

LESSON PLAN FOR EVEN SEM
SESSION 2017-18

NAME OF ASSISTANT PROFESSOR
CLASS/SECTION
SUBJECT

:GINNI CHHATWAL
: BSC(CA) IIND SEM
:PROG. IN C

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY4 DATE 4-1-18	CONCEPT OF PROBLEM SOLVING
DAY5 DATE 5-1-18	PROBLEM DEFINITION
DAY6 DATE 6-1-18	PROGRAMDESIGN
DAY10 DATE 11-1-18	DEBUGGING
DAY11 DATE 12-1-18	TYPES OF ERRORS IN PROGRAMMING ,DOCUMENTATION
DAY12 DATE 13-1-18	TECHNIQUES OF PROBLEM SOLVING
DAY16 DATE 18-1-18	FLOWCHARTING
DAY17 DATE 19-1-18	ALGORITHMS, TOP DOWN & BOTTOM UP PROGRAMMING
DAY18 DATE 20-1-18	PSEUDO CODE, DECISION TABLE
DAY22 DATE 25-1-18	LINEAR & BINARY SEARCHING, BUBBLE SORT
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	SELECTION, AND INSERTION SORTING, MERGING.
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY4 DATE 1-2-18	STRUCTURE OF A C PROGRAM, C CHARACTER SET
DAY5 DATE 2-2-18	IDENTIFIERS AND KEYWORDS
DAY6 DATE 3-2-18	DATA TYPES, CONSTANTS AND VARIABLE	

DAY10 DATE 8-2-18	ASSIGNMENT STATEMENT, SYMBOLIC CONSTANT	
DAY11 DATE 9-2-18	ASSIGNMENT 1(OPERATORS)
DAY12 DATE 10-2-18	HOLIDAY	
DAY16 DATE 15-2-18	OPERATORS & EXPRESSION: ARITHMETIC, RELATIONAL, LOGICAL
DAY17 DATE 16-2-18	BITWISE, UNARY, ASSIGNMENT
DAY18 DATE 17-2-18	CONDITIONAL OPERATORS AND SPECIAL OPERATORS
DAY22 DATE 22-2-18	ARITHMETIC EXPRESSIONS, EVALUATION OF ARITHMETIC EXPRESSION
DAY23 DATE 23-2-18	TYPE CASTING AND CONVERSION, OPERATOR HIERARCHY & ASSOCIATIVITY.
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	CONTROL STATEMENT IN C: BRANCHING - DECISION MAKING WITH IF STATEMENT
DAY5 DATE 1-3-18	HOLIDAY	
DAY6 DATE 2-3-18	HOLIDAY	
DAY7 DATE 3-3-18	HOLIDAY	
DAY11 DATE 8-3-18	IFELSE STATEMENT, NESTED IF STATEMENT
DAY12 DATE 9-3-18	ELSE-IF LADDER, SWITCHES STATEMENT
DAY13 DATE 10-3-18	ASSIGNMENT 2(LOOPING)
DAY17 DATE 15-3-18	GO TO STATEMENT. LOOPING: FOR
DAY18 DATE 16-3-18	WHILE, AND DO WHILELOOP
DAY19 DATE 17-3-18	WHILE, AND DO WHILELOOP
DAY23 DATE 22-3-18	CONDITIONAL TEST U-2

DAY 25 DATE 24-3-18	JUMPS IN LOOPS, BREAK, CONTINUE STATEMENT
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	FUNCTIONS: DEFINITION, PROTOTYPE
DAY6 DATE 31-3-18	PASSING PARAMETERS
DAY10 DATE 5-4-18	RECURSION. STORAGE CLASSES IN C: AUTO
DAY11 DATE 6-4-18	EXTERN, REGISTER
DAY12 DATE 7-4-18	STATIC STORAGE CLASS
DAY16 DATE 12-4-18	SCOPE, STORAGE & LIFETIME
DAY17 DATE 13-4-18	SCOPE, STORAGE & LIFETIME
DAY18 DATE 14-4-18	HOLIDAY	
DAY22 DATE 19-4-18	ARRAYS: DEFINITION, TYPES
DAY23 DATE 20-4-18	INITIALIZATION, PROCESSING AN ARRAY

NAME OF ASSISTANT PROFESSOR: GINNI CHHATWAL
CLASS/SECTION: B.SC IT IIND SEM
SUBJECT: PROGRAMMING TECHNIQUES

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	PURPOSE OF PROGRAM PLANNING
DAY2 DATE 2-1-18	FLOWCHARTS: MEANING
DAY3 DATE 3-1-18	FLOWCHARTS: MEANING CONTD.
DAY7 DATE 8-1-18	USE, SYMBOLS USED LEVELS OF FLOWCHARTS
DAY8 DATE 9-1-18	USE, SYMBOLS USED LEVELS OF FLOWCHARTS CONT.
DAY9 DATE 10-1-18	FLOWCHARTING RULES
DAY13 DATE 15-1-18	ADVANTAGES AND LIMITATIONS
DAY 14 DATE 16-1-18	DECISION TABLES
DAY15 DATE 17-1-18	PSEUDOCODE
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	HOLIDAY	
DAY21 DATE 24-1-18	HOLIDAY	
UNIT/PART II		
		PRACTICAL
DAY1 DATE 29-1-18	MEANING, PSEUDOCODES FOR BASIC LOGIC(CONTROL) STRUCTURES ,INTRODUCTION TO COMPUTER PROBLEM-SOLVING ASPECT,,
DAY2 DATE 30-1-18	ALGORITHMS: ITS MEANING,
DAY3	HOLIDAY	

DAY8 DATE 6-2-18	TOP DOWN DESIGN IMPLEMENTATION OF ALGORITHMS
DAY9 DATE 7-2-18	TOP DOWN DESIGN IMPLEMENTATION OF ALGORITHMS CONTD(TEST)
DAY13 DATE 12-2-18	ASSIGNMENT1 -PROGRAM VERIFICATIONS
DAY14 DATE 13-2-18	HOLIDAY	
DAY15 DATE 14-2-18	EFFICIENCY OF ALGORITHMS
DAY19 DATE 19-2-18	EFFICIENCY OF ALGORITHMS CONTD.
DAY20 DATE 20-2-18	ANALYSIS OF ALGORITHM.
DAY21 DATE 21-2-18	ANALYSIS OF ALGORITHM CONTD.
UNIT/PART III		PRACTICAL
DAY2 DATE 26-2-18	FUNDAMENTAL ALGORITHMS: SUMMATION OF A SET OF NUMBERS
DAY3 DATE 27-2-18	FACTORIAL COMPUTATION
DAY4 DATE 28-2-18	SINE FUNCTION COMPUTATION
DAY8 DATE 5-3-18	FIBONACCI SEQUENCE, REVERSING THE DIGITS OF AN INTEGER
DAY9 DATE 6-3-18	ALGORITHM FOR FACTORING METHODS
DAY10 DATE 7-3-18	ASSIGNMENT-2 SQUARE ROOT OF NUMBER, SMALLEST DIVISOR OF AN INTEGER
DAY 14 DATE 12-3-18	SQUARE ROOT OF NUMBER, SMALLEST DIVISOR OF AN INTEGER CONTD.
DAY15 DATE 13-3-18	GREATEST COMMON DIVISOR
DAY16 DATE 14-3-18	GENERATING PRIME NUMBERS
DAY17 DATE 15-3-18	PSEUDO RANDOM NUMBERS
DAY20 DATE 19-3-18	PSEUDO RANDOM NUMBERS
DAY21 DATE 20-3-18	RAISING A NUMBER TO A LARGE POWER CONTD.

DAY22 DATE 21-3-18	CONDITIONAL TEST – U-1,ALGORITHM TECHNIQUES FOR MERGE, SORT, SEARCH OPERATIONS
UNIT/PART IV		
		PRACTICAL
DAY1 DATE 26-3-18	EXCEL: SPREADSHEET
DAY2 DATE 27-3-18	EXCEL: SPREADSHEET CONTD.
DAY3 DATE 28-3-18	CREATION
DAY7 DATE 2-4-18	MANIPULATION OF SPREADSHEET
DAY8 DATE 3-4-18	MANIPULATION OF SPREADSHEET CONTD.
DAY9 DATE 4-4-18	IMPORTING DATABASE
DAY13 DATE 9-4-18	IMPORTING DATABASE CONTD.
DAY14 DATE 10-4-18	CONCEPTS OF MACROS
DAY15 DATE 11-4-18	CONCEPTS OF MACROS CONTD.
DAY19 DATE 16-4-18	CHARTS
DAY20 DATE 17-4-18	GRAPHS
DAY21 DATE 18-4-18	HOLIDAY	

NAME OF ASSISTANT PROFESSOR: GINNI CHHATWAL
CLASS/SECTION: B.COM IV SEM
SUBJECT: DESKTOP PUBLISHING

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY4 DATE 4-1-18	DESKTOP PUBLISHING : CONCEPT
DAY5 DATE 5-1-18	NEED AND APPLICATIONS
DAY6 DATE 6-1-18	NEED AND APPLICATIONS CONTD.
DAY10 DATE 11-1-18	HARDWARE
DAY11 DATE 12-1-18	HARDWARE CONTD.
DAY12 DATE 13-1-18	SOFTWARE REQUIREMENTS FOR DTP
DAY16 DATE 18-1-18	SOFTWARE REQUIREMENTS FOR DTP CONTD.
DAY17 DATE 19-1-18	AN OVERVIEW OF DTP PACKAGES
DAY18 DATE 20-1-18	AN OVERVIEW OF DTP PACKAGES CONTD.
DAY22 DATE 25-1-18	MS WORD
DAY 24 DATE 27-1-18	MS WORD CONTD.
UNIT/PART II		PRACTICAL
DAY4 DATE 1-2-18	OPEN OFFICE
DAY5 DATE 2-2-18	OPEN OFFICE CONTD.
DAY6 DATE 3-2-18	COMPARISON OF DTP SOFTWARE
DAY10 DATE 8-2-18	COMPARISON OF DTP SOFTWARE CONTD.
DAY11	ASSIGNMENT 1-PAGEMAKER: TEXT FORMATTING

DATE 10-2-18		
DAY16 DATE 15-2-18	WORD FORMATTING FEATURES WORD FORMATTING FEATURES
DAY17 DATE 16-2-18	WORDFORMATTING FEATURES CONTD.
DAY18 DATE 17-2-18	COMPOSITION
DAY22 DATE 22-2-18	COMPOSITION CONTD
DAY23 DATE 23-2-18	TYPOGRAPHY
UNIT/PART III		
		PRACTICAL
DAY1 DATE 24-2-18	TYPOGRAPHY CONTD.
DAY5 DATE 1-3-18	HOLIDAY	
DAY6 DATE 2-3-18	HOLIDAY	
DAY7 DATE 3-3-18	HOLIDAY	
DAY11 DATE 8-3-18	TEXT OBJECTS
DAY12 DATE 9-3-18	TEXT OBJECTS CONTD.
DAY13 DATE 10-3-18	ASSIGNMENT -2 INDEXES CONTENTS
DAY17 DATE 15-3-18	INDEXES CONTENTS CONTD.
DAY18 DATE 16-3-18	PAGINATION
DAY19 DATE 17-3-18	PAGINATION CONTD.
DAY23 DATE 22-3-18	CONDITIONAL TEST- TEXT OBJECTS & INDEXES
DAY 24 DATE 23-3-18	HOLIDAY	
DAY 25 DATE 24-3-18	COLOUR MANAGEMENT CONTD.
UNIT/PART IV		
		PRACTICAL
DAY4 DATE 29-3-18	HOLIDAY	
DAY5	TABLES HANDLING

DATE 30-3-18		
DAY6 DATE 31-3-18	TABLES HANDLING CONTD
DAY10 DATE 5-4-18	TABLES HANDLING CONTD.
DAY11 DATE 6-4-18	PRINTING
DAY12 DATE 7-4-18	PRINTING CONTD
DAY16 DATE 12-4-18	PUBLICATIONS
DAY17 DATE 13-4-18	PUBLICATIONS CONTD
DAY18 DATE 14-4-18	HOLIDAY	
DAY22 DATE 19-4-18	ADVANTAGES
DAY23 DATE 20-4-18	LIMITATIONS OF PAGEMAKER OVER MS WORD

NAME OF ASSISTANT PROFESSOR: GINNI CHHATWAL
CLASS/SECTION: B.SC (CA) IIND SEM
SUBJECT: PROG IN C

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY4 DATE 4-1-18	MESSAGE PASSING INC AVERAGE IN C,CONDITIONAL OPERATORS
DAY10 DATE 11-1-18	PROG USING IF COND,EVEN AND ODD,
DAY16 DATE 18-1-18	PROG USING IF COND
DAY22 DATE 25-1-18	PROG USING SWITCH STATEMENT
UNIT/PART II		PRACTICAL
DAY10 DATE 8-2-18	PROG USING SWITCH STATEMENT
DAY16 DATE 15-2-18	PROG USING WHILE LOOP
DAY22 DATE 22-2-18	PROG USING WHILE LOOP
UNIT/PART III		PRACTICAL
DAY5 DATE 1-3-18	HOLIDAY	
DAY11 DATE 8-3-18	PROG USING FOR LOOP
DAY17 DATE 15-3-18	PROG USING DO WHILE LOOP
DAY23 DATE 22-3-18	TEST
UNIT/PART IV		PRACTICAL
DAY4 DATE 29-3-18	HOLIDAY	
DAY10 DATE 5-4-18	PROG USING GO TO
DAY16 DATE 12-4-18	PROG USING LOOP TO PRINT SERIES
DAY22 DATE 19-4-18	PROG USING LOOP TO PRINT SERIES

NAME OF ASSISTANT PROFESSOR: GINNI CHHATWAL
CLASS/SECTION: B.SC IT IIND SEM
SUBJECT: PROGRAMMING TECHNIQUES

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	OPERATING SYSTEM BASICS
DAY2 DATE 2-1-18	OPERATING SYSTEM BASICS
DAY7 DATE 8-1-18	SYSTEM TOOLS
DAY8 DATE 9-1-18	NOTEPAD, WORDPAD
DAY13 DATE 15-1-18	WORD PROCESSING- CREATING,OPENING,PAGE VIEWS
DAY 14 DATE 16-1-18	WORD PROCESSING-WORKING WITH GRAPHICS
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	HOLIDAY	
UNIT/PART II		PRACTICAL
DAY1 DATE 29-1-18	WORD PROCESSING- SPELLING& GRAMMER
DAY2 DATE 30-1-18	WORD PROCESSING-HEADER &FOOTER,MACROS,MAIL MERGE
DAY7 DATE 5-2-18	MS EXCEL-CREATING AND SAVING WORK
DAY8 DATE 6-2-18	MS EXCEL-FORMATTING TEXT
DAY13 DATE 12-2-18	TEST -MS EXCEL-WORKING WITH GRAPHICS
DAY14 DATE 13-2-18	HOLIDAY	
DAY19 DATE 19-2-18	MS EXCEL-CONDITIONAL FORMATTING
DAY20 DATE 20-2-18	MS EXCEL-MENUS ANDCOMMANDS
UNIT/PART III		PRACTICAL
DAY2 DATE 26-2-18	MS POWERPOINT

DAY3 DATE 27-2-18	MS POWERPOINT-WORKING WITH SLIDES
DAY8 DATE 5-3-18	MS POWERPOINT-WORKING WITH MENUS
DAY9 DATE 6-3-18	MS POWERPOINT-WORKING WITH GRAPHICS
DAY 14 DATE 12-3-18	MS POWERPOINT-DESIGNING PRESENTATION
DAY15 DATE 13-3-18	MS POWERPOINT-ANIMATIONS
DAY20 DATE 19-3-18	MS DOS-COMMANDS
DAY21 DATE 20-3-18	MS DOS
UNIT/PART IV		
		PRACTICAL
DAY1 DATE 26-3-18	MS DOS-INTERNAL COMMANDS
DAY2 DATE 27-3-18	MS DOS-EXTERNAL COMMANDS
DAY7 DATE 2-4-18	MS DOS
DAY8 DATE 3-4-18	MS DOS
DAY13 DATE 9-4-18	MS DOS
DAY14 DATE 10-4-18	MS DOS
DAY19 DATE 16-4-18	TEST OF MS WORD
DAY20 DATE 17-4-18	TEST OF MS EXCEL

NAME OF ASSISTANT PROFESSOR: GINNI CHHATWAL
CLASS/SECTION: BSC(MED) – IIsem(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	
DAY23 DATE 26-1-18	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	

DAY8 DATE 6-2-18	TYPES OF FORMATTING
DAY9 DATE 7-2-18	TEST
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 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	
DAY5 DATE 1-3-18	HOLIDAY	
DAY6 DATE 2-3-18	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	ASSIGNMENT OF BIRTHDAY INVITATION USING MAIL MERGE.
DAY22 DATE 21-3-18	DOUBTS
DAY 24 DATE 23-3-18	HOLIDAY	
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
DAY4 DATE 29-3-18	HOLIDAY
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	SENDING AND DELETING AN EMAIL
DATE 11-4-18 DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	SEARCH ENGINE
DAY20 DATE 17-4-18	WEB BROWSERS
DAY21	HOLIDAY	
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
DAY21 DATE 18-4-18	HOLIDAY	

NAME OF ASSISTANT PROFESSOR

:GINNI CHHATWAL

CLASS/SECTION

: B.COM TTM

SUBJECT

: BASIC OF COMPUTER

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY5 DATE 5-1-18	INTRODUCTION TO WORD PROCESSING ,MENUS, CREATING DOCUMENT(GP EVEN A)
DAY6 DATE 6-1-18	INTRODUCTION TO WORD PROCESSING ,MENUS, CREATING DOCUMENT
DAY11 DATE 12-1-18	FORMATTING DOCUMENT, EDITING DOCUMENT, EDITING DOCUMENT(GP EVEN A)
DAY12 DATE 13-1-18	FORMATTING DOCUMENT, EDITING DOCUMENT, EDITING DOCUMENT SPELL CHECKING, PRINTING AND SAVING DOCUMENT(GP EVEN A)
DAY17 DATE 19-1-18	ZOOM COMMAND, IMPORT AND EXPORT FILE, INSERTING ANOTHER DOC INTO CURRENT DOC(GP EVEN A)
DAY18 DATE 20-1-18	ZOOM COMMAND, IMPORT AND EXPORT FILE, INSERTING ANOTHER DOC INTO CURRENT DOC(GP EVEN B)
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	SELECTION & REPLACING TEXT, TEMPLATE, TYPES OF FORMATTING(GP EVEN A)
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY5 DATE 2-2-18	SELECTION & REPLACING TEXT, TEMPLATE, TYPES OF

		FORMATTING
DAY6 DATE 3-2-18	INTRO TO TABLES, AUTOFIT AND SORTING(GP EVEN A)
DAY10 DATE 8-2-18	MERGE AND SPLIT CELL, SPELLING CHECKING AND GRAMMAR, USING GRAPHICS AND WORD ART(GP EVEN A)
DAY11 DATE 9-2-18	MERGE AND SPLIT CELL, SPELLING CHECKING AND GRAMMAR, USING GRAPHICS AND WORD ART(GP EVEN B)
DAY12 DATE 10-2-18	HOLIDAY	
DAY16 DATE 15-2-18	SPELLING CHECKING AND GRAMMAR, USING GRAPHICS AND WORD ART, USING GRAPHICS AND WORD ART(GP EVEN A)
DAY18 DATE 17-2-18	SPELLING CHECKING AND GRAMMAR, USING GRAPHICS AND WORD ART, USING GRAPHICS AND WORD ART(GP EVEN B)
DAY23 DATE 23-2-18	MACROS, MAIL MERGE(GP EVEN A)
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	MACROS ,MAIL MERGE(GP EVEN B)
DAY6 DATE 2-3-18	HOLIDAY	
DAY7	HOLIDAY	

DATE 3-3-18		
DAY12 DATE 9-3-18	BOOK MARK HYPERLINK ,INTRO TO INTERNET(GP EVEN A)
DAY13 DATE 10-3-18	BOOK MARK HYPERLINK ,INTRO TO INTERNET(GP EVEN B)
DAY18 DATE 16-3-18	EMAIL, WWW AND WEBSITE(GP ODD A)
DAY6 DATE 31-3-18	NEWSGROUP AND OTHER INTERNET SERVICES, FTP AND TELNET(GP EVEN B)
DAY11 DATE 6-4-18	IP ADDRESS, URL ADDRESS(GP EVEN A)
DAY12 DATE 7-4-18	IP ADDRESS, URL ADDRESS(GP EVEN B)
DAY17 DATE 13-4-18	HTTP & NET SURFING, CREATING AN EMAIL, VIDEO CONFERENCING (GP EVEN A)
DAY18 DATE 14-4-18	HOLIDAY	
DAY23 DATE 20-4-18	HTTP & NET SURFING, CREATING AN EMAIL(GP EVEN)

NAME OF ASSISTANT PROFESSOR: GINNI CHHATWAL
CLASS/SECTION: BA – IISEM(PRACTICAL)
SUBJECT: BASIC COMPUTER EDUCATION

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 4-1-18	INTRODUCTION TO WORD PROCESSING
DAY2 DATE 5-1-18	MENUS
DAY3 DATE 6-1-18	CREATING DOCUMENT
DAY7 DATE 11-1-18	FORMATTING DOCUMENT
DAY8 DATE 12-1-18	EDITING DOCUMENT
DAY9 DATE 13-1-18	SPELL CHECKING
DAY13 DATE 18-1-18	PRINTING AND SAVING DOCUMENT
DAY 14 DATE 19-1-18	ZOOM COMMAND
DAY15 DATE 20-1-18	IMPORT AND EXPORT FILE
DAY19 DATE 25-1-18	IMPORT AND EXPORT FILE
DAY20 DATE 26-1-18	HOLIDAY	
DAY21 DATE 27-1-18	IMPORT AND EXPORT FILE
DAY23 UNIT/PART II	
	THEORY	PRACTICAL
DAY1 DATE 1-2-18	INSERTING ANOTHER DOC INTO CURRENT DOC
DAY2 DATE 2-2-18	SELECTION & REPLACING TEXT
DAY3 DATE 3-2-18	SELECTION & REPLACING TEXT
DAY7 DATE 8-2-18	TEMPLATE
DAY8 DATE 9-2-18	TYPES OF FORMATTING
DAY9 DATE 10-2-18	HOLIDAY	
DAY12	INTRO TO TABLES

DATE 15-2-18		
DAY13 DATE 16-2-18	INTRO TO TABLES
DAY14 DATE 17-2-18	AUTOFIT AND SORTING
DAY15 DATE 22-2-18	AUTOFIT AND SORTING
DAY16 DATE 23-2-18	MERGE AND SPLIT CELL
DAY19 DATE 24-2-18	SPELLING CHECKING AND GRAMMER
DAY4 DATE 1-3-18	HOLIDAY	
DAY5 DATE 2-3-18	HOLIDAY	
DAY6 DATE 3-3-18	HOLIDAY	
UNIT/PART III		
	THEORY	PRACTICAL
DAY11 DATE 8-3-18	MACROS
DAY12 DATE 9-3-18	MAIL MERGE
DAY13 DATE 10-3-18	MAIL MERGE
DAY18 DATE 15-3-18	MAIL MERGE
DAY19 DATE 16-3-18	MACROS
DAY20 DATE 17-3-18	MACROS
DAY25 DATE 22-3-18	BOOK MARK HYPERLINK
DAY26	HOLIDAY	

DAY 24		
DATE 23-3-18	HOLIDAY	
DAY 25	INTERNET
DATE 24-3-18		
UNIT/PART IV		
		PRACTICAL
DAY4		
DATE 29-3-18	HOLIDAY	
DAY5		
DATE 30-3-18	EMAIL
DAY6		
DATE 31-3-18		CREATING EMAIL
DAY10	CREATING EMAIL
DATE 5-4-18		
DAY11		MAIL MERGE
DATE 6-4-18	
DAY12		REVISION
DATE 7-4-18	
DAY16	MACROS
DATE 12-4-18		
DAY17	MACROS
DATE 13-4-18		
DAY18		
DATE 14-4-18	HOLIDAY	
DAY22	SENDING EMAIL
DATE 19-4-18		
DAY23	SENDING EMAIL
DATE 20-4-18		

NAME OF ASSISTANT PROFESSOR: GINNI CHHATWAL
CLASS/SECTION: B.SC CS VI SEM (PRACTICAL)
SUBJECT: BASIC COMPUTER EDUCATION

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY3 DATE 3-1-18	.	INTRODUCTION TO SQL
DAY9 DATE 10-1-18	EXAMPLE OF CREATE COMMAND, DESCRIBE COMMAND, INSERT COMMAND INSERT COMMAND
DAY15 DATE 17-1-18	EXAMPLE OF UPDATE, ALTER AND MODIFY, RENAME
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
UNIT/PART II	TOPIC	
	THEORY	PRACTICE
	HOLIDAY	EXAMPLE OF TRUNCATE ,DELETE, DROP EXAMPLE OF GROUP BY, NUMERIC FUNCTION,
DATE 31-1-18		STRING FUNCTION(GP B)

		PRIMARY KEY, UNIQUE KEY, FOREIGN KEY AND OPERATORS
DAY22 DATE 7-2-18	
DATE 12-2-18		
DAY23 DATE 13-2-18	HOLIDAY	
DAY24 DATE 14-2-18	ADDITION OF TWO NO'S, LARGEST OF TWO NO'S LARGEST OF THREE NO'S
DAY25 DATE 21-2-18	N NATURAL NO'S, REVERSE OF STRING, AREA OF CIRCLE, AND EMPLOYEE SALARY INTO FETCH THE NO. OF VARIABLE AND DISPLAY IT.
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY26 DATE 28-2-18	HOLIDAY	
DAY27 DATE 7-3-18	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
DAY28 DATE 14-3-18	EXAMPLE OF DDL
DAY22 DATE 21-3-18	FACTORIAL OF NO.
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY3 DATE 28-3-18	PRACTICE OF COMMAND

DAY9	PL/SQL PROGRAMS PRACTICE
DATE 4-4-18		
DAY15	PL/SQL PROGRAM(FUNCTION), TRIGGERS
DATE 11-4-18		
DAY21	HOLIDAY	
DATE 18-4-18		