

# DAV CENTENARY COLLEGE FARIDABAD

Summary of Lesson Plans of College Faculty

Name of Instructor: Ms. SunitaDudeja

Class & Section: B.Com. Ist Sem, Section A,B,C

Subject: Basics of Computer

Academic Session 2023-2024 Odd Sem

	Date	Topics to be covered
Week 1	21/07/2023	INTRODUCTION TO COMPUTERS-OVERVIEW
	22/07/2023	DEFINITION AND COMPONENTS OF COMPUTER
	23/07/2023	<b>Sunday</b>
	24/07/2023	BLOCK DIAGRAM /COMPONENTS OF COMPUTER
	25/07/2023	CHARACTERISTICS OF COMPUTER
	26/07/2023	INTRODUCTION TO M.S. WORD
	27/07/2023	APPLICATIONS & FEATURES OF MS WORD
	28/07/2023	HISTORY OF COMPUTER
	29/07/2023	I & II GENERATION OF COMPUTER
WEEK 2	30/07/2023	<b>Sunday</b>
	31/07/2023	III & IV GENERATION OF COMPUTER
	1/8/2023	CLASSIFICATION OF COMPUTER ACCORDING TO PURPOSE
	2/8/2023	HOME MENU-CLIPBOARD & FONT SECTION
	3/8/2023	HOME MENU- PARAGRAPH, STYLE & EDITING SECTION
	4/8/2023	TEST-1
	5/8/2023	CLASSIFICATION OF COMPUTER ACCORDING TO TECHNOLOGY-DIGITAL CO
WEEK 3	6/8/2023	<b>Sunday</b>
	7/8/2023	CLASSIFICATION OF COMPUTER ACCORDING TO TECHNOLOGY-ANALOG & I
	8/8/2023	INSERT MENU-TABLE SECTION
	9/8/2023	DESIGN & LAYOUT MENU OF TABLE
	10/8/2023	CLASSIFICATION OF COMPUTER ACCORDING TO SIZE & STORAGE CAPACITY-MICRO & MINI COMPUTER
	11/8/2023	CLASSIFICATION ACCORDING TO SIZE & STORAGE CAPACITY-MAINFRAME & I
	12/8/2023	HUMAN BEING V/S COMPUTER, DIFFERENCE & SIMILARITIES
WEEK 4	13/8/2023	<b>Sunday</b>
	14/8/2023	INSERT MENU-TABLE SECTION-FORMATTING OF CELLS/COLUMN/ROW
	15/8/2023	<b>Independence day</b>
	16/8/2023	INSERT MENU-ILLUSTRATION SECTION
	17/8/2023	TEST-2
	18/8/2023	INSERT MENU-LINKS SECTION
	19/8/2023	INTRODUCTION TO INPUT DEVICES
WEEK 5	20/8/2023	<b>Sunday</b>
	21/08/2023	TYPES OF INPUT DEVICES
	22/08/2023	WORKING & TYPES OF MOUSE & KEYBOARD
	23/08/2023	WORKING OF TYPES OF TRACK BALL, JOYSTICK & LIGHT PEN
	24/08/2023	INSERT MENU-HEADER & FOOTER, TEXT, SYMBOL SECTION

WEEK 6	25/08/2023	INTRODUCTION TO SCANERS & TYPES OF SCANERS
	26/08/2023	WORKING OF MICR, OCR, OMR, BCR
	27/08/2023	<b>Sunday</b>
	28/08/2023	VOICE SYSTEMS & TYPES
	29/08/2023	TEST-3
	30/08/2023	<b>Rakhi</b>
	31/08/2023	PAGE LAYOUT MENU- THEMES & PAGE SETUP SECTIONS
WEEK 7	1/9/2023	PAGE LAYOUTMENU- PAGE BACKGROUND, PARAGRAPH(INDENT & SPACING)
	2/9/2023	WORKING OF WEB CAM
	3/9/2023	<b>Sunday</b>
	4/9/2023	INTRODUCTION TO HARD COPY OUTPUT DEVICES
	5/9/2023	WORKING & TYPES OF LINE PRINTERS
	6/9/2023	<b>Jananashmti</b>
	7/9/2023	WORKING & TYPES OF CHARACTER PRINTERS
WEEK 8	8/9/2023	WORKING OF LASER PRINTERS
	9/9/2023	INTRODUCTION TO SOFTCOPY OUTPUT DEVICES
	10/9/2023	<b>Sunday</b>
	11/9/2023	TYPES OF SOFTCOPY DEVICES
	12/9/2023	WORKING & TYPES OF MONITORS, SOUND CARDS, SPEAKERS
	13/9/2023	INTRODUCTION TO PLOTTERS
	14/9/2023	TYPES OF PLOTTERS
WEEK 9	15/9/2023	PRESENTATION IN LAB
	16/9/2023	TEST-4
	17/9/2023	<b>Sunday</b>
	18/9/2023	REFERENCE MENU-TABLE OF CONTENT, FOOTNOTES
	19/9/2023	REFERENCE MENU-CITATION AND BIBLIOGRAPHY SECTION
	20/9/2023	REFERENCE MENU-TABLE OF AUTHORITIES
	21/9/2023	PRESENTATION BY STUDENTS-1
WEEK 10	22/9/2023	INTRODUCTION TO MEMORY, CHARACTERISTICS OF MEMORY
	23/9/2023	<b>Saheedi Diwas (Haryana Heros Martyrdom Day)</b>
	24/9/2023	<b>Sunday</b>
	25/9/2023	MEMORY HIERARCHY,INTRODUCTION TO PRIMARY MEMORY
	26/9/2023	TYPES OF PRIMARY MEMORY
	27/9/2023	TYPES OF SECONDARY MEMORY
	9/28/2023	CHARACTERISTICS & CLASSIFICATION OF MEGNATIC DISKS
WEEK 11	29/9/2023	CHARACTERISTICS & CLASSIFICATION OF OPTICAL DISK,
	9/30/2023	MAILING MENU- CREATE SECTION
	10/1/2023	<b>Sunday</b>
	10/2/2023	<b>Gandhi Jayanti</b>
	10/3/2023	INTRODUCTION & SIGNIFICANCE OF MAIL MERGE
	10/1/2023	MAILING MENU-CREATING & EDITING RECEIPT LIST
	10/5/2023	MAILING MENU-WRITE & INSERT FIELDS SECTION
06.10.2023	MAILING MENU-PREVIEW AFTER MERGE	

WEEK 12	07.10.2023	MAILING MENU-PRINTING OF LETTERS AFTER MERGE
	08.10.2023	<b>Sunday</b>
	09.10.2023	PRESENTATION BY STUDENTS-2
	10.10.2023	TEST 5
	11.10.2023	WORKING OF MEGNATIC TAPE
	12.10.2023	DATA ORGANISATION IN MEGNATIC TAPE
	13.10.2023	INTRODUCTION TO CACHE MEMORY
	14.10.2023	INTRODUCTION AND TYPES OF BACKUP MEMORIES
WEEK 13	15.10.2023	<b>Sunday</b>
	16.10.2023	REVIEW MENU-PROOFING SECTION
	17.10.2023	REVIEW MENU TRACING SECTION
	18.10.2023	REVIEW MENU CHANGES & COMPARE SECTION
	19.10.2023	REVIEW MENU -COMPARE SECTION
	20.10.2023	PRESENTATION BY STUDENTS-3
	21.10.2023	VIEW MENU-DOCUMENT VIEWS, WINDOW SECTION
	22.10.2023	<b>Sunday</b>
WEEK 14	23.10.2023	PRESENTATION BY STUDENTS- 4
	24.10.2023	<b>Dusshera</b>
	25.10.2023	INTRODUCTION AND SIGNIFICANCE OF MACROS
	26.10.2023	VIEW MENU- CREATING MACROS
	27.10.2023	EXPORTING FILES
	28.10.2023	IMPORTING FILES
	29.10.2023	<b>Sunday</b>
	30.10.2023	WORKING WITH FRAMES
WEEK 15	31.10.2023	INSERTING & COPYING FILES
	01.11.2023	<b>Haryana Day</b>
	02.11.2023	RIVISION
	03.11.2023	PRESENTATION BY STUDENTS-5
	04.11.2023	RIVISION
	05.11.2023	<b>Sunday</b>
	06.11.2023	RIVISION
	07.11.2023	RIVISION
WEEK 16	08.11.2023	RIVISION
	09.11.2023	RIVISION
	10.11.2023	<b>Diwali Break</b>
	11.11.2023	<b>Diwali Break</b>
	12.11.2023	<b>Diwali Break</b>
	13.11.2023	<b>Diwali Break</b>
	14.11.2023	<b>Diwali Break</b>
	15.11.2023	<b>Diwali Break</b>
WEEK 17	16.11.2023	<b>Diwali Break</b>
	17.11.2023	PRESENTATION BY STUDENTS- 6
	18.11.2023	PRESENTATION BY STUDENTS- 7

**WEEK 18**

<b>19.11.2023</b>	<b>Sunday</b>
<b>20.11.2023</b>	RIVISION
<b>21.11.2023</b>	RIVISION
<b>22.11.2023</b>	RIVISION
<b>23.11.2023</b>	RIVISION
<b>24.11.2023</b>	RIVISION
<b>25.11.2023</b>	<b>Examinations</b>

MPUTER

HYBRID COMPUTER

SUPER COMPUTER

3), ARRANGE SECTION

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