**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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