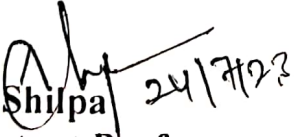


Lesson plan
Session: 2023-24

Name of the Assistant Professor: Mrs. Shilpa (Assistant professor, Deptt. Of Computer Science)
Class: B.A./ B.Sc. 1st YEAR (July 2023-May 2023)
Subject: Compulsory Computer Education (CCEL-1)

	Week	Topic
1	4 th week July	Unit 1:- What is Computer: Basics, Definition
2		Block Diagram Of Computer
3	1 st week Aug	Applications & Components of Computer System.
4		Central Processing Unit.
5		VDU
6	2 nd week Aug	Input Devices
7		Output Devices
8	3 rd week Aug	Memory Devices
9		Primary and Secondary Devices In detail
10	4 th week Aug	Hardware Devices.
11		Software Devices.
12	5 th week Aug	Revision Till Date/ Test
13	1 st week Sept	Concept of Computing.
14		Applications of ICT.
15	2 nd week Sept	Connecting Keyboards, Mouse, Printer and Monitor.
16		Checking Power Supply in Computer.
17	3 rd week Sept	UNIT-2: What is an Operating system?
18		Basics of Operating System.
19	4 th week Sept	Examples of Operating system.
20	5 th Week Sept.	Revision Till Date/ Test
21	1 st week Oct	The user interface Using Mouse:
22		Using right Button of Mouse
23	2 nd week Oct	Moving icons on the screen
24		Use of Common icons
25	3 rd week Oct	Working of status bar.
26		Working of menu items.
27		Running of an application
28	4 th week Oct	Viewing of files, folders and directories.
29		Creating/Renaming of files and folders.
30		Opening and closing of different windows.
31		Creating shortcuts.
32		Help menu.
33	5 th week Oct	Revision Till Date/Test/ Assessment
34	1 st week Nov	Basics of operating system setup and common utilities.
35		UNIT-3: Word Processing Basics
36		Opening and closing of Documents
37		Text Creation and Manipulation
38	2 nd week Nov	Formatting of Text, Table Handling
39		Spell Check, Language setting and thesaurus
40		Printing of Word Document
41	4 th week Nov	UNIT-4: Basics of spread sheets
42		Manipulation of Cells, Formula and functions
43		Editing of Spread sheets
44		Printing of spreadsheets.
45	5 th week Nov	Revision Till Date/Test
46		UNIT-5: Basics of Computer Network
47	1 st week Dec	Types of Computer Network
48		Difference between various network Types.
		Concept of internet
49	2 nd week Dec	Applications Of Internet.

50		Connecting to Internet
51		Introduction to ISP.
52	3 rd week of Dec	Revision Till Date/Test
53	1 st week Jan	Basics of internet Connectivity related troubleshooting.
54		World wide web concepts.
55		Details of Browsing software.
56	2 nd week Jan	Concepts of search engine.
57		Understanding URL.
58		Domain name concepts.
59	3 rd week Jan	IP Addressing.
60	4 th week Jan	Using E-Governance Websites.
61	5 th week Jan	Revision Till Date/Test
62	1 st week Feb	UNIT- 6: Basics of Electronic Mail.
63		How to sign up an E-Mail Account.
64		Sending and receiving of mails.
65		Accessing sent mails.
66	2 nd week Feb	Document collaboration concepts.
67		Instant messaging concepts.
68		Netiquettes concepts.
69	3 rd week Feb	UNIT-7: Basics of presentation Software.
70		Creating Presentations.
71		Presentation of slides.
72		Slide Shows.
73		Taking printouts of presentations/Handouts.
74	4 th week Feb	Revision Till Date/ Assessment/ Test
75	1 st week March	Revision of UNIT-1
76	2 nd week March	Revision of UNIT-2
77	3 rd week March	Revision of UNIT-3
78	1 st week April	Revision of UNIT-4
79	2 nd week April	Revision of UNIT-5
80	3 rd week April	Revision of UNIT-6
81	4 th week April	Revision of UNIT-7


Ms. Shilpa 24/7/23
Assistant Professor
Dept. Of Computer Science

Lesson Plan
Session: 2023-24

Name of the Assistant Professor: Mrs. Shilpa
Class: B.Com 1st YEAR Sem-2nd (Jan-June 2024)
Subject: Introduction to Computer Application (BC-2.5)

	Week	Topics
JAN	1	Unit-1: Definition of Computer System, Components of Computer System. Characteristics of Computer System, Classifications of Computer System Applications of Computer System
JAN	2	Input Devices Output Devices Examples of Input and Output Devices.
JAN	3	Memory Devices. Primary Memory Secondary Memory
JAN	4	Mass Storage Devices: Hard Disk, Magnetic Disk CD & DVD's Flash Devices
JAN	5	Computer Software: System, Application & Utility Software. Operating System: Types, Functions of operating System.
FEB	1	Unit 2: Introduction to Windows, Types of Windows, Window Explorer Control Panel Paint Brush Tools.
FEB	2	Concept of Data & Information Need Of Information, Use Of Information Characteristics & Level Of Information
FEB	3	Data Processing System: Types Computer Network: Basics, Types Topologies.
FEB	4	G-Mail: Sign Up, Sign In Downloading and Uploading Files. Opening Attachments and Managing Account
MARCH	1	Test I and Assignment I. Unit 3: Concept of Computer Based Information System. Impact Of Information Technology On Business: Business Data Processing
MARCH	2	Intra and Inter Organisation Communication BPO KPO
MARCH	3	Comparative study of BPO & KPO Information System: Concept & Types. Transaction Processing System.
APRIL	1	Management Information System. Decision Support System Internet: Basics, applications, effects and its uses.
APRIL	2	Revision Of Unit-1
APRIL	3	Revision Of Unit-2
APRIL	4	Revision Of Unit-3

Shilpa
1/1/24