**Post Graduate Govt. College for Girls, Sector-42, Chandigarh**

**Teaching Plan (OddSemester) Session (2019-2020)**

**Class: PGDCA**   **Name of the Teacher: Sarbjit kaur**

**Subject: Computer Fundamentals Period:II(2-6)**

**Paper: PGD - 1101 Room No: lab 4**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 23-07-2019 to 27-07-2019 | **Basics of Computers: C**haracteristics of computer; History of computers; |
| Week 2 | 29-07-2019 to 03-08-2019 | classification of computers based on size, architecture, and chronology; Applications  of computers; Hardware, Software, and Firmware. |
| Week 3 | 05-08-2019 to 10-08-2019 | Types of software: System and  Application software; Input, Process and Output, Block diagram of a computer. |
| Week 4 | 13-08-2019 to 17-08-2019 | BIT, BYTE, Memory, Memory size; RAM, ROM,  PROM, EPROM, Magnetic tapes, Disks, Organization of data on disks: Tracks,  sectors, cylinders, heads, access time, seek time and latency time. |
| Week 5 | 19-08-2019 to 24-08-2019 | ASCII and EBCDIC Codes, Binary, Octal, Decimal and Hexadecimal Number  Systems and their Conversion, Integer and Floating Point Representation  Input/Output devices. |
| Week 6 | 26-08-2019 to 31-08-2019 | **Disk Operating System:** Booting sequence; Warm and Cold Booting;Concept of File  and directory, Types of DOS commands: Internal and External; Internal Commands:  DIR, MD, CD, CLS, COPY, DATE, DEL, PATH, PROMPT, REN, RD, TIME,  TYPE, VER, VOL;  . |
| Week 7 | 02-09-2019 to 07-09-2019 | External Commands: XCOPY, ATTRIB, BACKUP,  RESTORE,FORMAT, DISKCOPY, Introduction to CONFIG.SYS and  AUTOEXEC.BAT files |
| Week 8 | 09-09-2019to 14-09-2019 | **Windows:** GUI, Icons, Toolbar, Control panel, Files and folder management under  windows , Accessories, Network Neighborhood, System Tools, Recycle Bin |
| Week 9 | 16-09-2019 to 21-09-2019 | **LINUX**: Overview of LINUX structure, Basic Linux commands such as date, echo,  cal, bc, passwd, File and Directory commands such as ls, mkdir, pwd, cd, rmdir, cat,  cp, mv, rm Understanding File Access Permissions using chmod, chown, chgrp.  Comparison of main features of DOS, LINUX and Windows Operating Systems. |
| Week 10 | 23-09-2019 to28-09-2019  (Youth Festival 24-09-2019 to 27-09-2019) | **Basics of Word Processing**: creating, opening, saving, and printing document, Menu  Toolbars.  **Editing Text**: Copy, Paste, Delete, Move etc., Finding and Replacing Text, Spell  Check, Autocorrect feature, language setting and thesaurus  table, adding/deleting rows/columns, Applying borders to tables |
| Week 11 | 30-09-2019 to 05-10-2019 | **Formatting**: Character, Paragraph and Page formatting, working with indents,  Bulleted and numbered lists, adding Headers and Footers, setting up Multiple  Columns |
| Mid Semester Exams | | |
| Week 12 | 16-10-2019 to 19-10-2019 | **Working with tables**: Inserting/creating table using toolbar and drawing, formatting |
| Week 13 | 21-10-2019 to 26-10-2019 | **Clipart**: Using clip art, Creating Word Art  **Mail merge**: Creating merged envelops, creating merged mailing labels |
| Week 14 | 29-10-2019 to 02-11-2019 | **Worksheet overview:** Row, Column, Cells, Menus, creating, opening, saving, and  printing worksheet; working with Range |
| Week 15 | 04-11-2019 to 09-11-2019 | **Editing information**: Entering text, numbers and formulae, AutoSum, AutoFill, spell  checking |
| Week 16 | 11-11-2019 to 16-11-2019 | **Working with Functions**: Statistical, Mathematical and String functions, date and  Time functions, Trigonometric functions  **Working with charts**: Line graphs, Pie charts, Bar graphs, adding Titles, Legends  etc. to charts, Printing Charts |
| Week 17 | 18-11-2019 to 23-11-2019 | **Presentation Software**:  Basic features, selecting design templates, creating, saving and printing a simple  presentation, |
| Week 18 | 25-11-2019 to 30-11-2019 | Various views, Adding pictures, shapes, clipart, audio and movie. |