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

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

**Class:** BA**/**BSc IT (1st Semester)  **Name of the Teacher:** Sonika

**Subject:** Computer Fundamentals **Paper:**

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| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 23-07-2019 to 27-07-2019 | Introduction: characteristics of computer; History of computers; classification of computers based on size, architecture and chronology Applications of computers; Commonly used terms–Hardware, Software, and Firmware. Types of software: System and Application software; Input, Process and Output, Block diagram of a computer. |
| Week 2 | 29-07-2019 to 03-08-2019 | Representation of information: BIT, BYTE, Memory, Memory size; Units of measurement of storage; Primary Memory: RAM, ROM, PROM, EPROM, Cache Removable and non-removable secondary memory: Tapes, Disks, CDROM, DVD, comparison of these devices based on technology and speed. Organization of data on disks |
| Week 3 | 05-08-2019 to 10-08-2019 | Tracks, sectors, cylinders, heads, access time, seek time and latency time. Input/Output devices Programming Languages: Generation of Languages; Translators - Interpreters, Compilers, Assemblers and their comparison ASCII and EBCDIC Codes, Binary, Octal, Decimal and Hexadecimal |
| Week 4 | 13-08-2019 to 17-08-2019 | Number Systems and their Conversion, Integer and Floating Point Representation. |
| Week 5 | 19-08-2019 to 24-08-2019 | DOS**:** Booting sequence; Warm and Cold booting; Concept of File and directory, Redirecting command input and output pipes, Wildcard characters, 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 6 | 26-08-2019 to 31-08-2019 | External Commands: XCOPY, ATTRIB, BACKUP, RESTORE, FIND, SYS, FORMAT, CHKDSK, DISKCOPY, LABEL, MOVE, TREE, DELTREE, DEFRAG, SCANDISK, UNDELETE Batch Files: Introduction to simple batch files; Introduction to CONFIG.SYS andAUTOEXEC.BAT files. |
| Week 7 | 02-09-2019 to 07-09-2019 | Windows: GUI, Icons, Toolbar, Control panel, Files and folder management under windows , Accessories, Network Neighborhood, System Tools, Recycle Bin |
| Week 8 | 09-09-2019to 14-09-2019 | Overview of UNIX structure, general purpose UNIX commands such as date, echo, cal, bc, pwd, passwd; file and directory commands such as ls, mkdir, cp, mv, rm. Process |
| Week 9 | 16-09-2019 to 21-09-2019 | Management commands such as ps, kill, nohup, communication commands such as news, mesg, wall. Comparison of main features of DOS, UNIX and Windows Operating Systems. |
| Week 10 | 23-09-2019 to28-09-2019  (Youth Festival 24-09-2019 to 27-09-2019) | **Word Processing Software**:  Basics of Word Processing: creating, opening, saving, and printing document, Menu Toolbars |
| Week 11 | 30-09-2019 to 05-10-2019 | Editing Text: Copy, Paste, Delete, Move etc., Finding and Replacing Text, Spell Check Autocorrect feature, language setting, and thesaurus |
| **Mid Semester Exams** | | |  | Interrrupt: Interrupt types, Interrupt Cycle. |
| Week 12 | 16-10-2019 to 19-10-2019 | Formatting: Character, Paragraph and Page formatting, working with indents, Bulleted and numbered lists, adding Headers and Footers, setting up Multiple Columns |
| Week 13 | 21-10-2019 to 26-10-2019 | Working with tables: Inserting/creating table using toolbar and drawing, formatting table, adding/deleting rows/columns, Applying borders to tables Clipart: Using clip art, Creating Word Art |
| Week 14 | 29-10-2019 to 02-11-2019 | Mail merge: Creating merged envelops, creating merged mailing labels Macros**:** Creating, naming and saving macros, running a macro, suspending a macro, deleting a macro |
| Week 15 | 04-11-2019 to 09-11-2019 | Worksheet overview: Row, Column, Cells, Menus, creating, opening, saving, and printing worksheet; working with Range |
| Week 16 | 11-11-2019 to 16-11-2019 | Working with Functions: Statistical, Mathematical and String functions date and Time functions, Trigonometric functions |
| Week 17 | 18-11-2019 to 23-11-2019 | Working with charts: Line graphs, Pie charts, Bar graphs, adding Titles, Legends etc. to charts, Printing Charts |
| Week 18 | 25-11-2019 to 30-11-2019 | Basic features, selecting design templates, creating, saving and printing a simple presentation, various views, Adding multimedia. |