



Bharati College
 (University of Delhi)
 Janak Puri, Delhi- 100058
www.bharaticollege.du.ac.in



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Lesson Plan (CORE, Semester III I, July to November 2022)

Name of Teacher	<u>Ms. Chitrangda</u>	Department	<u>Commerce</u>
Course	<u>B.A (P)</u>	Semester	<u>III</u>
Paper	<u>Office Management & Secretarial Practice- Computer Applications (shared paper) (2 lectures)</u>	Academic Year	<u>2022-2023</u>
Learning Objectives			
<u>To provide computer skills and knowledge for O.M.S.P. students and to enhance the understanding of usefulness of Information Technology tools for business operations</u>			
Learning Outcomes			
<u>After completing the course, the student shall be able to:</u>			
<ul style="list-style-type: none"> • <u>understand the fundamentals of computer.</u> • <u>understand the Internet Technologies</u> • <u>learn the concepts of word-processing (MS-Office)</u> • <u>learn the concepts of spreadsheet (MS-Excel)</u> • <u>learn the concepts of Power Point Presentation (PPT)</u> 			
Lesson Plan			
Week No.	Theme/Curriculum	Any Additional Information	

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1-8	<u>Unit I: Basic Knowledge of Computer</u> <ul style="list-style-type: none"> History of computer, generations of computers, characteristics of computers, advantages, functions of computers, limitations of computers, classification of computers- Digital computers, classification by size: Mini Computers, Mainframe computers, personal computers, super computers Input and Output devices, monitors, printers, scanners, pendrives, keyboard terminals, their functions, Hardware, software, liveware and firmware. Types of softwares: System software: Operating systems and its functions, Application Software: General purpose packaged software and tailor made software, Layout of keyboard: Touch and sight system of computer. 	Power point presentation
9-15	<u>Unit II: Internet & Networking</u> <ul style="list-style-type: none"> Meaning, growth, and types, basic internet technologies: Webpage, homepage, world wide web, E-mail, website, Advantages and disadvantages of Internet. Difference between Internet, Intranet and WWW Basics of Networking and Internet Security, Internet Protocols, Net Etiquettes, Usage of internet for society, Search Engines and their types. 	Power point presentation <ul style="list-style-type: none"> Online notes given
References <ul style="list-style-type: none"> Arora, Sumita, Computer Applications in Business, Dhanpat Rai & Co., New Delhi. ITL Education Solutions Limited, Introduction to Information Technology Pearson Publishers, New Delhi Madan, Susheela, Computer Applications in Business, Mayur Paperbacks, New Delhi Rajaram, V., Introduction to Information Technology, PHI. Saxena, Sanjay, A First Course in Computers, Vikas Publishing House, Sinha, Pradeep K., and Sinha, Preeti, Foundation of Computing, BPB Publications. 		
Additional Resources <ol style="list-style-type: none"> 		
Online Resources (If Any)		

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**Assignment
and Class
Test Schedule
for Semester**

Link the assignment and Test (optional)

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