

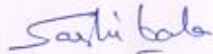
## Lesson Plan (Session 2023-2024)

Name of Teacher - Sashi Bala  
Class - B.A./ B.Sc.1<sup>st</sup> Sem

Subject –Computer Awareness(Level-1)

Months	Topics
21st August to 31st August	Computer: Definition, Characteristics, Applications, Components of Computer System, Input/ Output Devices, Concept of Memory, Magnetic and Optical Storage Devices. Class Test
1st September to 30th 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
1st October to 31st October	Word Processing: Introduction to word Processing, Menu, Creating, Editing & Formatting Document. Class Test
1st November to 24th November	Spell Checking, Printing, Views, Tables, Word Art, Mail-Merge. Macros. Revision & Class Test

11

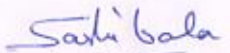
  
Teacher's Signature

## Lesson Plan (Session 2023-2024)

Name of Teacher - Sashi Bala  
Class - B.com.1<sup>st</sup> Sem

Subject – Basics of Computer

Months	Topics
21 <sup>st</sup> August to 31 <sup>st</sup> 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 <sup>st</sup> September to 30 <sup>th</sup> 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 <sup>st</sup> October to 31 <sup>st</sup> 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 <sup>st</sup> November to 24 <sup>th</sup> 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. Revision & Class Test

  
Teacher's Signature