXAMPLE OF UPDATE, ALTER AND MODIFY, RENAME
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	SESSION LAYER, PRESENTATION LAYER, APPLICATION LAYER	-----
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	TCP/IP MODEL	GROUP BY, NUMERIC FUNCTION, STRING FUNCTION
DAY5	TCP/IP MODEL CONTINUED.	-----

DATE 2-2-18		
DAY6 DATE 3-2-18	ANALOG AND DIGITAL DATA AND SIGNALS, BANDWIDTH AND DATA RATE	-----
DAY10 DATE 8-2-18	CAPACITY, BAUD RATE	EXAMPLE OF GROUP BY, NUMERIC FUNCTION, STRING FUNCTION (GP B)
DAY11 DATE 9-2-18	ASSIGNMENT 1	-----
DAY12 DATE 10-2-18	HOLIDAY	
DAY14 DATE 13-2-18	HOLIDAY	
DAY16 DATE 15-2-18	GUIDED AND WIRELESS TRANSMISSION MEDIA	EXAMPLE OF TRUNCATE, DELETE, DROP
DAY17 DATE 16-2-18	COMMUNICATION SATELLITES	-----
DAY18 DATE 17-2-18	SWITCHING	-----
DAY22 DATE 22-2-18	MULTIPLEXING	PRIMARY KEY, UNIQUE KEY, FOREIGN KEY AND OPERATORS
DAY23 DATE 23-2-18	MODEMS AND MODULATION TECHNIQUES	
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	ERROR DETECTION AND CORRECTION METHODS	EXAMPLE OF PRIMARY KEY, UNIQUE KEY, FOREIGN KEY AND OPERATORS
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	SLIDING WINDOW PROTOCOLS: ONE-BIT, GO BACK N AND SELECTIVE REPEAT	ADDITION OF TWO NO'S, LARGEST OF TWO NO'S, LARGEST OF THREE NO'S
DAY12 DATE 9-3-18	MEDIA ACCESS CONTROL: ALOHA, SLOTTED ALOHA	-----
DAY13 DATE 10-3-18	ASSIGNMENT 2	-----
DAY17 DATE 15-3-18	CSMA -----	N NATURAL NO'S, REVERSE OF STRING, AREA OF CIRCLE, AND EMPLOYEE SALARY INTO FETCH THE NO. OF VARIABLE AND DISPLAY IT.
DAY18 DATE 16-3-18	COLLISION FREE PROTOCOLS	-----
DAY19 DATE 17-3-18	INTRODUCTION TO LAN TECHNOLOGIES ETHERNET, SWITCHED ETHERNET	-----

DAY22 DATE 21-3-18	CONDITIONAL TEST	-----
DAY23 DATE 22-3-18	CONDITIONAL TEST	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
DAY 24 DATE 23-3-18	HOLIDAY	
DAY 25 DATE 24-3-18	FAST ETHERNET, GIGABIT ETHERNET	-----
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY4 DATE 29-3-18	HOLIDAY	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
DAY5 DATE 30-3-18	INTRODUCTION TO WIRELESS LANS	-----
DAY6 DATE 31-3-18	BLUETOOTH	-----
DAY10 DATE 5-4-18	ROUTING ALGORITHMS: FLOODING, SHORTEST PATH ROUTING	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
DAY11 DATE 6-4-18	DISTANCE VECTOR ROUTING, LINK STATE ROUTING	-----
DAY12 DATE 7-4-18	HIERARCHICAL ROUTING, CONGESTION CONTROL	-----
DAY16 DATE 12-4-18	TRAFFIC SHAPING, CHOKE PACKETS, LOAD SHEDDING	EXAMPLE OF DDL ,DCL, DML
DAY17 DATE 13-4-18	INTRODUCTION TO DNS , E-MAIL AND WWW SERVICES	-----
DAY18 DATE 14-4-18	HOLIDAY	
DAY21 DATE 18-4-18	HOLIDAY	
DAY22 DATE 19-4-18	SECURITY ATTACKS	TRIGGERS
DAY23 DATE 20-4-18	FIREWALLS, DIGITAL SIGNATURES	

NAME OF ASSISTANT PROFESSOR
CLASS/SECTION
SUBJECT

: PARAMPREET KAUR
: B.SC CSC I/SEC-E
: L.O.C

UNIT/PART I	TOPIC
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	THEORY	PRACTICAL
DAY1 DATE 1-1-18	NUMBER SYSTEMS	DISPLAY THE MESSAGE
DAY2 DATE 2-1-18	BINARY ARITHMETIC	ADDITION AND SUBTRACTIONS
DAY3 DATE 3-1-18	BINARY ARITHMETIC CONTINUED	-----
DAY7 DATE 8-1-18	FIXED-POINT AND FLOATING- POINT REPRESENTATION OF NUMBERS	HERONS FORMULA
DAY8 DATE 9-1-18	BCD CODES	ADVANCED FORMULAS
DAY9 DATE 10-1-18	ERROR DETECTING CODES	-----
DAY13 DATE 15-1-18	ERROR CORRECTING CODES	SIMPLE IF
DAY 14 DATE 16-1-18	ASCII CHARACTER REPRESENTATION	IF ELSE
DAY15 DATE 17-1-18	EBCDIC CHARACTER REPRESENTATION	-----
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	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	BOOLEAN ALGEBRA , BOOLEAN THEOREMS	SWITCH STATEMENT
DAY2 DATE 30-1-18	BOOLEAN FUNCTIONS	SWITCH STATEMENT
DAY3 DATE 31-1-18	HOLIDAY	
DAY7 DATE 5-2-18	TRUTH TABLE	WHILE LOOP
DAY8 DATE 6-2-18	STANDARD FORM OF BOOLEAN FUNCTIONS	WHILE LOOP CONTINUED
DAY9 DATE 7-2-18	CANONICAL SOP FORM	-----
DAY11 DATE 9-2-18	ASSIGNMENT 1(BOOLEAN ALGEBRA AND BOOLEAN THEORAMS	-----
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	CANONICAL POS FORM	FOR LOOP
DAY14	HOLIDAY	

DATE 13-2-18		
DAY15 DATE 14-2-18	VENN DIAGRAMS	-----
DAY19 DATE 19-2-18	KARNAUGH MAP	GOTO STATEMENT
DAY20 DATE 20-2-18	KARNAUGH MAP CONTINUED	BREAK AND CONITNUE
DAY21 DATE 21-2-18	KARNAUGH MAP CONTINUED	
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY2 DATE 26-2-18	AND GATE, OR GATE	ARRAYS
DAY3 DATE 27-2-18	NOT GATE, UNIVERSAL GATES: NOR NAND	ONE DIMENSIONAL ARRAY PROGRAMS
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	XOR GATE, XNOR GATE	ONE DIMENSIONAL ARRAY PROGRAMS
DAY9 DATE 6-3-18	HALF ADDER	2D ARRAY PROGRAMS
DAY10 DATE 7-3-18	FULL ADDER	-----
DAY13 DATE 10-3-18	ASSIGNMENT 2(BASIC AND UNIVERSAL GATES)	-----
DAY 14 DATE 12-3-18	HALF SUBTRACTOR, FULL SUBTRACTOR	2D ARRAY PROGRAMS CONTINUED
DAY15 DATE 13-3-18	ENCODERS, DECODERS	-----
DAY16 DATE 14-3-18	MULTIPLEXERS, DEMULTIPLEXERS	-----
DAY20 DATE 19-3-18	COMPARATORS, CODE CONVERTORS	FUNCTIONS
DAY21 DATE 20-3-18	SEQUENTIAL LOGIC AND ITS CHARACTERISTICS, FLIP FLOPS	FUNCTIONS CONTINUED
DAY22 DATE 21-3-18	CONDITIONAL TEST	-----
DAY23 DATE 22-3-18	CONDITIONAL TEST	-----
DAY 24 DATE 23-3-18	HOLIDAY	
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL

DAY1 DATE 26-3-18	CLOCKED RS	RECURSION
DAY2 DATE 27-3-18	JK FLIP FLOP	RECURSION CONTINUED
DAY3 DATE 28-3-18	D TYPE, T TYPE	-----
DAY4 DATE 29-3-18	HOLIDAY	
DAY7 DATE 2-4-18	MASTER SLAVE FLIP FLOP,	POINTERS
DAY8 DATE 3-4-18	STATE TABLE STATE DIAGRAM	POINTERS CONTINUED
DAY9 DATE 4-4-18	SHIFT REGISTERS	-----
DAY13 DATE 9-4-18	FLIP FLOP EXCITATION TABLE	STRUCTURES
DAY14 DATE 10-4-18	SHIFT REGISTERS	STRUCUTURES CONTINUED
DAY15 DATE 11-4-18	SHIFT REGISTERS CONTINUED	-----
DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	DESIGNING COUNTERS	UNIONS
DAY20 DATE 17-4-18	DESIGNING COUNTERS	UNIONS CONTINUED
DAY21 DATE 18-4-18	HOLIDAY	

NAME OF ASSISTANT PROFESSOR

: PARAMPREET KAUR

CLASS/SECTION

: BCA/ SEC-H

SUBJECT

: OPERATING SYSTEM-II

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY3 DATE 3-1-18	THE CRITICAL SECTION PROBLEM	-----
DAY4 DATE 4-1-18	SINGLE PROCESS SOLUTION, TWO PROCESS SOLUTION	-----
	TUTORIAL	
DAY5 DATE 5-1-18	SEMAPHORES, TYPES OF SEMAPHORES	INTERNAL STYLESHEET
DAY6 DATE 6-1-18	IMPLEMENTATION OF SEMAPHORES	EXTERNAL STYLE SHEET
DAY9 DATE 10-1-18	DEADLOCKS AND STARVATION	-----
DAY10 DATE 11-1-18	CLASSICAL PROBLEMS OF SYNCHRONIZATION, THE BOUNDED BUFFER PROBLEM	-----

	TUTORIAL	
DAY11 DATE 12-1-18	THE READER WRITERS PROBLEM, THE DINING PHILOSOPHERS PROBLEM	EMBEDDED STYLESHEET
DAY12 DATE 13-1-18	CRITICAL REGION, MONITORS	FONT AND TEXT ATTRIBUTES
DAY15 DATE 17-1-18	SINGLE LEVEL, TWO LEVEL,	-----
DAY16 DATE 18-1-18	TREE STRUCTURES TUTORIAL	-----
DAY17 DATE 19-1-18	ACYCLIC GRAPH, GENERAL GRAPH	BORDER AND MARGIN
DAY18 DATE 20-1-18	DIRECTORY IMPLEMENTATION, RECOVERY	BACKGROUND COLOR
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	REVISION TUTORIAL	-----
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	REVISION	BACKGROUND IMAGE TABLE ATTRIBUTES
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	DISK STRUCTURE, DISK SCHEDULING ALGORITHM, TUTORIAL	BACKGROUND IMAGE
DAY5 DATE 2-2-18	FCFS, SSTF	LIST ATTRIBUTES
DAY6 DATE 3-2-18	SCAN, C-SCAN , LOOK,	CLASSES
DAY9 DATE 7-2-18	SELECTION OF DISK SCHEDULING ALGORITHM	-----
DAY10 DATE 8-2-18	DISK MANAGEMENT TUTORIAL	-----
DAY11 DATE 9-2-18	ASSIGNMENT 1(DISK SCHEDULING ALGORITHMS)	CLASSES AND SPAN TAG, DIFFERENT STYLES TO LINKS
DAY12 DATE 10-2-18	HOLIDAY	
DAY14 DATE 13-2-18	HOLIDAY	
DAY15	SWAP SPACE MANAGEMENT	-----

DATE 14-2-18	TUTORIAL	
DAY16 DATE 15-2-18	ALGORITHMS REVISION	-----
DAY17 DATE 16-2-18	COMPARISON OF ALGORITHMS	MARQUEE ATTRIBUTES
DAY18 DATE 17-2-18	DATA MIGRATION	FILTERS
DAY21 DATE 21-2-18	DATA MIGRATION CONTINUED	-----
DAY22 DATE 22-2-18	COMPUTATION MIGRATION, TUTORIAL	-----
DAY23 DATE 23-2-18	PROCESS MIGRATION	FORM ATTRIBUTES
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	INTRODUCTION TO LINUX, FEATURES TUTORIAL	FORM ATTRIBUTES
DAY4 DATE 28-2-18	ARCHITECTURE, DISTRIBUTIONS	-----
DAY5 DATE 1-3-18	ACCESSING LINUX SYSTEM	-----
DAY6 DATE 2-3-18	LOGIN/LOGOUT/SHUTTING DOWN, COMPARISON OF LINUX WITH OTHER OPERATING SYSTEMS	REGISTRATION FORM
DAY7 DATE 3-3-18	COMMANDS IN LINUX: GENERAL PURPOSE COMMANDS	BGSOUND
DAY10 DATE 7-3-18	GENERAL PURPOSE COMMANDS	-----
DAY11 DATE 8-3-18	FILE ORIENTED COMMANDS TUTORIAL	-----
DAY12 DATE 9-3-18	FILE ORIENTED COMMANDS	XML DOCUMENT
DAY13 DATE 10-3-18	ASSIGNMENT 2 (COMMANDS OF LINUX)	WELL FORMED XML DOCUMENT VALID XML DOCUMENT
DAY16 DATE 14-3-18	DIRECTORY ORIENTED COMMANDS	-----
DAY17 DATE 15-3-18	DIRECTORY ORIENTED COMMANDS TUTORIAL	-----
DAY18 DATE 16-3-18	REDIRECTION OF INPUT/OUTPUT	EXTERNAL DTD INTERNAL DTD
DAY19 DATE 17-3-18	REVISION	USING JAVASCRIPT IF ELSE & LOOPS
DAY22 DATE 21-3-18	CONDITIONAL TEST	-----
DAY23 DATE 22-3-18	CONDITIONAL TEST	-----
DAY 24 DATE 23-3-18	HOLIDAY	
DAY 25	PIPES	

DATE 24-3-18		
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY3 DATE 28-3-18	TYPES OF FILES IN LINUX, FILE ATTRIBUTES ,STRUCTURE OF FILE SYSTEM, INODE, FILE PERMISSIONS, FILE SYSTEM COMPONENTS	-----
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	STANDARD FILE SYSTEM, FILE SYSTEM TYPES	FUNCTIONS AND ALERT BOX PROMPT DIALOGUE BOX
DAY6 DATE 31-3-18	DISK RELATED COMMANDS	VALIDATION CHECKS
DAY9 DATE 4-4-18	DISK RELATED COMMANDS CONTINUED	-----
DAY10 DATE 5-4-18	JOB CONTROL USING AT, BATCH TUTORIAL	-----
DAY11 DATE 6-4-18	JOB CONTROL USING TIME CORN	CONFIRM DIALOGUE BOX
DAY12 DATE 7-4-18	INTRODUCTION TO VI EDITOR TUTORIAL	-----
DAY15 DATE 11-4-18	MODES OF VI EDITOR	-----
DAY16 DATE 12-4-18	COMMANDS IN VI EDITOR	-----
DAY17 DATE 13-4-18	INTRODUCTION TO SHELL PROGRAMMING, I/O SHELL	INTRODUCTION TO VBSCRIPT
DAY18 DATE 14-4-18	HOLIDAY	
DAY20 DATE 17-4-18	SHELL VARIABLES ,SHELL KEYWORDS, OPERATORS	
DAY21 DATE 18-4-18	HOLIDAY	
DAY22 DATE 19-4-18	CONTROL STRUCTURES TUTORIAL	-----
DAY23 DATE 20-4-18	CREATING AND EXECUTING SHELL PROGRAMS IN LINUX	REVISION

NAME OF ASSISTANT PROFESSOR : PARAMPREET KAUR
CLASS/SECTION : B.A. GEN
SUBJECT : BCE PRACTICAL

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	
DAY23 DATE 26-1-18	HOLIDAY	
UNIT/PART II		
		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 DATE 6-2-18	-----	TYPES OF FORMATTING
DAY9 DATE 7-2-18	-----	ASSIGNMENT 1
DAY12 DATE 10-2-18	HOLIDAY	
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	-----	USING GRAPHICS AND WORD ART

DATE 20-2-18		
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
DAY5 DATE 1-3-18		HOLIDAY
DAY6 DATE 2-3-18		HOLIDAY
DAY7 DATE 3-3-18		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	-----	ASSIGNMENT 2
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	-----	CONDITIONAL TEST
DAY22 DATE 21-3-18	-----	CONDITIONAL TEST
DAY 24 DATE 23-3-18		HOLIDAY
UNIT/PART IV		
		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
DAY4		HOLIDAY

DATE 29-3-18		
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
DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	-----	SEARCH ENGINE
DAY20 DATE 17-4-18	-----	WEB BROWSERS

NAME OF ASSISTANT PROFESSOR
CLASS/SECTION
SUBJECT

: PARAMPREET KAUR
: B.SC NON MED/ SEC B
: BCE PRACTICAL

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	-----	INTRODUCTION TO WORD PROCESSING
DAY2 DATE 2-1-18	-----	MENUS
DAY7 DATE 8-1-18	-----	CREATING DOCUMENT FORMATTING DOCUMENT
DAY8 DATE 9-1-18	-----	EDITING DOCUMENT
DAY13 DATE 15-1-18	-----	SPELL CHECKING PRINTING AND SAVING DOCUMENT
DAY 14 DATE 16-1-18	-----	ZOOM COMMAND
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	

UNIT/PART II		
		PRACTICAL
DAY1 DATE 29-1-18	-----	IMPORT AND EXPORT FILE 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 DATE 6-2-18	-----	TYPES OF FORMATTING
DAY9 DATE 7-2-18	-----	ASSIGNMENT 1
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	-----	INTRO TO TABLES
DAY14 DATE 13-2-18	HOLIDAY	
DAY16 DATE 15-2-18	-----	AUTOFIT AND SORTING MERGE AND SPLIT CELL
DAY19 DATE 19-2-18	-----	SPELLING CHECKING AND GRAMMER
DAY20 DATE 20-2-18	-----	USING GRAPHICS AND WORD ART
DAY22 DATE 22-2-18	-----	THESAURUS AUTO CORRECT 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	
DAY5 DATE 1-3-18	HOLIDAY	
DAY6 DATE 2-3-18	HOLIDAY	
DAY7 DATE 3-3-18	HOLIDAY	
DAY8 DATE 5-3-18	-----	BOOK MARK HYPERLINK
DAY9 DATE 6-3-18	-----	INTRO TO INTERNET
DAY 14	-----	ASSIGNMENT 2

DATE 12-3-18		
DAY15 DATE 13-3-18	-----	DIAL UP CONNECTION BROADBAND CONNECTION AND WI-FI
DAY20 DATE 19-3-18	-----	EMAIL WWW AND WEBSITE
DAY21 DATE 20-3-18	-----	CONDITIONAL TEST
DAY22 DATE 21-3-18	-----	CONDITIONAL TEST
DAY 24 DATE 23-3-18	HOLIDAY	
UNIT/PART IV		
		PRACTICAL
DAY1 DATE 26-3-18	-----	IRC AND VIDEO CONFERENCING
DAY2 DATE 27-3-18	-----	NEWSGROUP AND OTHER INTERNET SERVICES
DAY4 DATE 29-3-18		HOLIDAY
DAY7 DATE 2-4-18	-----	FTP AND TELNET DNS
DAY8 DATE 3-4-18	-----	IP ADDRESS
DAY13 DATE 9-4-18	-----	URL ADDRESS HTTP & NET SURFING
DAY14 DATE 10-4-18	-----	CREATING AN EMAIL
DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	-----	SENDING AND DELETING AN EMAIL SEARCH ENGINE
DAY20 DATE 17-4-18	-----	WEB BROWSERS

(PARAMPREET KAUR)
NAME OF THE TEACHER