

Lesson Plan 2023-24

Subject: Computer Awareness (Level I)

Class: BA I/B.Sc I

01.01.2024 to 15.01.2024	Introduction to Fundamentals of Computer, Basics Components and peripherals Revision Practical: Revision of MS Word and Internet basics
16.01.2024 to 25.01.2024	Files & Folders , Folder operations –Cut copy paste and other, Windows & Access Controls,Hyperlinks ,Mails Merge tool in MS Word Practical: Mail Merge , Hyperlink
27.01.2024 to 31.01.2024	Revision of Mail Merge and other features regarding file Practical: Revision about files , folders ,MS Word
01.02.2024 to 10.02.2024	Control Panel , Hardware management Applications and Program handling using control panel ,Intro about Powerpoint, basic features Practical: Powrpoint features
12.02.2024 to 23.02.2024	Powerpoint tools , formatting , backgrounds etc and Internet mails , serach engines and other terms Prcatical: Powerpoint tools
26.02.2024 to 29.02.2024	Browsers, search engines and Internet model,Clients and Servers internet other terms Practical: Intrenet mails , browser , powerpoint
01.03.2024 to 09.03.2024	Internet applications and surfing models of Intrenet revision and powerpoint revision Prcatical: Revision of Powerpoint and Ms Word
11.03.2024 to 22.03.2024	Revision about Powerpoint and assignments Practical: Internet surfing ,Search Engines , Mailing formats
01.04.2024 to 06.04.2024	Internet revisions and Powerpoint Slides assignments Practical: Slide Project and Internet Porject.
08.04.2024 to 30.04.2024	Revision , Assignments and Practical file preparation

Pooja (Mrs. Sawta)
Pooja (Mrs. Pooja)

Silky

Lesson Plan 2023-24

Subject: Basics of Computer

Class: B.Com I

01.01.2024 to 15.01.2024	Ms-Excel , its fetaures ,Basics Components and peripherals Revision Practical: Introduction of MS Excel
16.01.2024 to 25.01.2024	Applications of Computers , and Internet Practical :Windows its components , OS used in Lab , Accessories apps ,Ms Excel introduction
27.01.2024 to 31.01.2024	CUI , GUI OS in Computers and OS types , softwares Packages Practicals: Software demo about types , Ms Excel fetaures
01.02.2024 to 10.02.2024	Categories of OS , Revision of Ms Excel tools Practicals:Cell formatting formulaş ,cell editing
12.02.2024 to 23.02.2024	Ms Excel tools for editing & formatting ,formulas Practicals: Excel tools
26.02.2024 to 29.02.2024	Ms Excel tools for chart and tables Practical: Excel chart
01.03.2024 to 09.03.2024	Ms PowerPoint features and comparison with ms Excel Practical: revision of Ms Excel
11.03.2024 to 22.03.2024	Introduction about Internet ,Softwares for browsing Practical: Browsers Softwares,Revision of Excel
01.04.2024 to 06.04.2024	Practicals and Assignments on Ms Excel Practicals: project in Excel and Internet
08.04.2024 to 30.04.2024	Revision , Assignments and Practical file preparation

Diya (Mrs. Sae)

Silky