PANIPAT INSTITUTE OF ENGINEERING AND TECHNOLOGY
PANIPAT

DEPARTMENT OF BUSINESS ADMINISTRATION
COURSE PLAN

Name: -Ginni Chhatwal   **Subject Name: - Computer Fundamental**

Branch/Semester: -   BBA/1st sem   **Subject Code:- BBA-106**

Sr. No.	Lecture No.	Topics To Be Covered	Planned on	Covered On	Remarks
1	L 1	Introduction to computer	24/07/2019		
2	L 2	Components of computer	29/07/2019		
3	L 3	Analog ,Digital,Hybrid Computer	30/07/2019		
4	L 4	Supercomputer,Mainframe,Microcomputer	5/08/2019		
5	L 5	Ist ,second and third generation	6/08/2019		
6	L 6	Fourth and fifth generation	7/08/2019		
7	L 7	Software and Hardware	12/08/2019		
8	L 8	overview of operating system	13/08/2019		
9	L 9	Types of operating system-batch,timesharing,distributed	14/08/2019		
10	L 10	Networking,multiprogramming and multiprocesssing	19/08/2019		
11	L 11	Functions of operating system	20/08/2019		
12	L 12	Types of languages-high level	21/08/2019		
13	L 13	Low level and assembly language	26/08/2019		
14	L 14	Language processor-compiler	27/08/2019		
15	L 15	Interpreter and assembler	28/8/2019		
16	L 16	Software and hardware	2/09/2019		
17	L 17	Types of network-LAN	3/09/2019		
18	L 18	MAN and WAN	4/09/2019		
19	L 19	**Revisi**on	9/09/2019		
20	L 20	Windows and its features	10/09/2019		
21	L 21	Types of windows	11/09/2019		
22	L 22	Internet basics,benefits and limitation	16/09/2019		
23	L 23	Application and scope	17/09/2019		
24	L 24	IP address	18/09/2019		

25	L 25	Browser,WWW	23/09/2019		
26	L 26	Email,video conferencing	25/09/2019		
27	L 27	Starting Ms word,new document,entering text	30/09/2019		
28	L 28	Changing text,aligning text	1/10/2019		
29	L 29	**Revision and class test**	7/10/2019		
30	L 30	Tables-creation,addition rows and columns	9/10/2019		
31	L 31	Splitting and combining cells,borders and saving	14/10/2019		
32	L 32	Borders,saving,closingand operating documents	15/10/2019		
33	L 33	Adding headers and footers,basic concept of presentation	16/10/2019		
34	L 34	Standard toolbar,formatting toolbar,drawing toolbar	22/10/2019		
35	L 35	Creating and opening presentation,use of slide sorter	23/10/2019		
36	L 36	Use of animation features	30/10/2019		
37	L 37	Inserting pictures,resizing pictures	4/11/2019		
38	L 38	Inserting roganizing charts	5/11/2019		
39	L 39	Basic working of excel	6/11/2019		
40	L 40	**Revision**	11/11/2019		