Lesson Plan (2021-22)

Name of the Assistant/ Associate Professor: Mr. Arun Kumar Yadav

Class and Section: B.Com. 2nd Semester

Subject: Basics of Computer-II

Week	Date	Topics
1	21.03.2022 to 23.03.2022	Fundamental of computers: Model of a digital computer; Functioning of a digital computer, Types of a digital computer; Advantages of computers. Difference between digital computer and analog computer,
2	25.03.2022 to 30.03.2022	Applications of computers: Computers in Commerce, Marketing, Education and Management.
3	02.04.2022 to 07.04.2022	**On Paternity Leave**
4	09.04.2022 to 14.04.2022	**On Paternity Leave**
5	16.04.2022 to 21.04.2022	Software concepts: Types of Software and their role, Different System Software types- Operating systems, Translators, System Utilities; Concept of Application Packages;
6	23.04.2022 to 28.04.2022	Types of an Operating system- Multi-user O.S., Multi-tasking O.S., Multi-Processing O.S; Time – sharing O.S., Multi-Programming O.S.Operating System as a resource Manager, concept of GUI and CUI.
7	30.04.2022 to 04.05.2022	Introduction to Windows: Components of a Application Window; Types of Windows, Windows as an Operating System, Windows explorer, Using Paintbrush, Control Panel, Installing a printer.
8	06.05.2022 to 11.05.2022	User interfaces- CUI and GUI; Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer icons.
9	13.05.2022 to 18.05.2022	Revision/ Doubts/Test
10	20.05.2022 to 25.05.2022	MS-Excel: Applications of a Spreadsheet; Advantages of an Spreadsheet; Features of Excel; Rows, Columns, Cell, Menus, Creating worksheet, Formatting,
11	27.05.2022 to 02.06.2022	Printing, establishing worksheet links, Table creating and printing graphs, Macros, Using Built-in-functions.
12	04.06.2022 to Till Examination	Revision/ Doubts/Test