

Ch. Bansilal Govt. College for Women, Tosham

Lesson Plan 2020-2021

Name of the Faculty – Ms. Poonam Kumari

Class: B.A/B.Sc. 1<sup>st</sup> Sem

Subject: Computer Awareness – Level 1

| S No. | Topics / Chapters to be covered  | Academic activity to be organized              | Month    |
|-------|--|--|----------|
| 1.    | <b>Introduction of Computers:</b> Definition of Computer, Components of Computer, Characteristics of Computers, History Evolution of Computers, Generation of Computers,   | Group Discussion                               | November |
|       | Get familiar with computer parts and use of keyboard and mouse   |  |          |
| 2.    | Classification of Computers-According to Purpose, According to Technology, According to Size and Storage Capacity, Human being VS Computer, Difference between Computer and Calculator<br><b>Input Devices:</b> Mouse, Keyboards, Light Pen, Track Ball, Joystick, MICR, Optical Mark Reader and Optical Character reader, Scanners, Voice system, Web Camera,<br><b>Output Devices:</b> Hard Copy, Output Devices, Line Printers, Character Printers, Chain Printers, Dot-Matrix Printers, Daisy Wheel Printer, Laser Printer, Inkjet Printers, Plotters, Soft Copy Device – Monitor, Sound Card and Speakers | PPT Presentation on Classification of Computer | December |
|       | <b>MS-Word:</b> Fundamentals of MS-Word, Features of MS-Word, Menus, Formatting and Standard Toolbars  |  |          |
| 3.    | <b>Computer Software and Operating System:</b> System Software, Application Software, Utility Software, Computer Languages, Definition of operating System, Function of Operating System, Type of Operating System<br><b>Introduction to Windows Operating System:</b> Desktop, Recycle Bin, Taskbar, Windows Explorer, Shortcuts, Display Setting, Accessories, System Tools, Add or Remove Programs.   | Group Discussion                               | January  |
|       | <b>MS-Word:</b> Ruler, Scroll Bar Creating Editing, Saving, Export and Import files, Inserting and Copying the files, Working with frames,   |  |          |
| 4.    | <b>Memory and Mass Storage Devices:</b> Characteristics of Memory Systems, Memory Hierarchy, Types of Primary Memory, RAM and ROM, Secondary and Back-up, Magnetic Disks, Characteristics and Classification of Magnetic Disk, Optical Disk, Magnetic Tape.  | Presented PPT on Memory Hierarchy              | February |
|       | <b>MS-Word:</b> Paragraph formatting, Columns, Pictures, Tables, Macros and Mail Merge   |  |          |

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Lesson Plan 2020-2021

Name of the Assistant Professor – Mr. Rajinder Singh

Class: B.Com 1<sup>st</sup> Sem

Subject: Fundamentals of Computer

| <b>S. No.</b> | <b>Months</b>        | <b>Topics</b>  |
|---------------|----------------------|--|
| 1.            | <b>November 2020</b> | Introduction of Computers: Organisation, Characteristics, Types of Computers, types of Memories, Hardware and Software Concepts.<br>MS-Word: Fundamentals of MS-Word, Features of MS-Word  |
| 2.            | <b>December 2020</b> | Operating System: Introduction of OS, Types of OS, Functions of OS, MS-DOS Internal Commands: chdir, cls, path, prompt, label, ver, bol, echo, set. External Commands: scandisk, discopy, diskcomp, format, backup, restore. Windows-Windows Explorer, Print Manager, Control Panel, Paint Brush. Dialog box: Text box, Check box, slide boxes, Desktop<br>MS-Word: Creating, Editing, Printing, Page Formatting |
| 3.            | <b>January 2021</b>  | MS-Office (Word and Excel): Introduction of Word Processing, MS-Word; Creating, Editing, Printing, Page Formatting, Sorting and Tables, Mail Merge.<br>MS-Excel: Introduction to Spread Sheet, Creating, Editing, Printing,  |
| 4.            | <b>February 2021</b> | Data Communication and Networks: Data Communication Concept, Medias, Modes, Multiplexers. Networking; Need, Types of Network, Distributed Networking, Client-Server Concepts, OSI Models.<br>MS-Excel: Formatting of Worksheets, Preparation of Graphs.  |
| 5.            | <b>March 2021</b>    | Revision of All Syllabus and Clear the Issues of Students if any.<br>More focus on Practical Work.   |