**TEACHING PLAN 2023-24 (ODD SEMESTER)**

**(August 2023 TO November 2023)**

**Basics of Computer -1, Code: 1.06 (B.Com. 1st Semester)**

**Name : Ravinder Singh Department: COMPUTER SCIENCE**

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| **Month** | **1st Week** | **2nd Week** | **3rd Week** | **4th Week** |
| **August** | **(Unit-1):** Unit1-Introduction to Computers: Definition of Computer, Components of Computer, Characteristics of Computers, | History evolution of Computers, Generation of  Computers | Classification of  Computers-According to Purpose, According to Technology, According to Size and Storage Capacity, Human being VS Computer; | Difference between Computer and Calculator.    **(Unit-2):** InputDevices: Mouse, Keyboard, |
| **September** | Lightpen, TrackBall, Joystick, MICR, Optical Mark reader and Optical Character Reader Scanners, Voice system, Web Camera. | Output Devices: Hard Copy Output Devices; Line Printers, Character Printers, Chain Printers, Dot-matrix Printers, Daisy Wheel Printer, Laser Printers, Ink Jet Printers; | Plotters, Soft Copy device –Monitor, Sound Cards and speakers. | **(Unit-3): M**emory and Mass Storage Devices: Characteristics of Memory Systems, Memory Hierarchy; |
| **October** | Types of Primary Memory; RAM and ROM; Secondary and Back-up; | Diwali vacations | Magnetic Disks, Characteristics and classification of Magnetic Disks; Optical Disks; Magnetic Taps | **(Unit-4):** MS- Word: Fundamentals of MS-Word, Features of MS-Word, Menus, Formatting and Standard Toolbars, Ruler |
| **November** | Scroll Bar, Creating, Editing, Saving, export and import files, inserting and copying the files, Working with frames, | Paragraph formatting, Columns, Pictures, Tables, Macros and Mail Merge | Revision | Revision |

**TEACHING PLAN 2020-21 (EVEN SEMESTER)**

**(APRIL 2021 TO JUNE 2021)**

**Programming in C and Numerical Methods, Code: 12BSM 243 (B.Sc. 4th Semester)**

**Name : Ravinder Singh Department: COMPUTER SCIENCE**

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| **Month** | **1st Week** | **2nd Week** | **3rd Week** | **4th Week** |
| **April** |  |  | **(Unit-1):** Programmer’s model of a computer, Algorithms, Flow charts, | Data types, Operators and  expressions, Input / outputs functions. |
| **May** | **(Unit-2):** Decisions control structure: Decision statements, Logical and conditional statements, Implementation of Loops, | Switch Statement & Case control structures. Functions, Preprocessors and Arrays. | **(Unit-3):** Strings: Character Data Type, Standard String handling Functions, Arithmetic Operations on Characters. Structures: Definition, using Structures, | use of Structures in Arrays and Arrays in  Structures. Pointers: Pointers Data type, Pointers and Arrays, Pointers and Functions. |
| **June** | **Numerical Methods part will be covered by Ms. Shalini Tomar, Assistant Professor in Mathematics** | | | |