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| **Lesson Plan (Session 2022-2023)** |
| *Name of Teacher - Sashi Bala* |
| *Class - B.com.2ndSem* | *Subject – Basics of Computer*  |

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| **Months** |  **Topics** |
| 31st January | Unit-I : Fundamental of Computers, Model of a Digital Computer, Functioning of a Digital Computers, Types of a digital Computer, Advantages of Computers. |
| 1st February to 28th February | Unit-I : Difference between Digital Computer and Analog Computer, Applications of computers, Computers in Commerce, Marketing, Education and Management.Unit-II : Software Concepts, Types of Software and their role, Different System Software types- Operating System, Translators, System Utilities, Concepts of Applicaion Packages, Class Test |
| 1st March to 31st March  | Unit-II : 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.Unit-III : 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.Class Test |
| 1st April to 30th April | Unit-III : User Interfaces- CUI and GUI, Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer Icons.Unit-IV : 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 |
| 1st May to 8th May | Revision and Test  |

Teacher’s Signature

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| **Lesson Plan (Session 2022-2023)** |
| *Name of Teacher - Sashi Bala* |
| *Class - B.A./ B.Sc.2ndSem* | *Subject –Computer Awareness(Level-1)* |

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

Teacher’s Signature