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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 22nd December to 31st 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 Semster Exam.			