



Lesson Plan

Program: BBA **Semester:** V **Course Code:** BBA-506 **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 3RD 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.



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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							



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	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					



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		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



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Journals:

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

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