**LESSON PLAN -2023-24 (Odd Sem.)**

**Class: B.sc 1st Sem.**

**Name:- Dr Rajesh Dawar Sub:-Computer Fundamentals & MS Office (1.1)**

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| **Month** | **1st Week** | **2nd Week** | **3rd Week** | **4th Week** |
| **JULY.** | -------- | ------------ | -- | Historical evolution of computers, classification of computers |
| **AUG.** | Block diagram of Computers, Components of Computers, advantages of Computers, Human Being Vs Computers | Definition of Number System, necessity of Binary number system, binary, decimal, octal and hexadecimal number system, interconversion of number system | Representation of Fixed point and floating-point representation, BCD Codes, ASCII Codes, EBCDIC  Codes | Binary Arithmetic, BCD Arithmetic, Error Detecting and correcting codes. |
| **SEPT.** | Introduction to MS Word, creating documents in MS Word, Bullets and numbering in MS Word, find and replace | Creating tables and hyper links in MS Word, creating flowcharts in MS Word | Macros, mail merge in MS Word, protecting files in MS Word | Introduction to Powerpoint, creating single and multiple slides, animation, manual and automatic slide show, hyperlinking, creating DFD, shapes and styles in powerpoint |
| **OCT** | Input and output devices and their types | Memory and mass storage devices, Concepts of virtual and cache memory | Software-its types, Introduction to OS, its services and functions, types of OS, Linkers, Loaders, Editors, GUI | Introduction to algorithms and flowcharts, advantages and disadvantages |
| **NOV** | Introduction to MS Excel,cell operations, hyperlinking, functions in excel, sort and data tools, protecting sheet | -- | Revision | --- |

**Teacher Signature**

**Dr. Rajesh Dawar**