

Discipline: Math & Science	Semester : 1 <sup>st</sup> & 2 <sup>nd</sup> sem	Name of the Teaching faculty: Dr. Anita Rani Brahma(Sr. Lecturer) Smt. Banani Mohanty(Lecturer)
Subject : Computer Application Practical	No. of Days/Week Class Allotted: 60	No of weeks :15
Week	Class Day	Practical Topics
1 <sup>st</sup>	1 <sup>st</sup>	To identify Different Components of Computer, Switch on , Booting process, Shut down, Restart of computer
	2 <sup>nd</sup>	Study of device and Power supply form factor of Personal Computer System.
2 <sup>nd</sup>	1 <sup>st</sup>	Identification of various Mother Board components
	2 <sup>nd</sup>	Identification of different ports & various Mother Board components.
3 <sup>rd</sup>	1 <sup>st</sup>	Types of connectors and their purpose
	2 <sup>nd</sup>	Cooling system of Processor and System.
4 <sup>th</sup>	1 <sup>st</sup>	Study of ROM, RAM, Adapter Cards, Expansion Slots, SATA connectors.
	2 <sup>nd</sup>	Study of Adapters and Converters
5 <sup>th</sup>	1 <sup>st</sup>	Study of various types of Lab Safety Measures
	2 <sup>nd</sup>	Study of various types of Power Fluctuation and Power Protection Devices.
6 <sup>th</sup>	1 <sup>st</sup>	Study of Procedures For Proper Disposal or Recycling of Hazardous Computer Components.
	2 <sup>nd</sup>	Study of General Lab Tools, Disk Management Tools.
7 <sup>th</sup>	1 <sup>st</sup>	Study Basic DOS Commands
	2 <sup>nd</sup>	Study Basic Windows Operations, Mouse Operations, Utilities and Accessories , Installation and Configuration of the OS
8 <sup>th</sup>	1 <sup>st</sup>	Study Basic operations of the Word Processing Package (MS WORD)
	2 <sup>nd</sup>	Create your resume with the following specifications and submit the print out to your teacher
9 <sup>th</sup>	1 <sup>st</sup>	Prepare a class timetable using Merge rows, Split row, Insert rows, columns and submit the print out to your teacher.
	2 <sup>nd</sup>	Draw a flow chart for finding the greatest number among three numbers.
10 <sup>th</sup>	1 <sup>st</sup>	Study Basic operations of the Electronic Spreadsheet Package (MS EXCEL)
	2 <sup>nd</sup>	Create a spreadsheet to calculate HRA, DA, TA, PF, LIC. Gross Salary , Net Salary from the below given data
11 <sup>th</sup>	1 <sup>st</sup>	Create a EXCEL worksheet to analyze the marks of the students of a class using various Charts (Line, XY, Bar and Pie).

	2 <sup>nd</sup>	Study Basic operations of the Presentation Package (MS POWER POINT
12 <sup>th</sup>	1 <sup>st</sup>	Create a presentation of your institute showing the departments, faculties and facilities available in your institute. Insert animations and your institute.
	2 <sup>nd</sup>	Create a presentation of any company showing its various functionalities using the various features studied above.
13 <sup>th</sup>	1 <sup>st</sup>	Getting acquainted with Internet connection, Browser, website, URL, http, WWW
	2 <sup>nd</sup>	Creating E-mail id, sending and receiving E-mail, chatting
14 <sup>th</sup>	1 <sup>st</sup>	1. Write a Program in C to find the greatest number among three numbers. 2. Write a Program in C to find the average of n numbers by using for loop.
	2 <sup>nd</sup>	3. Write a program in C to determine whether a number is prime or not? 4. Write a program in C to check whether a given number is palindrome or not?
15 <sup>th</sup>	1 <sup>st</sup>	5. Write a program in C to compute the sine series. 6. Write a program in C to accept row wise and column wise element in a two dimensional array and print them. 7. Write a program in C to find the vowels in a given string.
	2 <sup>nd</sup>	8. Write a program in C to find the factorial of a number, by using recursion. 9. Write a program in C to find the sum of Fibonacci series, by using function. 10. Write a program in C to accept a number from keyboard and print it in reverse order of entry, by using function