Department of Computer Science

BA I(2023-24) Even semester Lesson Plan

Theory

January

Magnetic and Optical Storage Devices, Definition & Functions of Operating System, Basic Components of Windows

February

Exploring Computer, Icons, taskbar, desktop, managing files and folders, Control panel – display properties, add/remove software and hardware, setting date and time, screensaver and appearance.

March

Tables, Word Art, Mail Merge, Macros,Internet and its applications, Surfing the Internet using web browsers.

April

Creating Email Id, Viewing an E-Mail, Sending an E-Mail to a single and multiple users, Sending a file as an attachment,Revision.

Practicals

1. **Word art**

2. **Mail merge**

3. **Macros**

4. **Tables**

5. **E-mail**

Dr Meenu sheoran

Computer Science Deptt

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Department of Computer Science

B.ScI(2023-24) Even semester Lesson Plan

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B.com I(2023-24) Even semester Lesson Plan

January

Fundamental of computers: Model of a digital computer; Functioning of a digital computer; Types of a digital computer; Advantages of computers. Difference between digital computerand analog computer, Applications of computers: Computers in Commerce, Marketing,Education and Management.

February

Software concepts: Types of Software and their role, Different System Software types- Operating systems, Translators, System Utilities; Concept of Application Packages; Types of anOperating 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 ofGUI and CUI.

March

Introduction to Windows: Components of a Application Window; Types of Windows, Windows as an Operating System, Windows explorer, Using Paintbrush, Control Panel,Installing a printer. User interfaces- CUI and GUI; Concept of a Desktop and Taskbar, MyComputer, Recycle Bin, My Documents and Internet Explorer icons.

April

MS-Excel: Applications of a Spreadsheet; Advantages of an Spreadsheet; Features of Excel; Rows, Columns, Cell, Menus, Creating worksheet, Formatting, Printing, establishing worksheetlinks, Table creating and printing graphs, Macros, Using Built-in-functions.

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