Lesson Plan

Program: BBA   **Semester:** II **Course Code**: BBA-206 **Course Name:** Fundamentals of Computer

Course Objectives
(CO1): Understand about Generation of computers Hardware and software
(CO2): Have knowledge of DBMS.
(CO3): Understand and apply the knowledge of DBMS
(CO4): Understand the scope MS word and Networking.

Session Duration: 60 minutes

Participants: All BBA 1ST Year Students

Entry level knowledge and skills of students
  i.   Basic Knowledge of Production & operations concepts
  ii.   Basic Knowledge of role of operations in the management of the organization

Equipment required in Classroom/ Laboratory/ Workshop
  i.   White Board, Marker and Duster
  ii.   Smart Board, Projector& system

Assessment Schemes

S. No.	Criteria	Marks (100)
1	**CCSU End Term Examination**	75
2	**Internal Evaluation Scheme**	25
2(a)	**Teacher Assessment (Continuous Evaluation) (Any 2 & attendance)**	20
2(a)(i)	**Assignment I**	10
2(a)(ii)	**Assignment II**	10
2(a)(iii)	**Attendance (compulsory)**	5

Course Outcomes (starting with action-oriented observable and measurable verb)

(CO1): Analysis about Generation of computers Hardware and software.

(CO2): Understanding of DBMS

(CO3): Applying the knowledge of DBMS.

(CO4): Understand the scope MS word and Networking.

Mangalmay Institute of Management Technology
Greater Noida (U.P.)

L. No.	Topics	Sub Topics	Date of implementation	Pedagogy	CO-Covered	Faculty Sign	HoD's Remark with Date
			Unit - 1				
	Introduction to Computers	Introduction			1		
		History of Computer			1		
		Types of Computer			1		
		Generations of Computer			1		
		Generations of Computer			1		
		Components of PC			1		
		Components of PC			1		
			Unit - 2				
	Hardware and Software	Hardware and Software: Introduction			2		
		Types of Software			2		
		Input Devices			2		
		Output Devices			2		
		Relationship between Hardware and Software			2		
		RAM			2		
		ROM			2		
		Difference between Hardware and Software			2		
			Unit -3				

Network, Security and Networking	Introduction to Network, Security and Networking			3		
	LAN, WAN, MAN, SAN, CAN			3		
	Topology (Ring, Star, Bus, Mesh			3		
	Digital Piracy Management			3		
	Cyber Security / Cyber Laws			3		
	Internet Information,			3		
	Internet Service			3		
	Difference between Internet, Extranet and Ethernet			3		
Unit -4						
Windows (latest Version)	Introduction to Windows (latest Version)					
	Features of windows			4		
	Installation of window			4		
	Activation of window			4		
	Features of Security			4		
	MS Word with all the applications			4		
	Uses of MS word			4		
				4		
Unit -5						
Excel (latest Version)	Introduction					

		Filter Commands for Excel					
		Introduction to Power Point					
		Introduction, Creating a Presentation					
		Using Templates					
		Inserting Charts					
		Inserting Tables					
Revision							
	Unit-1	From Previous Years Question Papers of University End Term Examinations					
	Unit-2	From Previous Years Question Papers of University End Term Examinations					
	Unit-3	From Previous Years Question Papers of University End Term Examinations					
	Unit-4	From Previous Years Question Papers of University End Term Examinations					
	Unit-5	From Previous Years Question Papers of University End Term Examinations					

Text Books: 1. Computer Fundamental:- V. K. Singh
2. Fundamentals of Computers:- G. B. Jain
3. Operating System:- Godbol
4.Window-98:- Manual

Journals:

https://www.researchgate.net/publication/264926322_INTRODUCTION_TO_COMPUTER_FUNDAMENTAL

Electronic Database: https://www.tutorialsmate.com/2020/04/computer-fundamentals-tutorial.html