

**GOVT. COLLEGE FOR WOMEN, SIRSA**


**LESSON PLAN EVEN SEMESTER (2023-24)**

**Compulsory Computer Education Level-1(CCEL-1)**

**Subject : Basic Computer Course**

**CLASS : BA & BSC.Non Med.(with Chemistry) 1<sup>st</sup> year**

<u>Month</u>	<u>Week</u>	<u>Topics</u>
January	1 <sup>st</sup> Week	Revision of the Syllabus completed in Semester I Using Spreadsheets :Cell Addressing, Entering Text, Number and Dates in Spreadsheet
	2 <sup>nd</sup> Week	Formatting Worksheet, Inserting and Deleting Rows and Columns, Changing Cell Height and Width,
	3 <sup>rd</sup> Week	Using Formula and Function, Creating Charts, Printing Spread Sheet
	4 <sup>th</sup> Week	Sorting Database, Filtering Data base, Data validation
FEBRUARY	1 <sup>st</sup> Week	Introduction to Internet , Applications of Internet, Computer Networks, Need of Networking and Types of Computer Networks(LAN, MAN,WAN)Difference between LAN and WAN
	2 <sup>nd</sup> Week	Submission of Assignment Ways to connect to Internet : Dial-up Connection, Broadband Connection, Wireless Connection
	3 <sup>rd</sup> Week	Services of Internet ,World Wide Web, Web Browsing Software, Functions of Web Browser
	4 <sup>th</sup> Week	Search Engine, Using Popular Search Engine, URL, Surfing the Internet ,Domain Name System, IP Address, Using E-Governance Website
MARCH	1 <sup>st</sup> Week	Basic of Electronic Mail, Advantages of E- Mail, E- mail Addressing, Creating E- Mail Id, Inbox and Outbox, Sending an E-Mail with attachments, Replying to an E-mail, Forwarding an E-mail message, Sorting and searching emails
	2 <sup>nd</sup> Week	Document Collaboration, Instant Messaging Providers, Netiquettes , Conducting Test
	3 <sup>rd</sup> Week	Presentation Software, Applications of Presentation Software, Characteristics of Presentation Software, Components of PowerPoint Window, Creating a presentation, Saving a presentation, Entering and Editing Text, Preparation of Slides, Inserting and deleting slides in a presentation
	4 <sup>th</sup> Week	Holi Vacations
APRIL	1 <sup>st</sup> Week	Creating Presentation using Templates, Inserting word table or an Excel worksheet, adding clip art pictures, inserting other objects, resizing and scaling an object, presentation of slides
	2 <sup>nd</sup> Week	Applying Animation Effects , Applying Transitions Effects on a slide, Printing Slides and Handouts, Slide Show, Running a slide show, Automating a Slide show
	3 <sup>rd</sup> Week	Revision and Test
	4 <sup>th</sup> Week	Practicals

  
(Computer  
Signature Instructor)