

Lesson Plan

Name of the Assistant/ Associate Professor..... Mrs. Kusum Lata

Class and Section:..... B. A. Ist. year..... 2018.....

Subject:..... Computer fundamentals - Level-I

Week	Date	Topics
1	1-Jan-18	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border-left: 1px solid black; border-right: 1px solid black; height: 100%;"></div> <div style="text-align: center; padding: 0 10px;"> Winter Vacations. </div> <div style="border-left: 1px solid black; border-right: 1px solid black; height: 100%;"></div> </div>
	2-Jan-18	
	3-Jan-18	
	4-Jan-18	
	5-Jan-18	
	6-Jan-18	
	7-Jan-18	
2	8-Jan-18	Revision of Definition & characteristics of computer.
	9-Jan-18	Advantages & Limitations of Computer
	10-Jan-18	Components of Computer
	11-Jan-18	Digital Computer, Diagram
	12-Jan-18	Hardware & software
	13-Jan-18	Types of S/w & their types.
	14-Jan-18	Sunday
3	15-Jan-18	Applications of Computer
	16-Jan-18	Computer memory, Primary & Secondary memory
	17-Jan-18	Types of main memory. - magnetic & semi-conductor
	18-Jan-18	RAM & ROM with their types.
	19-Jan-18	Cache memory, Difference bet ⁿ RAM & ROM.
	20-Jan-18	Storage unit
	21-Jan-18	Sunday
4	22-Jan-18	Vasant Panchami
	23-Jan-18	Historic evolution of computer.
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	Generations of Computer.
	26-Jan-18	Republic Day
	27-Jan-18	Generations of Comp.
	28-Jan-18	Sunday
	5	29-Jan-18
30-Jan-18		Joystick, Light pen.
31-Jan-18		Optical Input devices.

Lesson Plan

Name of the Assistant/ Associate Professor... Mrs. Kusum Lata.

Class and Section: B. A. - Ist. Year

Subject: Computer fundamentals - Level - I

Week	Date	Topics
	1-Feb-18	Other input devices.
	2-Feb-18	Output devices - Monitor & its types.
	3-Feb-18	Printer - impact, Non-impact.
	4-Feb-18	Sunday
6	5-Feb-18	Types of Impact printer.
	6-Feb-18	Types of " "
	7-Feb-18	" " Non-impact printer.
	8-Feb-18	Secondary storage devices = floppy disk.
	9-Feb-18	Magnetic tape, disk.
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti
	11-Feb-18	Sunday
7	12-Feb-18	Pen drive, optical disks.
	13-Feb-18	Maha Shivratri
	14-Feb-18	CD - DVD in detail.
	15-Feb-18	Windows & its Basic components with Practical.
	16-Feb-18	operating system & functions.
	17-Feb-18	Control panel.
	18-Feb-18	Sunday
8	19-Feb-18	Managing file & folders.
	20-Feb-18	MS word & its features.
	21-Feb-18	Practical about MS-word.
	22-Feb-18	Formatting features.
	23-Feb-18	Tables in MS-word.
	24-Feb-18	Working with objects in MS-word.
	25-Feb-18	Sunday
9	26-Feb-18	Advanced features of MS-word Practical.
	27-Feb-18	Mail merge.
	28-Feb-18	Other left out features of word.

Lesson Plan

Name of the Assistant/ Associate Professor.....Mrs. Kusumlatra

Class and Section:.....B.A. Ist year

Subject:.....Computer fundamentals - Level-I

Week	Date	Topics
	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Internet & applications.
	4-Mar-18	Sunday
10	5-Mar-18	Ways to connect internet.
	6-Mar-18	Requirements.
	7-Mar-18	Services of internet
	8-Mar-18	E-mail, Difference bet ⁿ net & www.
	9-Mar-18	www & websites.
	10-Mar-18	IRC, Video-Conferencing
	11-Mar-18	Sunday
11	12-Mar-18	Usernet, Telnet
	13-Mar-18	FTP & other internet services.
	14-Mar-18	Web browser, DNS
	15-Mar-18	function of web browser.
	16-Mar-18	Surfing the net, saving the web page.
	17-Mar-18	Printing, Downloading.
	18-Mar-18	Sunday
12	19-Mar-18	E-mail, creating ID, mail Box.
	20-Mar-18	E-mail features.
	21-Mar-18	—
	22-Mar-18	Revision of practical work of MS-word.
	23-Mar-18	" " " "
	24-Mar-18	" " " "
	25-Mar-18	Sunday/ Ram Navami
13	26-Mar-18	Revision of UNIP-4 Internet & its.
	27-Mar-18	services. " " " "
	28-Mar-18	Text of UNIP - I
	29-Mar-18	Mahavir Jayanti
	30-Mar-18	Text of UNIP - I
	31-Mar-18	Practical about Notepad.

Lesson Plan

Name of the Assistant/ Associate Professor..... Mrs. Kusum Latg.

Class and Section:..... B.A-Ist year.....

Subject:..... Computer fundamentals - Level - I

Week	Date	Topics
14		Sunday
	1-Apr-18	
	2-Apr-18	Practical Notepad.
	3-Apr-18	Wordpad
	4-Apr-18	Paint, calculator.
	5-Apr-18	Revision of Input devices.
	6-Apr-18	" " " "
	7-Apr-18	Revision of output devices.
15	8-Apr-18	Sunday
	9-Apr-18	Revision of output devices.
	10-Apr-18	Test about Input devices.
	11-Apr-18	" " output "
	12-Apr-18	Revision of memory unit
	13-Apr-18	Test - Types of main memory.
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi
	15-Apr-18	Sunday
16	16-Apr-18	Test - Types of secondary memory
	17-Apr-18	
	18-Apr-18	Parashurama Jayanti
	19-Apr-18	
	20-Apr-18	
	21-Apr-18	
	22-Apr-18	Sunday
	17	23-Apr-18
24-Apr-18		
25-Apr-18		
26-Apr-18		
27-Apr-18		
28-Apr-18		