# Summary of Lesson Plan of College Faculty IN Computer Science

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| Name of College: Govt. College , Jatusana | Academic Session : 2023-24 |
| Semester : Second | For the months of March-April 2024. |
| Name of Faculty: Amit Kumar | Subject: Basics Of Computer-II |

**Month:  March 2024**

**Week 1**

**Topics to be covered**: Fundamental of computers: Model of a digital computer; Functioning of a digital computer ; Types of a digital computer; Advantages of computers.

**Week 2**

**Topics to be covered:** Difference between digital computerand analog computer, Applications of computers: Computers in Commerce, Marketing, Education and Management

**Week 3**

**Topics to be covered:** Software concepts: Types of Software and their role, Different System Software types- Operating systems, Translators, System Utilities; Concept of Application Packages.

**Week 4**

**Topics to be covered:** 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.

**Month:  April 2024**

**Week 1**

**Topics to be covered:** 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.

**Week 2**

**Topics to be covered:** User interfaces- CUI and GUI; Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer icons. MS-Excel: Applications of a Spreadsheet; Advantages of an Spreadsheet; Features of Excel.

**Week 3**

**Topics to be covered:** Rows, Columns, Cell, Menus, Creating worksheet, Formatting, Printing, establishing worksheet Links, Table creating and printing graphs, Macros, Using Built-in-functions.

# Summary of Lesson Plan of College Faculty IN Computer Science

| | |
|---|---|
| Name of College: Govt. College , Jatusana | Academic Session : 2023-24 |
| Year : 1st | For the months of March-April 2024. |
| Name of Faculty: Amit Kumar | Subject: Compulsory Computer Awareness |

**Month: March 2024**

**Week 1**

**Topics to be covered**: Computer Basics: Introduction, Characteristics of a Computer, Classification of Computers, Applications of Computer, Basic Components of PC.

**Week 2**

**Topics to be covered:** Hardware and Software: Introduction, Computer Memory, Secondary Memory, Computer Peripherals, Output Devices, Internet basics, Surfing the Internet, Sending Email.

**Week 3**

**Topics to be covered:** Word processing: Introduction and working with MS-Word in MS-Office; Word basic commands; Formatting-text and documents.

**Week 4**

**Topics to be covered:** Ms Word Sorting and tables; Working with graphics; Introduction to mail merge.

**Month: April 2024**

**Week 1**

**Topics to be covered:** Spread Sheets: Working with EXCEL-formatting, functions and formulae, chart features.

**Week 2**

**Topics to be covered:** Working with graphics in Excel; Using worksheets as database, Presentation with Power-Point: Power-point basics.

**Week 3**

**Topics to be covered:** creating presentations the easy way, working with graphics in Power-Point; show time, sound effects and animation effects.