



Govt. College for Girls, Kairu (Bhiwani)

Lesson Plan		
Class	B.A 3rd Sem	
Paper	Basic of Computer IT Level-I With Practical classes	
Sr. no.	Week	Description
1	Jul-Week 4	Computer: Definition, Block Diagram along with its components, characteristics & classification of computers, Limitations of Computers, Human-Being Vs Computer,
2	Aug-Week1	Applications of computers in various fields. Operating System: Operating System, Types of Operating System, Function of Operating System, Features of Window OS, Types of Software, Proprietary and Open Source Software.
3	Aug-Week2	Basics of Windows. Basic components of windows, icons, types of icons, taskbar, activating windows
4	Aug-Week3	title bar, exploring computer, managing files and folders, copying and moving files and folders
5	Aug-Week4	Control panel display properties, adding and removing software and hardware, setting date and time, screensaver and appearance, Using windows accessories.
6	Sep-Week1	Input devices. Output devices, Printers. Memory: Concept of primary
7	Sep-Week2	& secondary memory. Secondary storage devices.
8	Sep-Week3	RAM, ROM, types of ROM, Computer Virus: Definition, types of viruses, Characteristics of viruses, anti-virus software
9	Sep-Week4	Overview of Networking: An introduction to computer networking, Types of Network.
10	Oct-Week1	Network topologies, Modes of data transmission, Transmission media. Introduction to internet and its uses, Applications of internet, Hardware and Software requirements for internet, Intranet
11	Oct-Week2	Entering data, Editing data formatting, data validation, Conditional formatting
12	Oct-Week3	Applications of intranet, World Wide Web: Web Browser, Search Engines; Understanding URL; Domain name.
	Nov-Week1	Revision & Exams

19/07/2024