

Lesson Plan (2022-23)


Class: B.A.-1

Name of the Assistant/ Associate Professor: Mrs. Pooja, Mrs. Sarita

Subject: Computer Awareness-Level-1

| WEEK | TOPIC |
|---------------------|---|
| 22-26Aug-2022 | Introduction to Computers, Components, Characteristics, History. Practical: Basic Knowledge of Peripherals, components, desktop, devices. |
| 27-AUG---2Sept-2022 | Introduction of computer: Generation, Classification: Size, Storage, Technology, Practical: Basics of computers; |
| 3-9Sept-2022 | Input devices: Mouse, keyboard, Trackball, Light Pen, Readers (OCR, MICR, OMR, BCR) Practical: Knowledge about keys, Mouse types, Readers. |
| 10-17-Sept- 2022 | Output devices: Hardcopy, softcopy output, Monitor, Speakers, Monitor Types, Panels, Practical: Knowledge about Desktop, icons, documents. |
| 18-24sept-2022 | Printers, Types of Printers. Practical: Knowledge about drives, system drives, folders, customisation, display. |
| 25sept-01Oct-2022 | Plotters and softcopy output with CD, DVD, PD. Practical: use of CD, DVD's, PD's for copy, paste. |
| 02-9Oct-2022 | Assignments and Revision of Unit-1, Unit-II Practical: Revision |
| 10-16oct-2022 | Memory, Basics of memory, Characteristics & Types; Practical: Knowledge & use of Memory devices; CD, DVD, PD, floppy |
| 17-24Oct2022 | Secondary Memory & Characteristics & Classification; Practical: Knowledge about Pen-drive and data saving. |
| 27Oct-1Nov2022 | Magnetic Tape, disks, Types, CDROM, and classification. Practical: Basic of Ms office. |
| 2-9Nov2022 | Introduction to MsWord; its characteristics; software. Practical: Msword Program, how to start, shortcut, open, save file. |

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| 10-17nov2022 | <p>fundamentals of Msword, Basic features, formatting & Standard toolbar, Ruler, scrollbar, Menus.</p> <p>Practical: Creating, Editing and formatting a file on word software. find, Replace.</p> |
| 18-24Nov2022 | <p>Revision and Assignments.</p> <p>Practical: Revision of Msword.</p> |
| 25Nov-1DEC2022 | <p>Menus: Insert, Home, Page Layout, References, Tables.</p> <p>Practical: Tables creation, editing, Borders, Watermark, Margins, Columns.</p> |
| 2-9DEC2022 | <p>Menu of Mail Merge, View, Review.</p> <p>Practical: Mailing, Merging, Views, editing in Mail Merge, letters, typing, printing.</p> |
| 10-16Dec2022 | <p>Revision of Msword.</p> <p>Practical: Revision of Mail Merge, formatting, Page layouts.</p> |


 Mrs. Pooja
 (Computer Instructor)

Lesson Plan (2022-23)


Class: B.Com - 1

Name of the Assistant/ Associate Professor:

Subject: Basics of Computer - 1

| WEEK | TOPIC |
|---------------------|--|
| 22-26 Aug-2022 | Introduction to Computers: Components, characteristics, Generations, Input, Output devices. Practical: Basic knowledge of Computer & devices. |
| 27-AUG---2Sept-2022 | Input devices: Mouse, KB, Trackball, Light Pen, Readers, Practical: Basic knowledge of KB, Mouse, devices. |
| 3-9 Sept-2022 | Output devices: hardcopy, softcopy, Monitor, Speakers, Monitor, Panels. Practical: Knowledge about desktop, documents, files. |
| 10-17-Sept-2022 | Printers, its types. Practical: System drives; C:, D:, E:, P:, additional drives; Printers introduction, working with USB; cable. |
| 18-24sept-2022 | Revision of unit- 1, II; Assignments. Practical: knowledge about devices KB, working, Mouse; working. |
| 25sept-01Oct-2022 | Plotters and Softcopy output with CD, DVD, PD. Practical: Revision of Basics. |
| 02-9Oct-2022 | Memory: Basics of Memory, Types. Practical: Knowledge & use of Memory devices, CD, DVD, |
| 10-16oct-2022 | Use of Types of Memory, Hierarchy, Memory Allocation. Practical: Knowledge of Memory, Memory devices. |
| 17-24Oct2022 | Secondary Memory, Classification. Practical: Knowledge about Pen-drive, data saving deletion, formatting of Memory. |
| 27Oct-1Nov2022 | Magnetic Tape, disks, drives, ePROM, DVDROM, Practical: MsOffice Software: its parts, tools- |
| 2-9Nov2022 | MsWord & its Basics; Characteristics; Practical: MsWord Program, how to start, open, save. |

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| 10-17Nov2022 | fundamentals of Msword, features, formatting, Toolbar Types - Menus - 7 Practical: Creating, Editing, formatting, file, word, |
| 18-24Nov2022 | Revision, Assignments Practical: Tables, editing, border, watermark, |
| 25Nov-1DEC2022 | Menus - Home, Insert, View, Page, MailMerge Practical: Mailing, Merging, Views, editing in Mail Merge, letters, typing, printing. |
| 2-9DEC2022 | Revision of Mail Merge Msword. Practical: Mail Merge, Msword revisions. |
| 10-16Dec2022 | Revision of syllabus. Practical: Revision ; & Practical. |


 (Mrs. Pooja)
 Computer Instructor

Lesson Plan (2022-23)

Class: B.Sc-1

Name of the Assistant/ Associate Professor:

Subject: Computer Awareness (L-1)

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|---------------------|--|
| 22-26Aug-2022 | Introduction to Computers, Components, Characteristics, History. Practical: Basic Knowledge of Peripherals, components, desktop, devices. |
| 27-AUG---2Sept-2022 | Introduction of computer: Generation, Classification: Size, Storage, Technology, Practical: Basics of Computers; |
| 3-9Sept-2022 | Input devices: Mouse, keyboard, Trackball, Light Pen, Readers. (OCR, MICR, OMR, BCR) Practical: Knowledge about keys, Mouse types, Readers. |
| 10-17-Sept- 2022 | Output devices: Hardcopy, softcopy output, Monitor, Speakers, Monitor Types, Panels, Practical: Knowledge about Desktop, icons, documents. |
| 18-24sept-2022 | Printers, Types of Printers. Practical: Knowledge about drives, system drives, folders, customisation, display. |
| 25sept-01Oct-2022 | Plotters and softcopy output with CD, DVD, PD. Practical: Use of CD, DVD's, PD's. for copy, paste. |
| 02-9Oct-2022 | Assignments and Revision of Unit-1, Unit-II Practical: Revision |
| 10-16oct-2022 | Memory - Basics of memory, Characteristics & Types; Practical: Knowledge & use of Memory devices; CD, DVD, PD, floppy |
| 17-24Oct2022 | Secondary Memory & Characteristics & Classification; Practical: Knowledge about Pen-drive and data saving. |
| 27Oct-1Nov2022 | Magnetic Tape, disks, Types, CDROM, and classification. Practical: Basic of Ms office. |
| 2-9Nov2022 | Introduction to MsWord; its characteristics; software. Practical: MsWord Program, how to start, shortcut, open, save file. |

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| 10-17Nov2022 | <p>fundamentals of MsWord, Basic features, formatting & Standard toolbar, Ruler, scrollbar, Menus.</p> <p>Practical: Creating, Editing and formatting a file on word software. find & Replace.</p> |
| 18-24Nov2022 | <p>Revision and Assignments.</p> <p>Practical: Revision of MsWord.</p> |
| 25Nov-1DEC2022 | <p>Menus Insert, Home, Page layout, References, Tables.</p> <p>Practical: Tables creation, editing, Borders, Watermark, Margins, Columns.</p> |
| 2-9DEC2022 | <p>Menu of Mail Merge, View, Review.</p> <p>Practical: Mailing, merging, views, editing in Mail Merge, letters typing, printing.</p> |
| 10-16Dec2022 | <p>Revision of MsWord.</p> <p>Practical: Revision of Mail Merge, formatting, Page layouts.</p> |



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