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

**Teaching Plan Session Odd Semester**

**(2018-19)**

**Class: PGDCA(Ist Sem) Name of the Teacher: Sarbjit Kaur**

**Subject: COMPUTER FUNDAMENTALS Period : 6th (1-5 days)**

**Paper : PGD-1101 Room No : lab 4**

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| **S. No** | **Date From** | | **Date Upto** | **Topics to be covered** |
| Week 1 | **(For ongoing classes)** | | | **C**haracteristics of computer; History of computers;  classification of computers based on size, |
| July 24, 2018 | | July 28, 2018 |
| Week 2 | July 30, 2018 | August 4, 2018 | | architecture, and chronology; Applications  of computers; Hardware, Software, and Firmware. |
| Week 3 | August 6, 2018 | August 11, 2018 | | Types of software: System and  Application software; Input, Process and Output, Block diagram of a computer. |
| Week 4 | August 13, 2018 | August 18, 2018 | | 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 5 | August 20, 2018 | August 25, 2018 | | ASCII and EBCDIC Codes, Binary, Octal, Decimal and Hexadecimal Number  Systems and their Conversion, Integer and Floating Point Representation |
| Week 6 | August 27, 2018 | September 1, 2018 | | Input/Output devices |
| Week 7 | September 3, 2018 | September 8, 2018 | | Booting sequence; Warm and Cold Booting; Concept of  File and directory, Types of DOS commands: Internal and External;  Introduction to CONFIG.SYS and  AUTOEXEC.BAT files. |
| Week 8 | September 10, 2018 | September 15, 2018 | | GUI, Icons, Toolbar, Control panel, Files and folder management under  windows , Accessories, Network Neighborhood, System Tools, Recycle Bin |
| Week 9 | September 17, 2018 | September 22, 2018 | | Overview of LINUX structure, Basic Linux commands such as date, echo,  cal, bc, passwd, |
| Week 10 | September 24, 2018 | September 29, 2018 | | . File and Directory commands such as ls, mkdir, pwd, cd, rmdir, cat,  cp, mv, rm . |
| Week 11 | October 1, 2018 | October 8, 2018 | | Understanding File Access Permissions using chmod, chown, chgrp.  Comparison of main features of DOS, LINUX and Windows Operating Systems |
| **MID SEMESTER EXAMINATION (October 11, 2018 to October 17, 2018)** | | | | |
| Week 12 | October 20, 2018 | October 27, 2018 | | **Basics of Word Processing**: creating, opening, saving, and printing document, Menu  Toolbars. |
| Week 13 | October 29, 2018 | November 3, 2018 | | **Editing Text**: Copy, Paste, Delete, Move etc., Finding and Replacing Text, Spell  Check, 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 | November 5, 2018 | November 10, 2018 | | **Clipart**: Using clip art, Creating Word Art  **Mail merge**: Creating merged envelops, creating merged mailing labels  **Working with tables**: Inserting/creating table using toolbar and drawing, formatting  table, adding/deleting rows/columns, Applying borders to tables |
| Week 15 | November 12, 2018 | November 17, 2018 | | **Editing information**: Entering text, numbers and formulae, AutoSum, AutoFill, spell  Checking  **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 charts**: Line graphs, Pie charts, Bar graphs, adding Titles, Legends  etc. to charts, Printing Charts  **Working with Functions**: Statistical, Mathematical and String functions, date and  Time functions, Trigonometric functions |
| Week 17 | November 26, 2018 | December 1, 2018 | | Basic features, selecting design templates, creating, saving and printing a simple presentation, various views, Adding pictures, shapes, clipart, audio and movie. |