

**LESSON PLAN OF COMPULSORY COMPUTER FOR B.A-I(SESSION:2023-24)
FROM 24 July TO 23 NOV.**

PRACTICAL/THEORY TOPICS	DATE
<ul style="list-style-type: none"> • Definition of computer • Full Form of computer • Function of computer • Introduction to window • Desktop • Introduction to window desktop and icon • My computer • Recycle bin 	<p align="center">24 July to 2 August According to theory topic</p>
<ul style="list-style-type: none"> • Internet Explorer • My Documents • The taskbar • The start menu & its component • Characteristics of computer • Limitations of computer 	<p align="center">3 August to 9 August According to theory topic</p>
<ul style="list-style-type: none"> • Components of computer • Input unit • Output unit • Central processing unit • Operating system • Function of operating system 	<p align="center">10 August to 18 August According to theory topic</p>
<ul style="list-style-type: none"> • Types of icons • Types of Window • Components of Window • Title Bar • Menu Bar • Status Bar • Scroll Bar 	<p align="center">19 August to 25 August According to theory topic</p>
<ul style="list-style-type: none"> • Applications of computer • In commerce • In Education • In Marketing • In Mgmt. • Starting of Paint 	<p align="center">26 August to 2 September According to theory topic</p>

<ul style="list-style-type: none"> • History of computer • Generations of computer <ul style="list-style-type: none"> (a) First generation computer (b) Second generation computers (c) Third generation computers (d) Forth generation computers (e) Fifth generation computers • Word pad 	
<p>Input Device</p> <ol style="list-style-type: none"> 1. Text Input Device Keyboard 2. Sound Input Device Micro phone 3. Picture Input Device Scanner OCR OMR MICR BCR 4. Cursor Control Device Mouse Joystick Track ball Light pen Touch pad Touch screen <ul style="list-style-type: none"> • Starting Note Pad 	<p>4 sep. to 20 Sep. According to theory topic</p>
<p>Output Device</p> <ul style="list-style-type: none"> • Hard copy output Device Printer Plotter Microfilm • Soft copy output Device Monitor CRT MONITOR FPD MONITOR speaker 	<p>21 Sep to 1 Oct. According to theory topic</p>

<ul style="list-style-type: none"> • Hardware • Software <ul style="list-style-type: none"> System software Application software • Window explorer • Creating new folder • Copying ,deleting ,renaming file and folder • Creating shortcut • Accessories <ul style="list-style-type: none"> (a) Accessibility (b) Entertainment • System tools • Calculator 	<p style="text-align: center;">2 oct. to 12 Oct. According to theory topic</p>
<ul style="list-style-type: none"> • Starting Control Panel • Changing date &time • Display setting on your computer • Display of Fonts • Device and Printer • Screen resolution • Sound and Audio Device • Screen Saver • Change desktop background • Gadgets • Installing of new software • Setting Date and Time 	<p style="text-align: center;">13 Oct. to 25Oct. According to theory topic</p>
<ul style="list-style-type: none"> • Introduction to MS-WORD • Components of MS. Word • Creating new documents • Editing text • Menu bar- Home 	<p style="text-align: center;">26 Oct. to2 Nov. According to Practical topic</p>
<ul style="list-style-type: none"> • Menu bar- Insert • Menu bar- page layout 	<p style="text-align: center;">3 Nov. to 6 Nov. According to Practical topic</p>
<ul style="list-style-type: none"> • Menu bar- Mail merge • Macro • Hyperlink • Spelling and Grammer 	<p style="text-align: center;">17 Nov. to 23 Nov. According to Practical topic</p>

Session:2023-2024

Semester:2nd(6 Jan2024 to 14 April 2024)

<ul style="list-style-type: none">• Number System• Binary• Octal• Hexadecimal	6 January 2024 to 16 January 2024
<ul style="list-style-type: none">• Introduction to MS-Excel• Components of MS. Excel• Creating Worksheet• Editing text• Editing Row Column• Menu bar- Home	18 Jan to 26 Jan.
<ul style="list-style-type: none">• Menu bar- Insert• Menu bar- page layout	27 Jan to 7 Feb
<ul style="list-style-type: none">• Excel Formulas• charts• Print worksheet• Spelling and Grammer	8 Feb to 16 Feb
<ul style="list-style-type: none">• Starting Powerpoint• Components of Powerpoint• Creating Slide• Editing Slide	17 Feb to 27 Feb
<ul style="list-style-type: none">• Animation on Slide• Designing a Slide• Printing Slide	28 Feb to 10 March
<ul style="list-style-type: none">• Introduction to Internet• Network• Networks Type	11 March to 18 March
<ul style="list-style-type: none">• Ways to Connect Internet• Service of Internet	19 March to 22 March
<ul style="list-style-type: none">• Terms of Internet: WWW, Websites Etc• Web Browser• Net Surfing• Search Engine• Download, Upload	1 April 5 April
<ul style="list-style-type: none">• E-Mail• Creating Mail ID• Sending Mail• Sending Attachments• Trash, Spam, Setting of E-Mails	6 April to 11 April
<ul style="list-style-type: none">• Revision	12 April 14 April
<ul style="list-style-type: none">• Practical Exam Start	15 April

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