

**Dr. B.R. Ambedkar Govt. College, Palwal**  
**Lesson Plan 2021-22**

<b>Name of Computer Instructor</b>	<b>: Mrs. Ruby Chhabra</b>
<b>Class and Semester</b>	<b>: B.Com. 1<sup>st</sup> Year. 2<sup>nd</sup> Sem</b>
<b>Subject</b>	<b>: Basics of Computer</b>

Week 1:-Unit-1:Fundamental of Computers
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Fundamental of Computers: Model of digital computer, Functioning of Digital computer, Types of Digital Computer.
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Week 2 :-
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Fundamental of Computers: Advantages of Digital Computer, Difference between digital computer and analog computer.
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Week 3:-
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Fundamental of Computers: Application of computer: Computer in Commerce, Marketing, Education and Management.
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Week 4:-Unit 2: Software Concept
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Software Concepts: Types of Software and their role, Different System Software types. Operating System, Translators.
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Week 5:-
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Software Concepts: System Utilities, Concept of Application Packages, Types of Operating System: Multi-user Operating System, Multitasking Operating System.
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Week 6:-
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Software Concepts: Types of Operating System: Multiprocessing Operating System, Time Sharing Operating System,
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Week 7:-
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Software Concepts: Types of Operating System: Multi-programming Operating System, Operating System as a resource Manager, Concept of GUI and CUI
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Week 8:-Unit-3: Introduction to Windows:

Introduction to Windows: Components of a Application Window, Types of Window, Windows as an Operating System, Windows explorer.

Week 9:-

Introduction to Windows: Using Paintbrush, Control Panel, Installing a printer, User interface- CUI and GUI.

Week 10:-

Introduction to Windows: Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer icons.

Week 11:-

Ms-Excel: Application of a Spreadsheet, Advantages of an Spreadsheet, Features of Excel: Rows Columns, Cell, Menus.

Week 12:-

Ms-Excel: Features of Excel: Creating Worksheet ,Formatting, Printing, Establishing worksheet links

Week 13:-

Ms-Excel: Features of Excel: Table creating and printing graphs, Macros, Using Built-in-functions.

Revision of syllabus

Assignment given

Group discussion on various topics

Class Test

Week 14:-

Revision of syllabus

Assignment given

Group discussion on various topics, Class Test

