

## Lesson Plan 2022-23(Odd Semester)

Class B.A 1<sup>st</sup>, Semester 1,

Subject : Computer Awareness Level 1

Sr. No	Period	Topic to be Covered
1.	September	Introduction to computer, computer Generation 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> . Input Device: Punch Card, Key Board, Pointing Device, Mouse, Track ball, Joystick.
2.	October	Output Device: OCR, MICR, OMR, Scanner. Printer: Types, Explain. Memory: Primary, Secondary, Cache, Virtual. Hardware/ Software. Assignment 1
3.	November	Data Processing, data Record, data items, data types. File processing: File structure, types, file system. Operating system : types, window, dialog window, icon window, icons, parts of icon.
4.	December	Revision & Class Test

Lesson Plan 2022-23(Even Semester)

Class B.A 1<sup>st</sup>, Semester 2<sup>nd</sup>,

Subject : Computer Awareness Level 1

Sr. No	Period	Topics to be covered
1.	February	Practical Work: Ms Word Introduction, ms word parts, window , menu, toolbar, status bar. Assignment 1
2.	March	Control Panel, Formatting, watermark, table, word Art, Mail- Merge, Spelling and Grammer checking, Macro Practice
3.	April	Power Point PPT, Excel, Creating a table, formatting. Internet: web browser, E-Mail: creating, inbox, outbox, sending.
4.	May	Practical & Revision.