

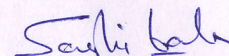
Lesson Plan (Session 2023-2024)

Name of Teacher - Sashi Bala

Class - B.A./ B.Sc. 2nd Sem

Subject –Computer Awareness(Level-1)

Months	Topics
31 st January	Unit-III : Spread Sheet: Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet.
1 st February to 28 th 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
1 st March to 31 st March	Unit-IV: 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	Unit-IV : Viewing an e-Mail, Sending an e-Mail to a single and multiple users, Sending a file as an attachment. Class Test



Teacher's Signature

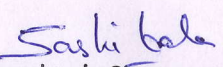
Lesson Plan (Session 2023-2024)

Name of Teacher - Sashi Bala

Class - B.Com. 2nd Sem

Subject – Basics of Computer

Months	Topics
12 th January to 31 st January	Unit-I : Fundamental of Computers, Model of a Digital Computer, Functioning of a Digital Computers, Types of a digital Computer, Advantages of Computers.
1 st February to 29 th 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 Application Packages, Class Test
1 st March to 31 st 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
1 st April to 30 th 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


Teacher's Signature