Lesson Plan –B.A/ B.SC. 1
Computer awareness Level-1
Basic Computer Education 2021-22

October: Operating System - Definition & Functions of Operating System. Basics of Popular Operating Systems: The User Interface. Exploring Computer. Icons. taskbar, desktop. Using Menu and Menu-selection. managing files and folders. Control panel display properties, add/remove software and hardware. Running an Application. Using help: Creating Short cuts, Basics of O.S Setup Common utilities

November: Word Processing: Introduction to Word Processing. Menus. Creating, Editing & Formatting Document. Spell Checking. Printing. Views, Tables, Word Art. Mail Merge. Macros

December: Spread Sheet: Elements of Electronics Spread Sheet. Applications. Creating and Opening of Spread Sheet, Menus. Manipulation of cells: Enter texts numbers and dates. Cell Height and Widths. Copying of cells. Mathematical. Statistical and Financial function. drawing different types of charts

Presentation Software: Creating, modifying and enhancing a presentation. Review presentation. using sound, animation and design templates in presentation.

January: Computer Communication: Internet and its applications. Connecting to internet. Surfing the Internet using web browsers. Web Browsing software's. Search Engines. Understanding URL. Domain name. IP Address. Creating Email Id. Viewing an Mail. Sending an E-Mail to a single and multiple users. Sending a file as an attachment.

Revision of Full Syllabus

Lesson Plan- B. Com I Sem.

BC-104 (2021-22)

COMPUTER APPLICATIONS IN BUSINESS

October: Introduction to Computers: definition, components and characteristics of computers; Input and output devices: memory and mass storage devices; Introduction to modern CPU and processors.

November: Computer, topologies, media, hardware and software required for networking. Introduction, types of software: system, application and utility software; Programming languages;

December: Introduction to operating system: types and function of operating system; Realtime applications; Operating systems for Tabs, mobile phones, android, etc.; Open source software: An overview. Application software: Spreadsheets, Word processors,

January: Database management software; Networks basic, types of networks topologies, media, hardware and software required for networking.

Practical: MS Word, MS Excel, and PowerPoint.