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

**Teaching Plan for Bachelors (First Semester)**

**Session (2020-2021)**

**Class: BCA 1 Semester**   **Name of the Teacher: Sudhir Kumar Sharma**

**Subject: Computer Fundamentals and Computing Software Paper:** BCA-16-103

|  |  |  |
| --- | --- | --- |
| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 01/09/2020-05/09/2020 |  |
| Week 2 | 07/09/2020-12/09/2020 | Introduction to computers, characteristics of computer; History of computers; Classification of computers on size: (Micro, Mini, Mainframe and super computers). |
| Week 3 | 14/09/2020-19/09/2020 | 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 | 21/09/2020-26/09/2020 | 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 | 28/09/2020-03/10/2020 | 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 | 05/10/2020-10/10/2020 | Types of software: System and Application software; Programming Languages: Generation of Languages; Translators - Interpreters, Compilers, Assemblers and their comparison. |
| Week 7 | 12/10/2020-16/10/2020 | 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 | 19/10/2020-24/10/2020 | 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 | 27/10/2020-30/10/2020 | 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 | 03/11/2020 – 07/11/2020 | Word Processing Package: Opening, saving and closing an existing document; renaming and deleting files; Using styles and templates: |
| Week 11 | 09/11/2020 – 12/11/2020 | 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, Moving quickly through a document, Working with text: select, cut, copy, paste, find and replace, inserting special characters, setting tab stops and indents, |
| Week 12 | 16/11/2020 – 21/11/2020 | 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; Formatting page. |
| Week 13 | 23/11/2020 – 28/11/2020 | 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, 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 | 01/12/2020 – 05/12/2020 | 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, Speeding up data entry: using fill tool, fill series, defining fill series, Validating cell contents, Formatting data: |
| Week 15 | 07/12/2020 – 12/12/2020 | 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; Working with Graphs and Charts : |
| Week 16 | 14/12/2020 – 18/12/2020 | 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 | 21/12/2020 – 26/12/2020 | Presentation Packages: Basics of creating a presentation, Parts of main window, workspace views, creating a presentation, Incorporation of Animation.  Revision of all the Syllabus. |