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

**Teaching Plan Session Odd Semester**

**(2018-19)**

**Class: BCA-1**

**Name of the Teacher: SUDHIR KUMAR SHARMA**

**Subject: Computer Fundamentals and Computing Software**

**Period:**

**Paper: BCA-16-103**

**Room No : 101**

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| **S. No** | **Date From** | | **Date Upto** | **Topics to be covered** |
| Week 1 | **(For ongoing classes)** | | |  |
| July 24, 2018 | | July 28, 2018 |
| Week 2 | July 30, 2018 | August 4, 2018 | | Introduction to computers, characteristics of computer; History of computers; Classification of computers on size: (Micro, Mini, Mainframe and super computers) |
| Week 3 | August 6, 2018 | August 11, 2018 | | Working Principles, Generations; Applications of computers; commonly used terms–Hardware, Software, Firmware. Basic Computer Organization: Block diagram of computer system, Input unit, Processing Unit and Output Unit; Description of Computer input devices: Keyboard, Mouse, Trackball, Pen, Touch screens, Scanner, Digital Camera; Output devices: Monitors, Printers, Plotters. |
| Week 4 | August 13, 2018 | August 18, 2018 | | Computer Memory: Representation of information: BIT, BYTE, Memory, Memory size; Units of measurement of storage; Main memory: Storage evaluation criteria, main memory organization, RAM, ROM, PROM, EPROM; |
| Week 5 | August 20, 2018 | August 25, 2018 | | Secondary storage devices: Sequential Access Memory, Direct Access Memory Magnetic Tapes, Magnetic disks, Optical disks: CD, DVD; Memory storage devices: Flash Drive, Memory card; |
| Week 6 | August 27, 2018 | September 1, 2018 | | Types of software: System and Application software; Programming Languages: Generation of Languages; Translators - Interpreters, Compilers, Assemblers and their comparison. |
| Week 7 | September 3, 2018 | September 8, 2018 | | Understanding Operating System using DOS : Introduction to operating systems and its functions, DOS and versions of DOS, Booting sequence; Warm and Cold Boot; Concepts of files and directories, Redirecting command input and output using pipes, Wildcard characters. |
| Week 8 | September 10, 2018 | September 15, 2018 | | Types of DOS commands: Internal and External; Internal Commands: DIR, MD, CD, CLS, COPY, DATE, DEL, PATH, PROMPT, REN, RD, TIME, TYPE, VER, VOL; 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  and AUTOEXEC.BAT files. |
| Week 9 | September 17, 2018 | September 22, 2018 | | Understanding Graphical User Interface using Windows: Fundamentals of Windows, Types of Windows, Anatomy of windows, Icons, Recycle bin, Operations on Folders, Registry of Windows: Basics, Editing; Control panel. |
| Week 10 | September 24, 2018 | September 29, 2018 | | Word Processing Package: Opening, saving and closing an existing document; renaming and deleting files; Using styles and templates: Introduction to templates and styles; applying, modifying and creating new (custom) styles; using a template to create a document, creating a template, editing a template, organizing templates, examples of style use, Changing document views, |
| Week 11 | October 1, 2018 | October 8, 2018 | | Moving quickly through a document, Working with text: select, cut, copy, paste, find and replace, inserting special characters, setting tab stops and indents, Checking spelling and Grammar, Autocorrect, Using built-in language tools, word completion, Autotext, Formatting text: Using Styles, formatting paragraphs, formatting characters, auto- formatting, creating lists. |
| **MID SEMESTER EXAMINATION (October 11, 2018 to October 17, 2018)** | | | | |
| Week 12 | October 20, 2018 | October 27, 2018 | | Formatting pages: Using layout methods, creating headers and footers, Numbering pages, Changing page margins, Adding comments to a document, Creating a table of contents, Creating indexes and bibliographies, Printing a document. |
| Week 13 | October 29, 2018 | November 3, 2018 | | Using mail merge, Tracking changes to a document, Using fields, Linking to another part of a document, Using master documents, Creating fill-in forms. |
| Week 14 | November 5, 2018 | November 10, 2018 | | Spreadsheet Package: Introduction to Spreadsheets, sheets and cells; Opening and saving spreadsheet files; Working with sheets: inserting new sheet, deleting and renaming sheets, Viewing a spreadsheet: freezing rows and columns, splitting screen, Entering data: cell referencing, formatting cells, entering numbers, entering numbers as text, entering formulae, entering date and time, deactivating automatic changes, |
| Week 15 | November 12, 2018 | November 17, 2018 | | Speeding up data entry: using fill tool, fill series, defining fill series, Validating cell contents, Formatting data: formatting text, numbers, cells, Autoformatting cells and sheets, defining new autoformat, Using conditional formatting, Hiding and showing data, Sorting records, Printing a spreadsheet document: using print ranges, page formats, inserting page breaks, headers and footers; |
| Week 16 | November 19, 2018 | November 22, 2018 | | Working with Graphs and Charts : Creating Embedded Chart, formatting chart: Changing chart types, adding Titles, Legends and Gridlines, Printing Charts; Adding database functions: defining database ranges, sorting, filtering and grouping database ranges; Evaluating data: using DataPilot; Functions and Macros: using and editing existing macro, Creating Macros, Recording Macros, Running Macros. |
| Week 17 | November 26, 2018 | December 1, 2018 | | Presentation Packages: Basics of creating a presentation, Parts of main window, workspace views, creating a presentation, Incorporation of Animation. Revision of All syllabus. |