

ANUPRIYA (ASSISTANT PROFESSOR IN COMPUTER SCIENCE)  
GCW GHARAUNDA KARNAL

LESSON PLAN FOR 2022-23 FOR ODD SEMESTER

MONTH	B.COM 1 <sup>st</sup> SEM.	B.A. 1 <sup>st</sup> SEM.	B.Sc. 1 <sup>st</sup> SEM.
	<b>COMPUTER APPLICATIONS IN BUSINESS (THEORY)</b>	<b>BASIC COMPUTER EDUCATION (LEVEL-1)</b>	<b>BASIC COMPUTER EDUCATION (LEVEL-1)</b>
September	<b>Introduction to Computers:</b> definition, components and characteristics of computers; Input and output devices: memory and mass storage devices; Introduction to modern CPU and processors.	<b>Operating System -</b> Definition & Functions of Operating System, Basics of Popular Operating Systems; The User Interface. Exploring Computer, Icons, taskbar, desktop, Using Menu and Menu-selection, managing files and folders	<b>Operating System -</b> Definition & Functions of Operating System, Basics of Popular Operating Systems; The User Interface, Exploring Computer, Icons, taskbar, desktop. Using Menu and Menu-selection, managing files and folders.
October	Computer software: introduction, types of software: system, application and utility software; Programming languages; Introduction to operating system: types and function of operating system;	Control panel – display properties, add/remove software and hardware, Running an Application, Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.	Control panel – display properties, add/remove software and hardware, Running an Application, Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.
November	Realtime applications; Operating systems for Tabs, mobile phones, Android, etc.; Open source software: An overview. Application software: Spreadsheets,	<b>Word Processing:</b> Introduction to Word Processing, Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros.	<b>Word Processing:</b> Introduction to Word Processing. Menus, Creating, Editing & Formatting Document, Spell Checking, Printing, Views, Tables, Word Art, Mail Merge, Macros.
December	Word processors, Database management software; Networks basic, types of networks, topologies, media, hardware and software required for networking.	<b>Spread Sheet:</b> Elements of Electronics Spread Sheet, Applications. Creating and Opening of Spread Sheet, Menus, Manipulation of cells: Enter texts numbers and dates.	<b>Spread Sheet:</b> Elements of Electronics Spread Sheet, Applications. Creating and Opening of Spread Sheet, Menus, Manipulation of cells: Enter texts numbers and dates.

Anupriya  
12/09/22