**Baba Fateh Singh Ji Govt. College Assandh (Karnal)**

**Lesson Plan of Compulsory Computer Education of Odd Semester for the session 2022-23 is as follows:**

**Class: B.A IST**

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| **Month** | **Topics to be Covered** |
| 22-27 Aug ( Ist Week) | Computer: Def, Characteristics, Uses and ApplicationsComputer Basics: Components of Computer System |
| 29-31 Aug ( 2nd Week) | Operating System: Introduction, Functions, CUI and GUI. |
| 1-3 Sept (2nd Week) | Exploring Computer, Icons, Desktop Components etc. |
| 5-10 Sept (3rd Week) | Exploring Computer, Various Computer Shortcuts. |
| 12-17 Sept (4th Week) | Control Panel: Introduction, View and its Functions. |
| 19-24 Sept (5th Week) | Control Panel: Display Properties, Add/Remove H/w & S/W, Change date and time Settings etc. |
| 26-30 Sept (5th Week) | Managing Files & Folders: Creating Folder and Shortcuts and various options related with files and folders. |
| 3-8 Oct (6th Week) | Window Accessories : MS PAINT, Window Accessories : MS PAINT Assignments |
| 10-15 Oct (7th Week) | Notepad, Word Pad. |
| 17-21 Oct (8th Week) | Introduction Ms Word, Components etc., Formatting Features- Home Tab |
| 27-31 Oct (9th Week) | Practical Assignment on Home Tab |
| 1-5 Nov (10th Week) | MS Word : Insert Tab |
| 7-12 Nov (11th Week) | MS Word : Insert Tab |
| 14-19 Nov (12th Week) | MS Word : Page Layout Tab |
| 21-26 Nov (13th Week) | MS Word : Mailings Tab |
| 28 Nov- 3 Dec(14th Week) | MS Word : Review and View Tab |
| 5-10 Dec (15th Week) | MS Word : All Menus Practical Assignments |
| 12-14 Dec(16th Week) | Typing Basics |

**Signature**