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| **Lesson Plan For B.Com 2nd Semester**  **Session - 2023-2024 (January to April 2024)**  **Teacher Name: Ms. Seema/ Ms. Jyoti** | | | |
| **Jan 2024** | **First & Second week** | Fundamental of computers: Model of a digital computer; Functioning of a digital computer |
| **Third & Fourth week** | Types of a digital computer; Advantages of computers |
| **Feb2024** | **First & Second week** | Difference between digital computer and analog computer, Applications of computers: Computers in Commerce, Marketing, Education and Management |
| **Third & Fourth week** | Software concepts: Types of Software and their role, Different System Software types- Operating systems, Translators, System Utilities |
| **March2024** | **First & Second week** | Concept of Application Packages; Types of an Operating system- Multi-user O.S., Multi-tasking O.S., Multi-Processing O.S; Time – sharing O.S, Multi-Programming O.S.Operating System as a resource Manager, concept of GUI and CU |
| **Third & Fourth week** | Introduction to Windows: Components of a Application Window; Types of Windows, Windows as an Operating System, Windows explorer, Using Paintbrush |
| **April2024** | **First & Second week** | Control Panel, Installing a printer. User interfaces- CUI and GUI; Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer icons,MS-Excel: Applications of a Spreadsheet |
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|  | **Third & Fourth week** | Advantages of an Spreadsheet; Features of Excel; Rows, Columns, Cell, Menus, Creating worksheet, Formatting, Printing, establishing worksheet links, Table creating and printing graphs, Macros, Using Built-in-functions |

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| **Lesson Plan For B.A/B.Sc. 2nd Semester**  **Session - 2023-2024 (January to April 2024)**  **Teacher Name: Ms. Seema/ Ms. Jyoti** | | | |
| **Jan 2024** | **First & Second week** | Computer : Definition, characteristics, Applications |
| **Third & Fourth week** | Components of computer system, Input/Output Devices, Concepts of Memory |
| **Feb 2024** | **First & Second week** | Magnetic & Optical storage devices, Operating system: Definition & Function of O.S., Basic Components of Windows |
| **Third & Fourth week** | Exploring Computer, Icon, Taskbar, desktop, Managing File & Folder |
| **March2024** | **First & Second week** | Control Panel display Properties, Add/Remove Software & Hardware, Setting Date & Time |
| **Third & Fourth week** | Screensaver and Appearance, Word Processing: Introduction, Menus |
| **April2024** | **First & Second week** | Creating, Editing & Formatting Documents, Spell Checking, Printing, Views, tables, Word Art, Mail Merge Macros |
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|  | **Third & Fourth week** | Computer Communication: Internet & its applications, Starting the internet using web browser, Creating E-mail id, Viewing an E-mail, Sending an E-mail to single & multiple user, Sending a file as attachment |