

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 interconversion. 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

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Tauru, Distt. Nuh (HR)

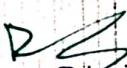
*Parvati Parvi
Computer Institute*

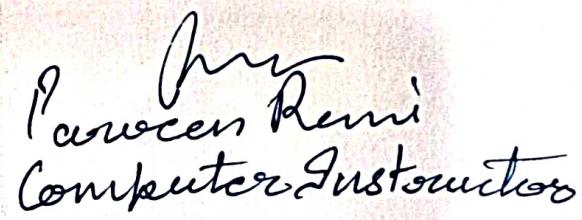
Lesson Plan

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 interconversion 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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 Parwinder Kaur
 Computer Instructor

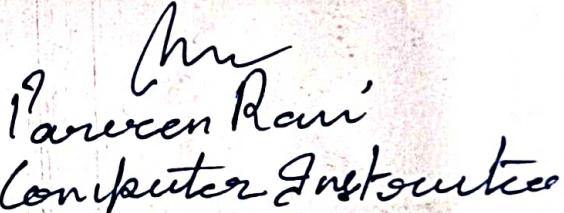
Lesson Plan

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 interconversion. 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
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 Parvez Rani
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