**Lesson Plane (Session 2021-22)**

B.Com Ist Year (2nd Semester)

Basics of Computer-II

Code: 2.06

|  |  |  |
| --- | --- | --- |
| **UNIT** | **Week / Date**  | **TOPIC DETAIL** |
| 1 | 12, March 2022  To26, March 2022 | Discussion Fundamental of computers: Model of a digital computer |
| Fundamental of computers: Model of a digital computer; |
| Model of a digital computer |
| Types of a digital computer |
| Continue |
| Revision, Discussion & Problem solving session |
| 28, March 2022  To04, April 2022 | Advantages of computers, Disadvantage of computers |
| Difference between digital computer and analog computer |
| Continue |
| Applications of computers |
| do |
| Revision, Discussion & Problem solving session |
| 28, March 2022  To04, April 2022 | Computers in Commerce, Marketing |
| Continue |
| Application of computer in Education  |
| do |
| Application of computer in Management |
| Revision, Discussion & Problem solving session |
| 2 | 11, April 2022  To16, April 2022 | Discussion of Software concepts |
| do |
| Types of Software with details and example |
| Continue |
| Roles of software’s |
| Revision, Discussion & Problem solving session |
| 18, April 2022  To23, April 2022 | Roles of software’s |
| Different System Software types |
| continue |
| Need of System Softwares |
| do |
| Revision, Discussion & Problem solving session |
| 25, April 2022  To02, May 2022 | Concepts of Application Software types |
| do |
| Details of Operating systems |
| continue |
| Translators, System Utilities |
| Revision, Discussion & Problem solving session |
| 09, May 2022  To14, May 2022 | Types of an Operating system |
| Types of an Operating system |
| Time – sharing O.S., Multi-Programming O.S |
| do |
| Concept of GUI and CUI. |
| Revision, Discussion & Problem solving session |
| 3 | 16, May 2022  To21, May 2022 | Introduction to Windows |
| Components of Window |
| do |
| Types of Windows |
| do |
| Revision, Discussion & Problem solving session |
| 23, May 2022  To28, May 2022 | Windows as an Operating System |
| do |
| Windows explorer |
| Using Paintbrush |
| do |
| Revision, Discussion & Problem solving session |
| 30, May 2022  To04, Jun 2022 | Discussion Control Panel in detail |
| do |
| Installing a printer |
| do |
| User interfaces- CUI and GUI |
| Revision, Discussion & Problem solving session |
| 06, Jun 2022  To11, Jun 2022 | Concept of a Desktop and Taskbar |
| My Computer,  |
| Recycle Bin |
| My Documents  |
| Internet Explorer icons |
| Revision, Discussion & Problem solving session |
| 4 | 13, Jun 2022  To18, Jun 2022 | MS-Excel: Features of Excel  |
| Applications of a Spreadsheet |
| do |
| Advantages of an Spreadsheet |
| continue |
| Revision, Discussion & Problem solving session |
| 20, Jun 2022  To25, Jun 2022 | Rows, Columns, Cell, Menus |
| do |
| Creating worksheet |
| continue |
| Formatting, Printing |
| Revision, Discussion & Problem solving session |
| 27, Jun 2022  To02, July 2022 | Formatting, Printing |
| continue |
| Establishing worksheet links |
| Table creating |
| do |
| Revision, Discussion & Problem solving session |
| 04, July 2022  To09, July 2022 | Creating and printing graphs |
| do |
| Macros |
| do |
| Using Built-in-functions |
| Revision, Discussion & Problem solving session |

Hawa Singh (Assistant Professor)

Department of Computer Science

GCW, Pali (Rewari)