**GOVT. COLLEGE JASSIA (ROHTAK)**

**LESSON PLAN FOR THE SESSION 2022-23**

 **SUBJECT: Basic Computer Education(CCE) SEMESTER: B.A 1st Sem.**

**TEACHER’S NAME: Geeta**

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| **Lesson Plan for the session 2022-23** | **Remark**  | **Seen by Principal** |
| **August 2022** |
| 22-27  | Definition, Characteristics and Functioning of Computer |  |  |
| 29-31 | Application of Computer |  |
|  **September 2022**  |
| 01 – 03 | Basic components of Window icon type of icon, taskbar, using Desktop. (Lab-Practical) |  |  |
| 05 – 10 | Generation of computer & concept of Hardware/software. |  |
| 12 – 17  | Types of Software, Difference between hardware & software |  |
| 19 – 24  | Exploring Computer, Managing Files and folder, Copying & moving files (Lab-Practical) |  |
| 26 – 30 | Components of computer system , Test/Assignment, Revision  |  |
|  **October 2022** |
| 01 – 08 | Input Devices |  |  |
| 10- 15  | Output devices |  |
| 17- 22 | Control Panel-display Properties. Setting Date &Time Screen saver and appearance |  |
| 24 – 29 | Type of Computer & Concept of memory |  |
| 31  | Problem & Presentation |  |
|  **November 2022** |
| 02 - 05 | Magnetic and Optical storage Device concept |  |  |
| 07 - 12 | Using Window Accessories Notepad. WordPad (Lab-Practical)  |  |
| 14 - 19 | Introduction to Ms Word Processing. Working with documents. Components of Word Window |  |
| 21- 26 | Data processing: Concept of data processing. Representation of Data/Information |  |
| 28-30 | Introduction to Formatting |  |
|  **December 2022 (Revision)** |
| 01-03 | Problem & Presentation |  |  |
| 05-10 | Practical Revision & Test  |  |
| 12-17 | Practical Revision & Test till exam |  |
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\* Vacation as per university calendar

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

Signature/Name of Class incharge: Principal

**GOVT. COLLEGE JASSIA (ROHTAK)**

**LESSON PLAN FOR THE SESSION 2022-23**

 **SUBJECT: Basic of Computer SEMESTER: B.com 1st Sem.**

**TEACHER’S NAME: Geeta**

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| **Lesson Plan for the session 2022-23** | **Remark**  | **Seen by Principal** |
| **August 2022** |
| 22-27  | Definition , Functioning of Digital Computer , Model of Computer ( Component of Computer), |  |  |
| 29-31 | Characteristics of Computer, Generation of Computers |  |
|  **September 2022**  |
| 01 – 03 | Introduction to MS Word, Component of window ,Creating & saving a document |  |  |
| 05 – 10 |  Editing text ,Protect files , Export a file , & Practice on system |  |
| 12 – 17  | System Concept, Computer Classifications, Human being Vs computer, difference Between Computer and Calculator |  |
| 19 – 24  | Import a file ,Formatting & Practice on system |  |
| 26 – 30 | Types of Formatting ,**Test /Assignment & Revision** |  |
|  **October 2022** |  |
| 01 – 08 | Input devices & Practice on system |  |  |
| 10- 15  | Output Devices & Practice on system |  |
| 17- 22 | Introduction to tables & Practice on system |  |
| 24 – 29 | Introduction to working with objects & Practice on system |  |
| 31  | Introduction & Characteristics of memory system,  |  |
|  **November 2022** |
| 02 - 05 | Various types of Main memory |  |  |
| 07 - 12 | Hyperlink ,Bookmark & Practice on system |  |
| 14 - 19 | Secondary Storage Types & Accessing method |  |
| 21- 26 | Comparison of different Secondary storage |  |
| 28-30 | Macro & Mail Merge & Practice on system, **Test /Assignment** |  |
|  **December 2022 (Revision)** |
| 01-03 |  Revision & Practice on system |  |  |
| 05-10 | Revision & Practice on system till Exam |  |

\* Vacation as per university calendar

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

Signature/Name of Class incharge: Principal