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Lesson Plan (GE, Semester V, July to November 2022)

Name of Teacher	Dr Sarita Kadian	Department	Computer Science
Course	B.A Prog.	Semester	V
Paper	IT Fundamentals (CSGE501) Generic Elective - (GE)	Academic Year	2022-2023

Learning Objectives

This course introduces the students to the basic concepts of computers. The aim is to bridge the fundamental concepts of computers with the present level of knowledge of the students. The course also aims to skill the students so that they can make use of information technology effectively in all walks of life.

Learning Outcomes

On successful completion of this course, students will be able to:

1. Develop a vocabulary of key terms related to the computer and to software program menus, identify the components of a personal computer system and use the interface deftly.
2. Organize files and documents on storage devices.
3. Compose, format and edit a word document.
4. Use spreadsheet for storing data and performing preliminary analysis.
5. Acquire fundamental knowledge of networking and distinguish between different types of networks.
6. Acquire knowledge of internet applications and use them.

Lesson Plan

Week	Topics	Any Additional Information
1-2	Introduction: Introduction to logical organization of computer, input and output devices like keyboard, mouse, joystick, Scanner,	
3-4	OCR, OMR, Monitor, Printer, Plotter, (with connections and practical demo),	

5	Storage Devices: Primary memory, secondary memory, Auxiliary memory	
6-7	User Interface: Operating system as user interface	
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8	System tools, control panel settings	
9	Introduction to database	
10	Use of spreadsheet as database, use of functions	
11	Database operations in spreadsheet.	
12-13	Networks: Definition of network, classification of network, LAN, MAN, WAN, Distinction among networks	
14-15	Internet Applications: Internet as a global network, Internet utilities – email, online banking, reservations etc	

References

1. Goel, A. (2010). Computer Fundamentals, Pearson Education.

Additional Resources

1. Aksoy, P. & Nardis, L. De. (2006), Introduction to Information Technology, Cengage Learning.

2. Sinha, P. K. (2007), Fundamentals of Computers, BPB Publishers.