**SARASWATI MAHILA MAHAVIDHYALAYA, PALWAL**

**LESSON-PLAN**

**Class: BCOM. VOC. 1ST YR Semester: EVEN**

**Subject: Computer Fundamentals-II Session: 2021-22**

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| **Lecture plan** | **Topic** |
|  | **Unit-1** |
|  | Introduction to Computers.  |
|  | Definition of Computer. |
|  | Model of a digital Computer |
|  | Functioning of a digital Computer |
| **1-15** | Types of digital Computer; |
|  |  Advantages of a digital Computer |
|  | difference between Digital and Analog Computer |
|  |  Arithmetic and number systems, |
|  | ASCII & EBCDIC character sets |
|  | **Assignment and Test** |
|  | **UNIT-2** |
|  | Software concepts: Types of Software and their role, |
|  | Relationship between Hardware and Software |
| **16-30** | Different system Software Types- Operating Systems, , |
|  | Translators Systems. |

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|  | System Utilities – File Manger, Loader, Linker. |
|  | Concept of Application Packages: Word Processing, Spread-sheet Software. |
|  |  Concept of Application Packages: Database Software, Graphics Software and Entertainment software. |
|  | **Assignment And Test** |
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|  | **Unit-3** |
|  | Introduction to Windows: Evolution of Windows; |
|  | Types of windows |
| **30-45** | Windows as an Operating System |
|  | Use of GUI in Window Explorer |
|  | Control Panel |
|  | Paintbrush Tools; |
|  | Data Communication: Introduction of Data Communication. |
|  | Modes of Data Transmission; Forms of Data Transmission |
|  | Data Transmission Speed, Communication Channels: Wire-cables, Fibre Optics, Microwave, Communication Satellites. |
|  | **Assignment and Test** |
|  | **Unit-4** |
|  | Computer Networks: Need for Networking; Types of Computer Networks |
| **45-65** | Difference between LAN and WAN |

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|  | Internet and its Application |
|  | History of Internet |
|  | Application of Internet, ISDN Internet in India |
|  | Internet Basic Services. |
|  | MS-Excel: Worksheet Overview: Rows, Columns, Cell, Menus |
|  | Creating Worksheet Opening, Saving Worksheets |
|  | Working with Frames, Columns, Pictures, Tables and Macro, Mail merge |
|  | Formatting, Printing, |
|  | Table creating, and printing graphs  |
|  | **Assignment and Test** |

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 **Astt. Prof. in Comp. Sci.**