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Month	Name of Book	Topic/Sub Topic	Teaching period	Revision period	Period for practical work
October		<u>Computer Fundamentals</u> Introduction of computer system, Input & output device, Hardware & Software, Component of computer system generations, primary Memory, Secondary Memory.	08	02	08
November		<u>Introduction to Ms- Windows</u> Introduction to window, Desktop Icons, Display properties, creating files/folders, renaming files/folders deleting files/folders introduction to window accessories, searching files & folders	08	02	08
December		<u>Introduction to Ms-Access</u> Introduction to data base concept, Data entering, editing, viewing, Primary key, creating tables, using design view, updating records.	09	04	09
Winter vacation 22 nd December to 31 st December					
January		<u>Software-Engineering</u> Introduction to software Eng, stages in SDLC, survey, investigation and fact recording, implementation, testing.	05	04	02
February		Revision & Problem solving	05	04	02
March		IInd Semester Exam.			