Govt. College Jassia ,Rohtak

Lesson Plan(2023-24)

Geeta

Class:- B.com 2 sem

Name of Subject:- Basics of computer

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| January | |
| Week 1 | Chapter of fundamental of computer, Applications of computer |
| Week 2 | Window 7 basics & Practice on system |
| Week 3 | Window 7 Accessories& Practice on system |
| Week 4 | Software Concept |
| Week 5 | Operating system Concept ,Test |
| February | |
| Week 1 | Window 7 Control panel & Practice on system, Assignment |
| Week2 | Manage file & folder & Practice on system |
| Week3 | Getting started with Ms-excel 2007 & Practice on system |
| Week4 | Working with Worksheet |
| March | |
| Week1 | Chart & Built-in-function, Practice on system |
| Week2 | Sorting ,Problem & Presentation |
| Week3 | Filtering a database , Validation & Practice on system |
| Week4 | Holi break |
| Week5 | Goal Seek , Data table , Scenarios , Consolidating data |
| April | |
| Week 1 | Linking & Practice on system |
| Week 2 | Test/Assignment & Revision |
| Week 3 | Revision and discussion on completed syllabus |
| till exams | Test /assignment&Revision |

Govt. College Jassia ,Rohtak

Lesson Plan(2023-24)

Geeta Class:- B.A. 2 sem

Name of Subject:- CCE

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| January | |
| Week 1 | Revision of Computer fundamental ,Application of Computer, operating system concept |
| Week 2 | Windows 7 basics, Window 7 Accessories, Window 7 Control panel(Lab Practical) |
| Week 3 | Introduction To Tables |
| Week 4 | What is Internet ,Application of internet |
| Week 5 | Problem &Presentation ,Practical practice |
| February | |
| Week 1 | Introduction to working with objects |
| Week2 | Test/assignment , Web Browser |
| Week3 | Downloading a file and Net Surfing |
| Week4 | Hyperlink ,Bookmark |
| March | |
| Week1 | Macro ,Mail-merge |
| Week2 | Introduction Email , Creating a email |
| Week3 | Email Viewing and sending file as an attachment |
| Week4 | Holi break |
| Week5 | Revision and discussion on completed syllabus, Presentations and discussions, Class test |
| April | |
| Week 1 | Revision ,Assignment /test , Practice on system…. |
| Week 2 | Revision & Practice on system |
| Week 3 till exam | Test &Revision |