

Lesson Plan 2023-24

Class: B.Com-1 , Subject : Basics of Computer

WEEK	TOPICS
July 2023	Introduction to computers ; components, characteristics, Generation, Input-Output devices Practical : Basic knowledge of computer & devices
Aug 2023 1st week	Input Devices: Mouse, KB, Trackball, light Pen, Readers Practical : Basic knowledge of KB, Mouse, devices
2nd week	Output devices : Hardcopy, softcopy, Monitor, Speakers, Monitor, Panels Practical: Knowledge about desktop, documents, files
3rd week	Printers, its types Practical : System drives ; C; D; E; F; additional drives, Printer introduction, working with USB, cable
4th week	Revision of Unit-1, II, Assignments Practical: Knowledge about devices - KB, working, Mouse working
Aug-Sep Last week	Plotters and softcopy output with CD, DVD, PD Practical: Revision of Basics
Sep 2023 1st week	Memory : Basics of Memory, Types Practical: Knowledge & use of Memory devices, CD, DVD
2nd week	Use of Types of Memory, Hierarchy, Memory Allotment Practical: Knowledge of Memory, Memory devices
3rd week	Secondary Memory, Classification Practical: Knowledge about Pen-Drive, data saving deletion, formatting of Memory
4th week	Magnetic Tape, disks, drives, CDROM, DVDROM, Practical: MSOFFICE Software ; its parts, tools
Oct 2023 1, 2, 3 week	MsWord & its Basics ; Characteristics Practical: MsWord Program, how to start, open, save Revisions of Previous syllabus

Lesson Plan (2023-24)

Class: B.A 1st year, B.Sc 1st year

Subject: Computer Awareness level-1

Week	Topic
July 2023	Introduction to Computer, Components, Characteristics, History Practical: Basic knowledge of peripherals, components, desktop, devices.
August 2023 1st week	Introduction of Computer: generation, classification, size, storage, technology Practical: Basic of Computers:
2nd week	Input devices: Mouse, Keyboard, Trackball, Light pen, Readers (OCR, MICR, DMR, BCR) Practical: knowledge, about keys, Mouse types, Readers
3rd week	Output devices: Hardcopy, softcopy, output, monitor, speakers, Monitor, Types, Panels. Practical: knowledge about Desktop, icons, documents
4th week	Practical:- knowledge about devices, system, devices, folders, Customisation display Printer:- Types of Printers
Aug-sep last week	Plotters and softcopy output with CD, DVD, PD Practical:- use of CD, DVD's, PD's for copy paste.
Sep 2023 1st week	Assignment and Revision of unit-I, unit-II Practical:- Revision
2nd week	Memory, Basic of memory, Characteristics, Types: Practical: knowledge & use of memory devices: CD, DVD, PD, floppy
3rd week	Secondary Memory & Characteristics & Classification Practical:- knowledge about Pen-drive & data saving.

4th week

Magnetic Tape, disks types: CDROM & classification
Practical: Basic of MS office.

Oct, 2023

1, 2, 3
week

Introduction to MS word: its characteristics:
software,

Practical: MS word Program, how to start, shutdown
open, save file.

Oct. 4th

week

Fundamentals of MS word:- Basic features, Formatting &
standard toolbar, Ruler - scroll bar, menu.

Practical: creating, editing, formatting a file on
word software Find, Replace.

Nov. 2023

1, 2 week

Menus:- Insert, Home Page layout, References table

Practical:- Tables, Creation, editing, Borders,
watermarks, margins, columns.

3rd
week

Menu of Mail Merge:- View Review

Practical:- Mailing, Merging, views, editing
in Mail Merge, letters Printing.

Nov. 4th week

Revision of MS word

Dec. 2023
1st week

Practical:- Revision of all MS-word

Silky.

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