**Government College Jassia (Rohtak)**

 **LESSON-PLAN (Session 2021-22) ODD SEMESTER**

**Name of Professor**: Geeta **Designation:** Computer Instructor

**Subject:**  Computer **Class:** B.A. 1st

**Subject/Paper:** Basic Computer Education

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| --- | --- | --- |
| **Sr. No.** | **Months** | **Topics to be covered** |
| **1** | **October** | 1. **Inroduction programme**
2. Chapter of Evolution of Computer
3. **Window 7 basics**
 |
| **2** | **November** | 1. Chapter of Computer Fundamentals
2. Introduction to MS Word
3. Manage files & folder
 |
| **3** | **December** | 1. Chapter of Input / Output Device
2. Chapter of Introduction to Formatting
 |
| **4** | **January** | 1. Chapter and Memory and Secondary Storage Devices
2. Chapter of Advance Features
 |
| **5.** | **February** |  Problems & Presentation |
|  |  |  |

\* Vacation as per university calendar

\* 2 assignments and unit tests will be taken as per schedule.

Signature/Name of Class incharge: Principal

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2. Introduction to Tables
3. Introduction To Working with objects
 |
| **4** | **January** | 1. Chapter and Memory and Secondary Storage Devices
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 |
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