

Lesson Plan

Session: 2023-24

Name of the Computer Instructor: Mrs. Gurbaj Kaur

Class: B.A 2nd semester

Subject: Basics of computer applications (CCEL-1)

Dates	Week	Topics
01.01.2024 to 06.01.24	1	Definition of Operating system, Types, Applications
08.01.24 To 13.01.24	2	MS-Word Processing ,opening & closing documents, text creation and manipulations, formatting types
15.01.24 To 20.01.24	3	MS-Word Processing : create tables ,hyperlinks, mail merge , thesaurus& spelling check, cross references etc
22.01.24 To 27.01.24	4	ASSIGNMENT I Introduction to networks ,Types LAN,MAN,WAN internet
29.01.24 To 03.02.24	5	Introduction to internet, internet applications, Connectivity and types of internet
05.02.24 To 10.02.24	6	Introduction to search engine, URL, IP addresses, DNS,
12.02.24 To 17.02.24	7	Introduction to WWW, web browsers, E- govt. websites assessing ,ISP Surfing on internet

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Dates	Week	Topics
19.02.24 To 24.02.24	8	Number systems ,Types
26.02.24 To 02.03.24	9	Number systems Conversions
04.03.24 To 09.03.24	10	MS-Power point, Making presentations, Slide shows
11.03.24 To 16.03.24	11	ASSIGNMENT 2 MS-Power point, Making presentations, Slide shows
18.03.24 To 22.03.24	12	Email Id create, sending & receiving emails , attach files with emails, netiquettes, Instant messages SESSIONAL TEST
01.04.24 To 06.04.24	13	MS-Excels, Basics of spread sheets ,Applications , editing of spread sheets
08.04.24 To 13.04.24	14	MS-Excels Formulas and Functions
15.04.24 To 20.04.24	15	Revision
22.04.24 To 30.04.24	16	Revision


Gurbaj Kaur