

Name of Teacher – Naresh Jaglan

Subject – Compulsory Computer Awareness

Paper – CCA (Level-1)

Class –BA/Bsc 1st

Session- July 2020

| Weeks With Months | Contents |
|--------------------------|--|
| NOV 16-21 | History of Computer, add/remove software and hardware, Generation and History of Computer, control panel properties, setting date and time. |
| NOV 23-28 | First generation, Second generation, Third generation, Fourth Generation, Fifth generation with examples, folder options, pointer options, Managing files and folders. |
| NOV 30- DEC 5 | Doubt class based on topics covered, Classification of Computer – Size and Technology, Applications of Computer, taskbar, desktop, Icons. |
| DEC 7-12 | Components of Computer- Input, Processing Unit, Input Devices, Basic properties of desktop, Basic properties of files. |
| DEC 14-19 | Output Devices detailed explanation, Introduction to formatting. Basic properties of taskbar, Basic properties of folder. |
| DEC 21-26 | Memory and Secondary Storage Device, Basic software installation, Internal Process Memory, working with notepad |
| DEC 28- JAN 2 | Primary Memory: RAM, ROM, Secondary Memory: Magnetic Tape, HDD |
| JAN 4-9 | Operating System, Applications of internet , History, Operating system functions, World Wide Web, Internet Services |
| JAN 11-16 | Internet Types, Internet and its applications, Types of Operating System, Search engines |
| JAN 18-23 | Revision of topics covered till now (practical) |
| JAN 25-30 | Revision of topics covered till now (theory) |
| FEB 1-6 | Introduction to Word Processing, menu, creating, editing and formatting documents. |
| FEB 8-13 | Spelling Checking, Printing details with formatting, View and Table Menu. |
| FEB 15-20 | Word Art, Mail Merge, and Macro details with practical. |
| FEB 22-27 | Revision of topics covered till now (theory/ practical) |