

कार्यालय प्राचार्य, शासकीय पॉलीटेक्निक जशपुर(छ.ग.)

ग्राम-झरगौंव, पोस्ट- घोलेंग, तह. जशपुर, जिला- जशपुर (छ.ग.) पिन कोड -496338

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LESSON PLAN SESSION JUL – DEC 2024

SUBJECT: **COMPUTER FUNDAMENTALS AND APPLICATIONS**

SEMESTER: **1ST**

BRANCH: - **COMPUTER SCIENCE & ENGINEERING**

Unit Name	Topic	Sub Topic	No. of Classes (Hours)	Remarks
Unit 1: Basics of Computer System (6 hr)	Computer Block Diagram	CPU, Control Unit, ALU, Memory Unit	1	
	Input/Output Units	Monitor, Printers (Dot matrix, Laser, Inkjet), Plotters, Scanner	1	
	Data Representation	Bit, Byte, Nibble, Word, ASCII, BCD, EBCDIC, UNICODE	1	
	Hardware and Software Concepts	System software, Application software, Differences and examples	1	
	Operating System Concepts & Windows Basics	Purpose and functions of an OS, Introduction to Windows OS	0.5	
	Windows File Management & Utilities	Creating/managing files and folders, Installing applications, Shortcuts, Accessories, Control Panel, Taskbar	1	
	Green IT Concepts	Ergonomics, Power plans, Minimizing carbon footprint, E-waste and its management	1	
	Doubt, Quiz/Assignment 1	Review and Exercises on Unit 1	0.5	
Unit 2: Word Processing (8 hr)	Introduction to Word Processing	Basics of fonts (Type, Size, Color, Effects), Case changing	1	
	Working with Text	Inserting, deleting, undo/redo, copy/paste/move text	2	
	Paragraph Formatting	Lists, Line spacing, Alignment	1	
	Page Settings	Margins, Header/Footer, Page numbering	1	
	Spelling and Grammar Check	Using spell check and grammar check tools	0.5	
	Tables	Inserting, deleting rows/columns, merging/splitting cells, basic calculations in tables	1	
	Working with Pictures and Drawings	Inserting pictures, WordArt, shapes, modifying and formatting objects	1	
	Doubt, Quiz/Assignment 2	Review and Exercises on Unit 2	0.5	
Unit 3: Spreadsheets/Data Analysis & Chart Presentation (10 hr)	Introduction to Spreadsheets	Introduction to data, cell addresses, data types	1	
	Hyperlinks and Basic Formatting	Creating hyperlinks, formatting numbers, text, dates, and times	1	
	Worksheet and Workbook Formatting	Formatting worksheets and workbooks for presentation	1	
	Formulas and Operators	Using operators in formulas, operator precedence	1	
	Common Excel Functions (Math & Trig, Statistical)	SUM, ROUND, SQRT, POWER, AVERAGE, MIN, MAX	1	
	Common Excel Functions (Date & Time, Lookup & Reference, Logical, Text)	Date/Time functions, VLOOKUP, HLOOKUP, IF, AND, OR, UPPER, LOWER	2	
	Charts and Printing	Creating different chart types (Bar, Pie, etc.), setting print area, margins,	1	

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	Page Setup Options	Setting page size, orientation, scaling	1	
	Doubt, Quiz/Assignment 3	Review and Exercises on Unit 3	1	
Unit 4: Graphic Presentation (8 hr)	Introduction to Presentation Software	Outlines, creating and saving presentations, creating new slides	1	
	Working with Text Boxes	Adjusting character and line spacing, formatting text boxes	1	
	Slide Formatting	Changing layouts, applying themes, colors, effects, background, lists, styles	1	
	Working with Fonts and Slides	Changing font properties, slide master, slide sorter, applying and managing themes	1	
	Drawings and Objects	WordArt, drawing tools, manipulating and formatting objects	1	
	Clip Art, Pictures, and Tables	Inserting and modifying clip art and pictures, creating and editing tables	1	
	Animation, Sound, and Effects	Custom animations, sound playback, transitions, hyperlinks, action buttons	1	
	Doubt, Quiz/Assignment 4	Review and Exercises on Unit 4	1	
Unit 5: Basics of Internet & Cloud Computing (6 hr)	Types of Networks	LAN, MAN, WAN	1	
	Internet and Related Technologies	Intranet, Internet, VPN, Wi-Fi, Bluetooth, Switches	1	
	Internet Connectivity and Devices	Dial-up, Leased line, DSL, Broadband, Access Point, Modem, Wi-Fi Router	0.5	
	Internet Services	Email, voicemail, newsgroups, chat, video conferencing, FTP	1	
	Web Browsers, URLs, Websites, HTTP	Explain web browser functionality and internet protocols	1	
	Internet Security and Cloud Computing	Viruses, antivirus, firewalls, overview of cloud computing	1	
	Doubt, Quiz/Assignment 5	Review and Exercises on Unit 5	0.5	
		Total Class Required	40	

Lecturer Name & Sign: - MANISH DONGRE
LECTURER, CSE, GPJ