**Lesson Plane (Session 2021-22)**

B.Com Ist Year (2nd Semester)

Basics of Computer-II

Code: 2.06

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| **UNIT** | **Week / Date** | **TOPIC DETAIL** |
| 1 | 12, March 2022  To  26, March 2022 | Discussion Fundamental of computers: Model of a digital computer |
| Fundamental of computers: Model of a digital computer; |
| Model of a digital computer |
| Types of a digital computer |
| Continue |
| Revision, Discussion & Problem solving session |
| 28, March 2022  To  04, April 2022 | Advantages of computers, Disadvantage of computers |
| Difference between digital computer and analog computer |
| Continue |
| Applications of computers |
| do |
| Revision, Discussion & Problem solving session |
| 28, March 2022  To  04, April 2022 | Computers in Commerce, Marketing |
| Continue |
| Application of computer in Education |
| do |
| Application of computer in Management |
| Revision, Discussion & Problem solving session |
| 2 | 11, April 2022  To  16, April 2022 | Discussion of Software concepts |
| do |
| Types of Software with details and example |
| Continue |
| Roles of software’s |
| Revision, Discussion & Problem solving session |
| 18, April 2022  To  23, April 2022 | Roles of software’s |
| Different System Software types |
| continue |
| Need of System Softwares |
| do |
| Revision, Discussion & Problem solving session |
| 25, April 2022  To  02, May 2022 | Concepts of Application Software types |
| do |
| Details of Operating systems |
| continue |
| Translators, System Utilities |
| Revision, Discussion & Problem solving session |
| 09, May 2022  To  14, May 2022 | Types of an Operating system |
| Types of an Operating system |
| Time – sharing O.S., Multi-Programming O.S |
| do |
| Concept of GUI and CUI. |
| Revision, Discussion & Problem solving session |
| 3 | 16, May 2022  To  21, May 2022 | Introduction to Windows |
| Components of Window |
| do |
| Types of Windows |
| do |
| Revision, Discussion & Problem solving session |
| 23, May 2022  To  28, May 2022 | Windows as an Operating System |
| do |
| Windows explorer |
| Using Paintbrush |
| do |
| Revision, Discussion & Problem solving session |
| 30, May 2022  To  04, Jun 2022 | Discussion Control Panel in detail |
| do |
| Installing a printer |
| do |
| User interfaces- CUI and GUI |
| Revision, Discussion & Problem solving session |
| 06, Jun 2022  To  11, Jun 2022 | Concept of a Desktop and Taskbar |
| My Computer, |
| Recycle Bin |
| My Documents |
| Internet Explorer icons |
| Revision, Discussion & Problem solving session |
| 4 | 13, Jun 2022  To  18, Jun 2022 | MS-Excel: Features of Excel |
| Applications of a Spreadsheet |
| do |
| Advantages of an Spreadsheet |
| continue |
| Revision, Discussion & Problem solving session |
| 20, Jun 2022  To  25, Jun 2022 | Rows, Columns, Cell, Menus |
| do |
| Creating worksheet |
| continue |
| Formatting, Printing |
| Revision, Discussion & Problem solving session |
| 27, Jun 2022  To  02, July 2022 | Formatting, Printing |
| continue |
| Establishing worksheet links |
| Table creating |
| do |
| Revision, Discussion & Problem solving session |
| 04, July 2022  To  09, July 2022 | Creating and printing graphs |
| do |
| Macros |
| do |
| Using Built-in-functions |
| Revision, Discussion & Problem solving session |

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