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

**Teaching Plan for Post Graduate(First Semester)**

**Session (2020-2021)**

**Class: PGDCA**   **Name of the Teacher: Sarbjit Kaur**

**Subject: Computer Fundamentals Paper: PGD-1101**

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| **S. No** | **Dates** | **Topics to be Covered** |
| Week 1 | 01/09/2020-05/09/2020 | Characteristics of computer; History of computers;  classification of computers based on size, architecture, and chronology; Applications  of computers; |
| Week 2 | 07/09/2020-12/09/2020 | Hardware, Software, and Firmware. Types of software: System and  Application software; Input, Process and Output, Block diagram of a computer. |
| Week 3 | 14/09/2020-19/09/2020 | BIT, BYTE, Memory, Memory size; RAM, ROM,  PROM, EPROM, Magnetic tapes, Disks, Organization of data on disks: Tracks,  sectors, cylinders, heads, access time, seek time and latency time. |
| Week 4 | 21/09/2020-26/09/2020 | ASCII and EBCDIC Codes, Binary, Octal, Decimal and Hexadecimal Number  Systems and their Conversion, Integer and Floating Point Representation |
| Week 5 | 28/09/2020-03/10/2020 | Input/Output devices. |
| Week 6 | 05/10/2020-10/10/2020 | Booting sequence; Warm and Cold Booting; Concept of File  and directory, Types of DOS commands: Internal and External; Internal Commands’, MD, CD, CLS, COPY, DATE, DEL, PATH, PROMPT, REN, RD, TIME,TYPE, VER, VOL |
| Week 7 | 12/10/2020-16/10/2020 | External Commands: XCOPY, ATTRIB, BACKUP,  RESTORE,FORMAT, DISKCOPY, Introduction to CONFIG.SYS and AUTOEXEC.BAT files. |
| Week 8 | 19/10/2020-24/10/2020 | GUI, Icons, Toolbar, Control panel, Files and folder management under  windows , Accessories, Network Neighborhood, System Tools, Recycle Bin |
| Week 9 | 27/10/2020-30/10/2020 | windows , Accessories, Network Neighborhood, System Tools, Recycle Bin |
| Week 10 | 03/11/2020 – 07/11/2020 | Overview of LINUX structure, Basic Linux commands such as date, echo,  cal, bc, passwd, File and Directory commands such as ls, mkdir, pwd, cd, rmdir, cat,  cp, mv, |
| Week 11 | 09/11/2020 – 12/11/2020 | rm Understanding File Access Permissions using chmod, chown, chgrp.  Comparison of main features of DOS, LINUX and Windows Operating Systems. |
| Week 12 | 16/11/2020 – 21/11/2020 | Basics of Word Processing: creating, opening, saving, and printing document, Menu  Toolbars.  Editing Text: Copy, Paste, Delete, Move etc., Finding and Replacing Text, Spell  Check, |
| Week 13 | 23/11/2020 – 28/11/2020 | Autocorrect feature, language setting and thesaurus  Formatting: Character, Paragraph and Page formatting, working with indents,  Bulleted and numbered lists, adding Headers and Footers, setting up Multiple  Columns |
| Week 14 | 01/12/2020 – 05/12/2020 | 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  Mail merge: Creating merged envelops, creating merged mailing labels |
| Week 15 | 07/12/2020 – 12/12/2020 | Worksheet overview: Row, Column, Cells, Menus, creating, opening, saving, and  printing worksheet; working with Range  Editing information: Entering text, numbers and formulae, AutoSum, AutoFill, spell  checking |
| Week 16 | 14/12/2020 – 18/12/2020 | Working with Functions: Statistical, Mathematical and String functions, date and  Time functions, Trigonometric functions  Working with charts: Line graphs, Pie charts, Bar graphs, adding Titles, Legends  etc. to charts, Printing Charts |
| Week 17 | 21/12/2020 – 26/12/2020 | Basic features, selecting design templates, creating, saving and printing a simple  presentation, various views, Adding pictures, shapes, clipart, audio and movie. |