**SARASWATI MAHILA MAHAVIDHYALAYA, PALWAL**

**LESSON-PLAN**

**Class: M.sc .1ST YR Semester: EVEN**

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

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| **Lecture Plan** | **Topic** |
|  | **UNIT- 1** |
|  | Overview of Data Processing |
|  | History of Computing |
|  | Computer Generations |
| **1-10** | Characteristics of Computer, Anatomy of Computer, system. |
|  | Classification of Computers. |
|  | Introduction, Number Systems and its types, and inter-conversion |
|  | ASCII and EBCDIC codes. |
|  | Concept of Input Types of Input Devices |
|  | Output Devices – Printers, Plotters and Monitors. |
|  | **Assignment & Test** |
|  | **UNIT -2** |
|  | Characteristics of memory systems, memory hierarchy, Types of Memory – RAM, ROM |
| **11-20** | Magnetic Disks, Magnetic Tapes, Optical Disks; Concept of Cache Memory and Virtual Memory |
|  | Introduction, Software Types Language translators |
|  | Application Software |
|  | Operating System – Characteristics, its functions, and its classification |
|  | User Interfaces – CUI and GUIs. |

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|  | DOS and Windows operating systems. |
|  | **Assignment and Test** |
|  | **Unit-3** |
|  | Opening and Closing of documents, Text creation and Manipulation |
|  | Formatting of text |
|  | Table handling, |
|  | Spell check, language setting and thesaurus |
| **21-30** | Handling Multiple Documents, Printing of word document. |
|  | Basics of Spreadsheet; |
|  | Manipulation of cells |
|  | Formulas and Functions, |
|  | Editing of Spread Sheet, |
|  | Page setups, header and footer, printing of Spread Sheet. |
|  | Basics of powerpoint, Slide Show, Formatting and Clip Arts, Taking printouts of presentation handouts |
|  | Preparation and Presentation of Slides, |
|  | **Unit-4** |
|  | Data Communication, Transmission Modes |
| **31-40** | Basics of Computer networks , types of computer network - LAN, MAN, WAN |
|  | Network Topologies |
|  | Applications of Computer Networks. |
|  | Concept of Internet, Application of Internet |
|  | WWW, Web-sites and URLs, |
|  | Search Engine, Using Electronic mails |
|  | Instant Messaging, Web Browsing software, Surfing the Internet. |
|  | Positive and Negative Impacts of Computer Technology |
|  | Computer Virus: Definition, Types of viruses, Characteristics of viruses, antivirus software. |
|  | Data Analysis, Sports, Research, Education, Business, Medicines & Health Care, Weather Forecasting, Military. |

**Bhawna Bhardwaj**

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