

Lesson Plan (Session 2022-2023)

Name of Teacher - Sashi Bala

Class - B.com.1st Sem

Subject – Basics of Computer

Months	Topics
22 nd August to 31 st August	Introduction to Computers, Definition of Computer, Components of Computer, Characteristics of Computers, History evolution of Computers, Generation of computers, Classification of Computers- According to Purpose, According to Technology , According to Size and Storage Capacity, Human being VS Computer, Difference between Computer and Calculator. Class Test
1 st September to 30 th September	Input Devices, Mouse, Keyboard, Light pen, Track Ball, Joystick, MICR, Optical Mark reader and Optical Character Reader Scanners, Voice system, Web Camera. Output Devices, Hard Copy Output Devices, Line Printers, Character Printers, Chain Printers, Dot-matrix Printers, Daisy Wheel Printer, Laser Printers, Ink Jet Printers, Plotters, Soft Copy device –Monitor, Sound Cards and speakers. Class Test
1 st October to 31 st October	Memory and Mass Storage Devices, Characteristics of Memory Systems, Memory Hierarchy, Types of Primary Memory, RAM and ROM, Secondary and Back-up, Magnetic Disks, Characteristics and classification of Magnetic Disks, Optical Disks, Magnetic Taps. Class Test
1 st November to 30 th November	MS- Word, Fundamentals of MS-Word, Features of MS-Word, Menus, Formatting and Standard Toolbars, Ruler, Scroll Bar, Creating, Editing, Saving, export and import files, inserting and copying the files, Working with frames, Paragraph formatting, Columns, Pictures, Tables, Macros and Mail-Merge. Class Test
1 st December to 14 th December	Revision and Test

Teacher's Signature

Lesson Plan (Session 2022-2023)

Name of Teacher - Sashi Bala

Class - B.A./ B.Sc.1st Sem

Subject –Computer Awareness(Level-1)

Months	Topics
22 nd August to 31 st August	Computer: Definition, Characteristics, Applications, Components of Computer System, Input/ Output Devices, Concept of Memory, Magnetic and Optical Storage Devices. Class Test
1 st September to 30 th September	Operating System-Windows, Definition and Functions of Operating System, Basic Component of Windows, Exploring Computer, Icons, Taskbar, Desktop, Managing Files and Folders, Control Panel. Class Test
1 st October to 31 st October	Word Processing: Introduction to word Processing, Menu, Creating, Editing & Formatting Document. Class Test
1 st November to 30 th November	Spell Checking, Printing, Views, Tables, Word Art, Mail-Merge. Macros. Class Test
1 st December to 14 th December	Revision and Test

Teacher's Signature

Lesson Plan (Session 2022-2023)

Name of Teacher - Sashi Bala

Class - B.com.2ndSem

Subject – Basics of Computer

Months	Topics
2 nd January to 31 st January	Fundamental of Computers, Model of a Digital Computer, Functioning of a Digital Computers, Types of a digital Computer, Advantages of Computers, Difference between Digital Computer and Analog Computer, Applications of computers, Computers in Commerce, Marketing, Education and Management. Class Test
1 st February to 28 th February	Software Concepts, Types of Software and their role, Different System Software types- Operating System, Translators, System Utilities, Concepts of Application Packages, Types of an Operating system- Multi-User O.S., Multi-Tasking O.S., Multi-Processing O.S., Time-Sharing O.S., Multi-Programming O.S., Operating System as a Resource Manager, Concepts of GUI and CUI. Class Test
1 st March to 31 st March	Introduction to Windows, Components of a Application Window, Types of Windows, Windows as an Operating System, Windows Explorer, Using Paintbrush, Control Panel, Installing a Printer. User Interfaces- CUI and GUI, Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer Icons. Class Test
1 st April to 30 th April	MS-Excel, Applications of a Spreadsheet, Advantages of an Spreadsheet, Features of Excel, Rows, Columns, Cell, Menus, Creating Worksheet, Formatting, Printing, Establishing Worksheet Links, Table creating and printing graphs, Macros, Using Built-in-functions. Class Test
1 st May to 8 th May	Revision and Test.

Teacher's Signature

Lesson Plan (Session 2022-2023)

Name of Teacher - Sashi Bala

Class - B.A./ B.Sc.2ndSem

Subject –Computer Awareness(Level-1)

Months	Topics
2 nd January to 31 st January	Spread Sheet: Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet, Menus, Manipulation of Cells, Enter Taxes, Numbers and Dates. Class Test
1 st February to 28 th February	Cell Height and Widths, Copying of Cells, Mathematical, Statistical and Financial Function, Drawing different types of Charts. Class Test
1 st March to 31 st March	Computer Communication: Internet and its applications, Surfing the Internet using Web Browsers, Creating e-Mail Id. Class Test
1 st April to 30 th April	Viewing an e-Mail, Sending an e-Mail to a single and multiple users, Sending a file as an attachment. Class Test
1 st May to 8 th May	Revision and Test

Teacher's Signature