**Name of Assistant Professor: RITU**

**Class and Section:…B.A1 (1st&2ND** Semester and Section-A&B)

**Subject: …COMPUTER AWARENESS (LEVEL-I)**

**Lesson Plan**: 18Weeks (from January 2018 to April 2018)

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| Week 1, **January 1 to January 7**  Chapter :INTRODUCTION TO COMPUTER |
| Assignments |
| Week 1, Day 1, January 1   * `introduction to computer |
| Week 1, Day 2, January 2   * Data/vs information |
| Week 1, Day 3, January 3   * Definition, components of computer |
| Week 1, Day 4, January 4   * Characterstics of computer |
| Week 1, Day 5, January 5 **Holiday** |
| Week 1, Day 6, January 6   * Limitation of computer |
| Week 2, **January 8 to January14**  Chapter : INTRODUCTION TO COMPUTER&INPUT&OUTPUT DEVICES |
| Assignments |
| Week 2, Day 1, January 8   * Generations Of Computer |
| Week 2, Day 2, January 9   * Classification &application of computer |
| Week 2, Day 3, January 10   * Test of Generation of computer |
| Week 2, Day 4, January 11   * Input devices |
| Week 2, Day 5, January 12   * Text input devices |
| Week 2, Day 6, January 13   * Cursor control devices |
| Week 3, **January 15 to January 21**  Chapter : INPUT &OUTPUT DEVICES |
| Assignments |
| Week 3, Day 1, January 15   * Optical reading devices |
| Week 3, Day 2, January 16   * Magnetic reading devices |
| Week 3, Day 3, January 17   * Audio input devices&connectivity devices |
| Week 3, Day 4, January 18   * Output devices |
| Week 3, Day 5, January 19   * Impact printers |
| Week 3, Day 6, January 20   * Non –impact printers |
| Week 4, **January 22 to January 28**  Chapter : INPUT&OUTPUT DEVICES |
| Assignments |
| Week 4, Day 1, January 22 **Holiday** |
| Week 4, Day 2, January 23   * Plotters |
| Week 4, Day 3, January 24   * Soft copy |
| Week 4, Day 4, January 25   * Speakers |
| Week 4, Day 5, January 26 **Holiday** |
| Week 4, Day 6, January 27   * Test of output devices |
| Week 5, **January 29 to February4**  Chapter : MEMORY &MASS STORAGE DEVICES |
| Assignments |
| Week 5, Day 1, January 29   * Introduction To Memory |
| Week 5, Day2, January 30   * Diffrence between primary and secondary memory |
| Week 5, Day 3, January 31 **Holiday** |
| Week 5, Day 4, February 1   * Memory devices storage |
| Week 5, Day 5, February 2   * Types of memory storage |
| Week 5, Day 6, February 3   * Memories access method |
| **Week 6, February 5to February 11**  Chapter : MEMORY &MASS STORAGE DEVICES |
| Assignments |
| Week 6, Day 1, February 5   * Chracterstics of memory unit |
| Week 6, Day 2, February 6   * Types of main memory |
| Week 6, Day 3, February 7   * Random access memory |
| Week 6, Day 4, February 8   * Read only memory |
| Week 6, Day 5, February 9   * Secondary memory&magnetic disk and optical disk |
| Week 6, Day 6, February 10 **Holiday** |
| Week 7, **February 12 to February 18**  Chapter : windows |
| Assignments |
| Week 7, Day 1, February 12   * Operating system |
| Week 7, Day 2, February 13 **Holiday** |
| Week 7, Day 3, February 14   * Functions of operating system |
| Week 7, Day 4, February 15   * Introduction of windows |
| Week 7, Day 5, February 16   * Types of windows |
| Week 7, Day 6, February 17   * Window structure |
| Week 8 **February 19 to February25**  Chapter : FILES&FOLDERS |
| Assignments |
| Week 8, Day 1, February 19   * Introduction |
| Week 8, Day 2, February 20   * Windows explorer |
| Week 8, Day 3, February 21   * Creating &opening folders |
| Week 8, Day 4, February 22   * Practical of creating a folder,opening a folder |
| Week 8, Day 5, February 23   * Practical of move or copy a file or folder |
| Week 8, Day 6, February 24   * Practical of copy a file &delete a file or folder |
| Week 9, **February26 to March4**  Chapter : WINDOW 7 ACCESSORIES |
| Assignments |
| Week 9, Day 1, February 26   * Notepad |
| Week 9, Day 2, February 27   * Wordpad |
| Week 9, Day 3, February 28 **Holiday** |
| Week 9, Day 4, March 1 **Holiday** |
| Week 9, Day 5, March 2 **Holiday** |
| Week 9, Day 6, March 3 **Holiday**\ |
| Week 10, **March 5 to March11**  Chapter : WINDOW 7 ACCESSORIES |
| Assignments |
| Week 10, Day 1, March 5   * Practical Of Notepad |
| Week 10, Day 2, March 6   * Practical Of Wordpad |
| Week 10, Day 3, March 7   * Paint |
| Week 10, Day 4, March 8   * Practical of paint |
| Week 10, Day 5, March 9   * calculator |
| Week 10, Day 6, March 10   * work on calculator in window 7 |
| Week 11, **March 12 to March 18**  Chapter : CONTROL PANEL |
| Assignments |
| Week 11, Day 1, March 12   * Introduction |
| Week 11, Day 2, March 13   * Control panel overview |
| Week 11, Day 3, March 14   * Control panel categories |
| Week 11, Day 4, March 15   * Practical of control panel |
| Week 11, Day 5, March 16   * Practical of installation of new software |
| Week 11, Day 6, March 17   * Setting date/time |
| Week 12, **March 19 to March25**  Chapter : INTRODUCTION TO MS -WORD |
| Assignments |
| Week 12, Day 1, March 19   * Introduction |
| Week 12, Day 2, March 20   * Need of word processor |
| Week 12, Day 3, March 21   * Microsoft word |
| Week 12, Day 4, March 22   * Features of ms- word |
| Week 12, Day 5, March 23   * Advantages of word processor |
| Week 12, Day 6, March 24   * Components of ms-word window |
| Week 13, **March26to April 1**  Chapter : INTRODUCTION TO MS-WORD |
| Assignments |
| Week 13, Day 1, March 26   * Practical of starting ms-word application |
| Week 13, Day 2, March 27   * Create new document |
| Week 13, Day 3, March 28   * Saving a document |
| Week 13, Day 4, March 29 **Holiday** |
| Week 13, Day 5, March 30   * Closing a document&exitng ms-word |
| Week 13, Day 6, March 31   * Test of ms-word |
| Week 14, **April 2 to April 8**  Chapter :COMPUTER COMMUNICATION |
| Assignments |
| Week 14, Day 1, April 2   * Internet |
| Week 14, Day 2, April 3   * Benefits Of Internet |
| Week 14, Day 3, April 4   * Application Of Internet |
| Week 14, Day 4, April 5   * Www |
| Week 14, Day 5, April 6   * Difference Between internet&www |
| Week 14, Day 6, April 7   * Web browser |
| Week 15, **April 9 To April15**  Chapter : COMPUTER COMMUNICATION |
| Assignments |
| Week15 , Day 1, April 9   * Email |
| Week 15, Day 2, April 10   * Advantages &disadvantages of email |
| Week 15, Day 3, April 11   * Search engine |
| Week 15, Day 4, April 12   * Practical of steps to create a email id |
| Week 15, Day 5, April 13   * Sending email |
| Week 15, Day 6, April 14 **Holiday** |
| Week 16, **April 16 to April22**  Chapter:WORKING WITH OBJECTS |
| Assignments |
| Week 16, Day 1, April 16   * Word art |
| Week 16, Day 2, April 17   * Clip art |
| Week 16, Day 3, April 18 **Holiday** |
| Week 16, Day 4, April 19   * Symbols and special characters |
| Week 16, Day 5, April 20   * Document views |
| Week 16, Day 6, April 21   * Practical of word art |
| Week17 **April 23 to April29**  Chapter : PRACTICAL |
| Assignments |
| Week17 , Day 1, April 23   * Practical work on internet |
| Week 17, Day 2, April 24   * Practical work on search engine |
| Week 17, Day 3, April 25   * Communication through internet |
| Week 17, Day 4, April 26   * Create email id |
| Week 17, Day 5, April 27   * Sending email |
| Week 17, Day 6, April 28   * Submission of practical |
| Week 18 **April 30 to May 6**  Chapter : |
| Assignments |
| Week18 , Day 1, April 30 **Holiday** |