**LESSON PLAN**

**Faculty Name: Ms. Mamta Bhardwaj**

**Subject: Basics of Computer**

**Class & SEM: B.COM 1st SEM**

|  |  |  |
| --- | --- | --- |
| **WEEK NO.** | **DATES** | **TOPIC TO BE COVERED** |
| 1 | 22.08.2022 TO 31.08.2022 | Introduction to Computers: Definition of Computer; Components of Computer; |
| 2 | 1.09.2022 TO 8.09.2022 | History evolution of Computers; Generation of computers; |
| 3 | 09.09.2022 TO 16.09.2022 | Characteristics of Computers; Classification of Computers- According to Purpose, According to Technology , According to Size and Storage Capacity ; Human being VS Computer; Difference between Computer and Calculator. |
| 4 | 17.09.2022 TO 24.09.2022 | Input Devices: Mouse, Keyboard, Light pen, Track Ball, Joystick, |
| 5 | 25.09.2022 TO 02.10.2022 | MICR, Optical Mark reader and Optical Character Reader Scanners, Voice system, Web Camera. Output Devices: Hard Copy Output Devices; Line Printers, Character Printers |
| 6 | 03.10.2022 TO 10.10.2022 | Chain Printers, Dot-matrix Printers, Daisy Wheel Printer, Laser  Printers, Ink Jet Printers; Plotters, Soft Copy device –Monitor,  Sound Cards and speakers |
| 7 | 11.10.2022 TO 18.10.2022 | Memory and Mass Storage Devices: Characteristics of Memory Systems; Memory Hierarchy; |
| 8 | 19.10.2022 TO 26.10.2022 | **DIWALI BREAK** |
| 9 | 27.10.2022 TO 04.11.2022 | Types of Primary Memory; RAM and ROM; |
| 10 | 05.11.2022 TO 12.11.2022 | Secondary and Back-up; Magnetic Disks, Characteristics and classification of Magnetic Disks; Optical Disks; Magnetic Taps. |
| 11 | 13.11.2022 TO 20.11.2022 | MS-Word: Fundamentals of MS-Word, Features of MS-Word |
| 12 | 21.11.2022 TO 28.11.2022 | Menus, Formatting and Standard Toolbars, Ruler, Scroll Bar,  Creating, Editing, Saving, export and import files, |
| 13 | 29.11.2022 TO 05.12.2022 | Inserting and copying the files, Working with frames, Paragraph  formatting, Columns, Pictures |
| 14 | 06.12.2022 TO 13.12.2022 | Tables, Macros and Mail Merge. |
| 15 | 14.12.2022 TO 17.12.2022 | **Revision** |