**LESSON PLAN**

**Session 2022-23**

**Computer Awareness Level - 1**

**Anil Kumar, Dr. Rakesh Kumar**

**B. A. Ist Semester**

**August 2022 w.e.f. 22/8/2022**

Definition, Characteristics, Applications, Components of Computer System,

**September 2022**

**Week 1**

Input/Output Devices, Concept of Memory, Magnetic and Optical Storage Devices.

**Week 2**

Operating System- Windows: Definition & Functions of Operating System,

**Week 3**

Basic Components of Windows, Exploring Computer, Icons, taskbar, desktop

**Week4**

managing files and folders, Control panel.

**October 2022**

**Week 1**

Word Processing: Introduction to Word Processing, Menus,

**Week 2**

Creating, Editing & Formatting Document, Spell Checking, Printing,

**Week 3**

Views, Tables, Word Art,

**Week 4**

Mail Merge, Macros.

**November 2022**

**Week 1**

Spread Sheet: Elements of Electronics Spread Sheet, Applications, Creating and Opening of Spread Sheet, Menus,

**Week 2**

Manipulation of cells: Enter texts numbers and dates, Cell Height and Widths, Copying of cells,

**Week 3 and Week 4**

Mathematical, Statistical and Financial function, Drawing different types of charts.

**December 2022**

**Week 1**

Computer Communication: Internet and its applications,

**Week 2 and Week 3**

Surfing the Internet using web browsers, Creating Email Id, Viewing an E-Mail, Sending an E-Mail to a single and multiple users, Sending a file as an attachment.

**Week 4**

Revision

**Lesson Plan**

**Session 2022-23**

**Name of Teacher: Anil Kumar**

**Class: B. Com. Ist Semester**

 **Paper: Computer Applications in Business**

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| **Date** | **Topics**  |
| 22.8.22 to 27.8.22 | Computer definition and introduction , Characteristics ofcomputers, |
| 29.8.22 to 03.9.22 | Application of computers, computer application in business ,  |
| 5.9.22 to 10.9.22 | Input and output devices, storage devices |
| 12.9.22 to 17.9.22 | Introduction to modern CPU and processors, Computer software and itstypes |
| 19.9.22 to 24.9.22 | Microsoft Word |
| 27.9.22 to 1.10.22 | Microsoft Excel |
| 3.10.22 to 8.10.22 | Microsoft Powerpoint |
| 10.10.22 to 15.10.22 | Information technology and business:‐concepts ofdata, information, Information System |
| 17.10.22 to 22.10.22 | effects of IT on business |
| 24.10.22 to 29.10.22 | Types information system:‐TPS,MIS |
| 31.10.22 to 05.11.22 | Introduction to E‐commerce,Benefits of E‐commerce,WWW, E‐commerceApplication |
| 7.11.22 to 12.11.22 | E‐commerce Models,M‐commerce,E‐governance |
| 14.11.22 to 19.11.22 | online payment system, payment gateways, Risk management options fore‐Payment |
| 21.11.22 to 26.11.22 | plastic money |
| 28.11.22 to 3.12.22 | Debit cards, credit cards, smart cards |
| 5.12.22 to 10.12.22 | Digital certification, Digital signature |
| 12.12.22 to 17.12.22 | Revision |
| 18.12.22 to 23.12.22 | Revision |
| 26.12.22 to 31.12.22 | Revision |