Lesson Plan

Name of Instructor – Parveen Rani
Name of Paper- Basic of Computer Level - 1
Class – B.A & B.Sc 1st Year (All Semester)
Session- 2023-24

MONTH	THEORY	PRACTICAL
August	**Historical Evolution of Computing Systems:** Overview of Data Processing, History of Computing Computer Generations; Characteristics of Computer, Anatomy of Computer.	M.S. Word
September	**Number Systems and Codes:** Introduction, Number Systems and its types, and inter-conversion. Of Number Systems; ASCII and EBCDIC codes. **Input and Output Devices:** Concept of Input/output, Types of Input Devices; Output Devices - Printers, Plotters and Monitors.	M.S. Word
October	**Memory and Storage Devices:** Characteristics of memory systems, memory hierarchy, Types of Memory RAM, ROM, etc.; Magnetic Disks, Magnetic Tapes, Optical Disks; Concept of Cache Memory and Virtual Memory	M.S. Word
November	**Software and Operating System Concepts:** Introduction, Software Types, Language translators, System Utility Software, Application Software; Operating System - Characteristics, Its functions, and its classification; User Interfaces - CUI and GUIS. DOS and Windows operating.	M.S. Word
December	Examination	Examination
January	**Working with Office Tools:** Using Word Processing: Opening and Closing of documents, Text creation and Manipulation, Moving Around in a Document, Formatting of text, Table handling, Spell check, language setting and thesaurus, Handling Multiple Documents, Printing of word document.	M.S. Excel
February	**Using Spreadsheet tool:** Basics of Spreadsheet; Manipulation of cells, Formulas and Functions, Editing of Spread Sheet, Page setups, header and footer, printing of Spread Sheet. **Internet Basics:** Concept of Internet, Application of Internet, WWW, Web-sites and URLS. Search Engine, Using Electronic mails, Instant Messaging, Web Browsing software, Surfing the Internet.	M.S. Excel

March	**Using Slide Presentation Tool:** Basics of power point, Preparation and Presentation of Slides, Slide Show, Formatting and Clip Arts, Taking printouts of presentation handouts. **Communication and Basics of Networks**: Data Communication, Transmission Modes, Computer networks, Types of computer network LAN, MAN, WAN; Network Networks. Topologies and Applications of Computer Networks.	**M.S. Excel**
April	**Social Concern:** Positive and Negative Impacts of Computer Technology, Computer Crimes, Computer Virus: Definition, Types of viruses, Characteristics of viruses, anti-virus software. **Computer Applications:** Data Analysis, Sports, Research, Education, Business, Medicines & Health Care, Weather Forecasting, Military.	**Internet**

Parveen Rani
Computer Instructor

Principal
H.L.G. Govt. College,
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Lesson Plan

Name of Instructor – Parveen Rani
Name of Paper- Computer Fundamentals
Class – M.A 1st Year (Even Semester)
Session- 2023-24

MONTH	WEEK	THEORY	PRACTICAL
January	1	**Historical Evolution of Computing Systems:** Overview of Data Processing, History of Computing Computer Generations; Characteristics of Computer, Anatomy of Computer.	M.S. Word
	2	**Number Systems and Codes:** Introduction, Number Systems and its types, and inter-conversion, Of Number Systems; ASCII and EBCDIC codes. **Input and Output Devices:** Concept of Input/output, Types of Input Devices; Output Devices - Printers, Plotters and Monitors.	M.S. Word
	3	**Memory and Storage Devices:** Characteristics of memory systems, memory hierarchy, Types of Memory RAM, ROM, etc.; Magnetic Disks, Magnetic Tapes, Optical Disks; Concept of Cache Memory and Virtual Memory.	M.S. Word
	4	**Software and Operating System Concepts:** Introduction, Software Types, Language translators, System Utility Software, Application Software; Operating System - Characteristics, Its functions, and its classification; User Interfaces - CUI and GUIS. DOS and Windows operating.	M.S. Word
February	1	**Working with Office Tools:** Using Word Processing: Opening and Closing of documents, Text creation and Manipulation, Moving Around in a Document, Formatting of text, Table handling, Spell check, language setting and thesaurus, Handling Multiple Documents, Printing of word document.	M.S. Excel
	2	**Using Spreadsheet tool:** Basics of Spreadsheet; Manipulation of cells, Formulas and Functions, Editing of Spread Sheet, Page setups, header and footer, printing of Spread Sheet.	M.S. Excel
	3	**Using Slide Presentation Tool;** Basics of power point, Preparation and Presentation of Slides, Slide Show, Formatting and Clip Arts, Taking printouts of presentation handouts.	M.S. Excel
	4	Revision	M.S. Excel

March	1	**Communication and Basics of Networks:** Data Communication, Transmission Modes, Computer networks, Types of computer network LAN, MAN, WAN: Network Networks. Topologies and Applications of Computer Networks.	**Power Point**
	2	**Internet Basics:** Concept of Internet, Application of Internet, WWW, Web-sites and URLs. Search Engine, Using Electronic mails, Instant Messaging, Web Browsing software, Surfing the Internet.	**Power Point**
	3 to 4	**Social Concern:** Positive and Negative Impacts of Computer Technology, Computer Crimes, Computer Virus: Definition, Types of viruses, Characteristics of viruses, anti-virus software. **Computer Applications:** Data Analysis, Sports, Research, Education, Business, Medicines & Health Care, Weather Forecasting, Military.	**Power Point**
April	1 to 4	**Computer Communication-** (Internet, WWW & Difference Between internet and WWW) **Computer Communication -**(Components of E-mail & Search Engine) Revision	**Internet**

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Computer Instructor

Lesson Plan

Name of Instructor – Parveen Rani
Name of Paper- Basics of Computer
Class – B.Com 1st Year (Even Semester)
Session- 2023-24

MONTH	WEEK	THEORY	PRACTICAL
January	1	**Historical Evolution of Computing Systems:** Overview of Data Processing, History of Computing Computer Generations; Characteristics of Computer, Anatomy of Computer.	M.S. Word
	2	**Number Systems and Codes:** Introduction, Number Systems and its types, and inter-conversion, Of Number Systems; ASCII and EBCDIC codes. **Input and Output Devices:** Concept of Input/output, Types of Input Devices; Output Devices - Printers, Plotters and Monitors.	M.S. Word
	3	**Memory and Storage Devices:** Characteristics of memory systems, memory hierarchy, Types of Memory RAM, ROM, etc.; Magnetic Disks, Magnetic Tapes, Optical Disks; Concept of Cache Memory and Virtual Memory	M.S. Word
	4	**Software and Operating System Concepts:** Introduction, Software Types, Language translators; System Utility Software, Application Software; Operating System - Characteristics, Its functions, and its classification; User Interfaces - CUI and GUIS. DOS and Windows operating.	M.S. Word
February	1	**Working with Office Tools:** Using Word Processing; Opening and Closing of documents, Text creation and Manipulation; Moving Around in a Document, Formatting of text, Table handling, Spell check, language setting and thesaurus, Handling Multiple Documents, Printing of word document,	M.S. Excel
	2	**Using Spreadsheet tool:** Basics of Spreadsheet; Manipulation of cells, Formulas and Functions, Editing of Spread Sheet, Page setups, header and footer, printing of Spread Sheet.	M.S. Excel
	3	**Using Slide Presentation Tool:** Basics of power point, Preparation and Presentation of Slides, Slide Show, Formatting and Clip Arts, Taking printouts of presentation handouts.	M.S. Excel
	4	Revision	M.S. Excel

March	1	**Communication and Basics of Networks:** Data Communication, Transmission Modes, Computer networks, Types of computer network LAN, MAN, WAN: Network Networks: Topologies and Applications of Computer Networks.	**Power Point**
	2	**Internet Basics:** Concept of Internet, Application of Internet, WWW, Web-sites and URLs. Search Engine, Using Electronic mails, Instant Messaging, Web Browsing software, Surfing the Internet.	**Power Point**
	3 to 4	**Social Concern:** Positive and Negative Impacts of Computer Technology, Computer Crimes, Computer Virus: Definition, Types of viruses, Characteristics of viruses, anti-virus software. **Computer Applications:** Data Analysis, Sports, Research, Education, Business, Medicines & Health Care, Weather Forecasting, Military.	**Power Point**
April	1 to 4	**Computer Communication-** (Internet, WWW & Difference Between internet and WWW) **Computer Communication** -(Components of E-mail & Search Engine) Revision	**Internet**

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