

**DEPARTMENT OF COMPUTER SCIENCE**  
**ACADEMIC ACTION PLAN FOR 2012-2013**

**B.Sc/B.Com/B.B.M I SEMESTER(Fundamentals of Information Technology)**

Month	Topics to be covered as per syllabus	Topics included otherthan state level common-core syllabus	Beyond syllabus	General Lectures/ Seminars
July	<b>(i) An Introduction to Computers :</b> Definition – Computer system characteristics - logical organization of digital computers - computer hardware – software – types of computers (Analog Vs Digital Computers) – development of computers – computer generations – The shapes of computers today (Super Computers, Mainframe Computers, Mini Computers, Micro Computers)– data - representation of data, transferring of data into information.	Data - representation of data, transferring of data into information.		Seminars
	<b>(i) Processing data :</b> CPU, Main memory, Factors affecting the processing speed (registers, internal clock, bus, memory (RAM and Cache), Math processor). Interfacing with Computer: Keyboard, mouse and other input devices, Monitors, Printers and other output devices.		Features Dualcore Processor	
	<b>(ii) Storage information:</b> Primary memory (Semi conductor memory) - Secondary memory: diskettes, Hard disks, tapes and CDs - Memory performance.		Flash Memoryin cell phones,Flash Memory Sticks,MMC Cards,DVDs	

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August	<p><b>Software concepts:</b> System software and Application software, Introduction to Operating Systems, types, functions. Operating System as a Resource manager, Managing files and managing hardware, user interface, parts and services, command line interface, Graphic User Interface. Utilities, Purpose of the utilities, <b>Enhancing the OS with utilities:</b> software, features of popular Operating Systems – MS DOS, MS Windows 2000, Windows 2000 Server, Unix - Compilers and translators - High level and low level languages and their relative advantages.</p>	<p><b>Operating System as a Resource manager:</b> Managing files and managing hardware, user interface, parts and services, command line interface, Graphic User Interface. Utilities, Purpose of the utilities, <b>Enhancing the OS with utilities:</b> software, features of popular Operating Systems – MS DOS, MS Windows 2000, Windows 2000 Server, Unix - Compilers and translators - High level and low level languages and their relative advantages.</p>		Seminars
	<p><b>Fundamentals of Data Communication and Networks: Communication Concepts:</b> Digital and Analog, Serial and Parallel, Synchronous and Asynchronous, simplex, half duplex, full duplex, Multiplexing. <b>Networks:</b> Uses of networks, Categories of Networks LAN, WAN, Client Server (a brief introduction of each) - Network Topologies for LANs.</p>	<p><b>Fundamentals of Data Communication and Networks: Communication Concepts:</b> Digital and Analog, Serial and Parallel, Synchronous and Asynchronous, simplex, half duplex, full duplex, Multiplexing. <b>Networks:</b> Uses of networks, Categories of Networks LAN, WAN, Client Server (a brief introduction of each) - Network Topologies for LANs.</p>	Wireless Transmission Applications	

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September	<p><b>The Internet:</b> Internet History - The way the Internet works. Electronic Mail: E-mail, Advantages and Disadvantages-userids, passwords and email addresses-Message components-Message composition-Mailer Features- E-mail inner workings-E-mail Management</p>	<p><b>The Internet:</b> Internet History - The way the Internet works. Electronic Mail: E-mail, Advantages and Disadvantages-userids, passwords and email addresses-Message components-Message composition-Mailer Features- E-mail inner workings- E-mail Management</p>	Automatic Teller Machines	Seminars
	<p><b>MS- Word:</b> Overview of Word features – Creating header and footer – creating tables – Using clipart inserting an image –Defining a macro – Creating a Mail Merge document.</p> <p><b>MS-Excel:</b> Overview of Excel features – Introduction to excel functions: abs, even, fact, int, odd, sqrt, roman, power, sum, product, lower, upper – Creating a chart.</p> <p><b>MS-Access:</b> Overview of Access features - Creating Tables – Creating Forms – Designing Queries – Sorting - Generating reports.</p> <p><b>Power Point:</b> Overview of power point features - Creating a sample Presentations.</p>		ChatRooms,News Groups	