**Name of the Teacher: Ms. Ritu Class: BBA, sem-I Subject: Computer Fundamentals**

**Lesson Plan**

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| **S No** | **Period** | **Topics to be Covered** | **Academic Activity to be Organized** |
|  | **17-31 July 2017** | Introduction to Computer: Introduction, Components, Types; Brief history of computers,generations of computer; | **Group Discussion** |
|  | **01-31 Aug 2017** | Computer Memory, Software and Hardware; Operating Systems-An Overview, Types, function; Language: - Low level, Assembly Level, High LevelLanguage; Language Processor: - Assembler, Compilers and Interpreters; Network:-LAN,WAN, MAN. Number Systems; CUI vs GUI. Window-features, types. | **On Board Presentations on different topics** |
|  | **01-30 Sept 2017** | Introduction to Internet: Internet basic, benefit and limitation, application and scope, IPaddress, Browser, WWW, E-mail, video conferencing. **Introduction to MS-Office-**MS-Word: Starting Word, new documents, entering text,changing text, aligning, underlining, and justifying text. | **Practical Explanation of topics**  |
|  | **01-31 Oct 2017** | Tables – creation, adding rows and columns, splitting, and combining cells, Borders. Saving, closing, and operating documents. Adding headers and footers. **Power Point** (Presentation software): Basic concept ofpresentation software, standard toolbar, formatting toolbar, and drawing toolbars inPowerPoint and their use. Creating and opening a presentation. Use of slide sorter, addingheader/footer. Use of animation features. Inserting pictures, resizing pictures. Inserting organization chart. Use of auto content wizard. | **Class level Quiz** |
|  | **01-13 Nov 2017** | Introduction to Ms-Excel: working withspreadsheet, Basic commands and Functions. | **20 mint written test on random topic given on previous day** |

**Topics of Assignments/ Class Tests to be given to the Students:**

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| **Assignment 1** | **Number Systems** |
| **Assignment 2** | **MS-PowerPoint 2007** |
| **Class Test** | **All Concept of MS- Word 2007** |