

Lesson Plan (Session 2021-2022)

Name of Teacher - Sashi Bala

Class - B.com.2ndSem

Subject – Basics of Computer

Months	Topics
21 st March to 31 st March	Model of digital computer; Types of a digital computer; difference between digital computer and analog computer. Class Test
1 st April to 30 th April	Applications of computers: Computers in Commerce, Marketing, Education and Management, Software concepts: Types of Software and their role, Software types- Operating System, Translators, System Utilities, 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. Class Test
1 st May to 31 st May	Operating System as a resource manager, Concept of GUI and CUI. Introduction to windows: Components of a Application Window; Types of Windows, Windows as an Operating System, Windows explorer, Control Panel, Concept of a Desktop and Taskbar. Class Test
1 st June to 30 th June	My Computer, Recycle Bin, My Documents and Internet Explorer icons. MS-Excel: Applications of a Spreadsheet; Advantages of an Spreadsheet; Features of Excel; Rows, Columns, Cell, Menus, Creating worksheet, Formatting, Printing, Establishing worksheet links. Class Test
1 st July to 11 th July	Table creating and printing graphs, Macros, Using Built-in-functions. Class Test

Teacher's Signature

Lesson Plan (Session 2021-2022)

Name of Teacher - Sashi Bala

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

Subject –Computer Awareness(Level-1)

Months	Topics
21 st March to 31 st March	Word Processing: Introduction to word Processing, Menu. Class Test
1 st April to 30 th April	Word Processing: Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, word Art, Mail-Merge. Macros. Class Test
1 st May to 31 st May	Computer Communication: Internet and its applications, Surfing the Internet using web browsers, Creating E-mail Id. Class Test
1 st June to 30 th June	Viewing an E-mail, Sending an E-mail to a single and multiple users, Sending a file as an attachment. Class Test
1 st July to 11 th July	Revision and Test.

Teacher's Signature