

Lesson Plan Jan 2023 to May 2023

Name of Assistant/Associate Professor: Dr. Vijay Singh

Class and Section: B.Com. 2nd Sem.

Subject: Basics of Computer-11

Paper: 2.06

Week 1: Fundamental of computers: Model of a digital computer; Functioning of a digital computer, Types of Digital Computer.

Week 2: Advantages of computers, Difference between digital computer and analog computer.

Week 3: Applications of computers: Computers in Commerce, Marketing.

Week 4: Application in Education and Management, Software concepts: Types of Software and their role.

Week 5: Different System Software types-Operating systems, Translators, System Utilities

Week 6: Concept of Application Packages; Types of an Operating system-Multi-user O.S.

Week 7: Multi-tasking O.S., Multi-Processing O.S; Time-sharing O.S.Multi-Programming O.S, Operating System as a resource Manager.

Week 8: Holi Holidays

Week 9: Concept of GUI and CUI, : Introduction to Windows: Components of a Application Window, Types of Windows.

Week 10: Windows as an Operating System, Windows explorer, Using Paintbrush, Control Panel,

Week 11: Installing a printer, User interfaces-CUI and GUI, Concept of a Desktop and Taskbar

Week 12:My Computer, Recycle Bin, My Documents and Internet Explorer icons.

Week 13: MS-Excel: Applications of a Spread sheet; Advantages of a Spread sheet; Features of Excel.

Week 14: Rows, Columns, Cell, Menus, Creating worksheet ,Formatting, Printing.

Week 15: Establishing work sheet links, Table creating and printing graphs.

Week 16: Macros, Using Built-in-functions.

Week 17 : Revision.