**LESSON PLAN Department of islmic study**

**Session fall (2019-21) evening**

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| No of weeks | No of lectures | List of topics |
| 27-02-2020 | Lecture 1 | Introduction to computer part 1 |
| 28-02-2020 | Lecture 2 | Introduction to computer part 2 |
| 05-03-2020 | Lecture 3 | Introduction to computer part 3 |
| 06-03-2020 | Lecture 4 | Types of computer |
| 12-03-2020 | Lecture 5 | Quiz |
| 13-03-2020 | Lecture 6 | Mainframe computer |
| 19-03-2020 | Lecture 7 | Handheld and laptops |
| 20-03-2020 | Lecture 8 | Windows basics |
| 26-03-2020 | Lecture 9 | Windows desktop |
| 27-03-2020 | Lecture 10 | Elements of window |
| 02-04-2020 | Lecture 11 | Assignment |
| 03-04-2020 | Lecture 12 | Computer for small business |
| 09-04-2020 | Lecture 13 | Computer hardware |
| 10-04-2020 | Lecture 14 | Computer software |
| 16-04-2020 | Lecture 15 | Computer quiz |
| 17-04-2020 | Lecture 16 | E mail basics |
| 23-04-2020 | Lecture 17 | Working with e,mail practically |
| 24-04-2020 | Lecture 18 | Google searching(file conversion) |
| 30-04-2020 | Lecture 19 | Computer input &output devices |
| 01-05-2020 | Lecture 20 | Computer components |
| 07-05-2020 | Lecture 21 | Data & information |
| 08-05-2020 | Lecture 22 | Assignment |
| 14-05-2020 | Lecture 23 | Intro to OS part 1 |
| 15-05-2020 | Lecture 24 | Intro to OS part 2 |
| 21-05-2020 | Lecture 25 | quiz |
| 22-05-2020 | Lecture 26 | Word presentation |
| 28-05-2020 | Lecture 27 | Navigating with word processor |
| 29-05-2020 | Lecture 28 | Formatting with text |
| 04-06-2020 | Lecture 29 | Save files short keys |
| 05-06-2020 | Lecture 30 | Computer literacy |
| 11-06-2020 | Lecture 31 | Working with different softwares |
|  | Lecture 32 | Excel power point working |