**PG.GOVT COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH**

**Teaching Plan Session Odd Semester**

**(2017-18)**

**Class: BSc IstSem Name of the Teacher:Ramninder Kaur**

**Subject: Computer Science (E) Period : IV**

**Paper :Theory A&B Room No : 316**

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| **S. No** | **Date From** | **Date Upto** | **Topics to be covered** |
| Week 1 | July 22 & July 24 2017 | July 29, 2017 | Computer Appreciation: Introduction to computers, characteristics of computer; History of computers |
| Week 2 | July 31 2017 | Aug 5, 2017 | Classification of computers on size: (Micro, Mini, Mainframe and super computers), Working Principles of computer |
| Week 3 | Aug 7, 2017 | Aug 12, 2017 | Generations of computers. Applications of computers, commonly used terms–Hardware, Software and Firmware. |
| Week 4 | Aug 14, 2017 | Aug 19, 2017 | BasicComputer Organization: Block diagram of computer system, Input unit, Processing Unit and Output Unit and their functions. |
| Week 5 | Aug 21, 2017 | Aug 26, 2017 | Description of Computer input devices: Keyboard, Mouse, Trackball, Pen, Touch screens, Scanner, DigitalCamera; Output devices: Monitors, Printers, Plotters. |
| Week 6 | Aug 28, 2017 | Sept 2, 2017 | Computer Memory: Representation of information: BIT, BYTE, Memory, Memory size; Units ofmeasurement of storage; Main memory: main memory organization, RAM, ROM, PROM, EPROM |
| Week 7 | Sept 4, 2017 | Sept 9, 2017 | Concept of files and directories; Disk Operating System: DOS, System Files, types of DOS commands: Internaland External commands: Introduction to AUTOEXEC.BAT, Directory commands: XCOPY, DEL, RENAME,ATTRIB,BACKUP, RESTORE, FIND, SYS; General commands: TYPE, DATE, TIME, PROMPT; BatchFiles, Wild Cards, Line Editor. |
| Week 8 | Sept 11, 2017 | Sept 16, 2017 | Introduction to graphical user interface, window operating system, Anatomy of windows, organizing foldersand files, recycle bin, my computer, windows explorer, control panel. |
| Week 9 | Sept 18, 2017 | Sept 23, 2017 | *Word Processing :* Basics of Word Processing; Opening, Creating, Saving, Printing and Quitting Documents,Using the Interface (Menu Toolbars), Editing Text (Copy, Delete, Move), Finding and Replacing Text, SpellCheck, Autocorrect; Auto Text, Character formatting, Page formatting; Document Enhancement |
| Week 10 | Sept 25, 2017 | Sept 29, 2017 | AddingBorders and shading, Adding Headers and Footers, Setting up Multiple columns, Sorting blocks, AdjustingMargins and Hyphenating Documents, Creating Master Documents, Creating Data Source, Merging  Documents, Using Mail merge feature for labels and envelops; Inserting Pictures, Tables, Working withequations. |
| **Autumn Break (30 Sept 2017- 09 Oct 2017)**  **Mid Semester Exam (10 Oct 2017 – 17 Oct 2017)** | | | |
| Week 11 | Oct 18, 2017 | Oct 21, 2017 | Types of software: System and Application software; Programming Languages: Generation of Languages;Translators - Interpreters, Compilers, Assemblers and their comparison. |
| Week 12 | Oct 23, 2017 | Oct 28, 2017 | Secondarystorage devices: Sequential Access Memory, Direct Access Memory Magnetic Tapes, Magnetic disks, Opticaldisks: CD, DVD; Memory storage devices: Flash Drive, Memory card |
| Week 13 | Oct 30, 2017 | Nov 4, 2017 | Range of Applications: Scientific,Word Processing, Spread Sheets, E-commerce, Business, Educational, Industrial, National level weatherforecasting, Remote Sensing, Planning Multilingual Applications. |
| Week 14 | Nov 6, 2017 | Nov 11, 2017 | Spread Sheet : Worksheet overview, Row, Column, Cells, Menus, Opening,Saving,Printing Worksheets; Calculations, Auto fill, Working with Formulae, Data Formatting, Working with Ranges, Establishing Worksheet links; Creating, Sorting and Filtering DataBase; Creating charts, Creating Macros, Functions (Statistical, Financial, Mathematical, String, Dateand Time). |
| Week 15 | Nov 13, 2017 | Nov 18, 2017 | Operating Systems: Components of Operating System; Functions of Operating System; Types of OperatingSystem; Linux/Dos/Windows.  MS-Power Point: Creating, Saving, Printing Presentation; Selecting Design Templates, Animations andTransitions, Auto Content Wizard. |
| Week 16 | Nov 20, 2017 | Nov 25, 2017 | Computers and Communication: Single user, multi-user, workstation, andclient server systems. Computer networks, Network protocols. LAN, WAN, Services offered by Internet. |
| Week 17 | Nov 27, 2017 | Dec 1, 2017 | Revision and discussions of sample question papers |