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

**Teaching Plan Session Odd Semester**

**(2018-19)**

**Class: B.A/B.Sc(IT) Name of the Teacher:Sonali**

**Subject:Information Technology(E) Period : 8th**

**Paper : A : Computer Fundamentals Room No :102**

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| **S. No** | **Date From** | | **Date Upto** | **Topics to be covered** |
| Week 1 | **(For ongoing classes)** | | | Introduction: characteristics of computer; History of computers; classification of computers  based on size, architecture and chronology; |
| July 24, 2018 | | July 28, 2018 |
| Week 2 | July 30, 2018 | August 4, 2018 | | 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 3 | August 6, 2018 | August 11, 2018 | | 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 4 | August 13, 2018 | August 18, 2018 | | 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 5 | August 20, 2018 | August 25, 2018 | | Number Systems and  their Conversion, Integer and Floating Point Representation |
| Week 6 | August 27, 2018 | September 1, 2018 | | **2. Operating Systems – DOS, Windows and UNIX**  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; 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 7 | September 3, 2018 | September 8, 2018 | | Windows: GUI, Icons, Toolbar, Control panel, Files and folder management under windows , Accessories, Network Neighborhood, System Tools, Recycle Bin |
| Week 8 | September 10, 2018 | September 15, 2018 | | 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 | September 17, 2018 | September 22, 2018 | | management commands such as ps, kill, nohup, communication commands such as news, mesg, wall.  Comparison of main features of DOS, UINUX and Windows Operating Systems. |
| Week 10 | September 24, 2018 | September 29, 2018 | | **SECTION - C**  **3. Word Processing Software**:  Basics of Word Processing: creating, opening, saving, and printing document, Menu Toolbars |
| Week 11 | October 1, 2018 | October 8, 2018 | | Editing Text: Copy, Paste,Delete, Move etc., Finding and Replacing Text, Spell Check Autocorrect feature, language setting, and thesaurus |
| **MID SEMESTER EXAMINATION (October 11, 2018 to October 17, 2018)** | | | | |
| Week 12 | October 20, 2018 | October 27, 2018 | | Formatting: Character, Paragraph and Page formatting,working with indents, Bulleted and numbered lists, adding Headers and Footers, setting up Multiple Columns |
| Week 13 | October 29, 2018 | November 3, 2018 | | 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 | November 5, 2018 | November 10, 2018 | | 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 | November 12, 2018 | November 17, 2018 | | **SECTION – D**  **4. Spreadsheet Software:**  Worksheet overview: Row, Column, Cells, Menus, creating, opening  , saving, and printing  worksheet; working with Range |
| Week 16 | November 19, 2018 | November 22, 2018 | | Working with Functions: Statistical, Mathematical and String functions  date and Time  functions, Trignometric functions  Working with charts: Line graphs, Pie  charts, Bar graphs, adding Titles, Legends etc. to  charts, Printing Charts |
| Week 17 | November 26, 2018 | December 1, 2018 | | **Presentation Software**:  Basic features, selecting design  templates, creating, saving and printing a simple  presentation, various views, Adding multimedia. |