**GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA**

**LESSON-PLAN (Session 2020-2021) ODD SEMESTER**

**Name of**: **Sapna Malik**

**Designation: Assistant professor**

**Subject: Computer and Programming Fundamentals**

**Class: BCA-1**

**Subject/Paper: BCA-111**

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| **Sr. No.** | **Months** | **Topics to be covered** | **Remarks if any,** |
| **1** | **December** | Computer Fundamentals: Definition, Block Diagram along with its components, characteristics & classification of computers, Applications of computers in various fields. Memory: Concept of primary & secondary memory, RAM, ROM, types of ROM, flash memory, Secondary storage devices: Sequential & direct access devices viz. magnetic tape, magnetic disk, CD, DVD. Computer hardware & software: I/O devices, relationship between hardware and software, types of software, |  |
| **2** | **January** | Operating system: Definition, functions of operating system, concept of multiprogramming, multitasking, multithreading, multiprocessing, time-sharing, real time, single-user & multi-user operating system. Planning the Computer Program: Concept of problem solving, Problem definition, Program design, Debugging, Types of errors in programming, Documentation, Techniques of Problem Solving: Flowcharting, algorithms, pseudo code, decision table, Structured programming concepts, Programming methodologies viz. top-down and bottom-up programming. Computer Virus, WORMS, Trojan, | **Test & Assignments** |
| **3** | **March** | Searching, Sorting, and Merging: Linear & Binary Searching, Bubble, Selection, and Insertion Sorting, Merging, Design of algorithms for searching, sorting and merging. Computer Languages: Analogy with natural language, machine language, assembly language, high-level language, language translators, characteristics of a good programming language. | **Revision** |

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**LESSON-PLAN (Session 2020-2021) ODD SEMESTER**

**Name of**: **Sapna Malik**

**Designation: Assistant professor**

**Subject: Computer Fundamentals**

**Class: BBA-1**

**Subject/Paper: BBA-106**

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| **Sr. No.** | **Months** | **Topics to be covered** | **Remarks if any,** |
| **1** | **December** | Computer Fundamentals : What is a computer? Components of a computer system. Classification of computers. Types of computers. Brief history of evolution of computers and generation of computers. Computer hardware and software. Input/Output devices. |  |
| **2** | **January** | DOS: Elementary knowledge of DOS commands DIR, CLS, DATE, TIME, MD, CD, RD, RENAME, DEL, BACKUP, RESTORE, COPY, SCANDISK, CHKDSK. Windows: Difference between windows and DOS. Basic Features – Date, Time, Time Zone, Display, Screen saver, Fonts, Mouse, and mouse pointers. Using accessories such as calculator, paint brush, CD player, etc. Use of Windows Explorer for moving and copying files. | **Test & Assignments** |
| **3** | **March** | Introduction to MS-Office and its integrated nature. MS-Word: Starting Word, new documents, entering text, changing text, aligning, underlining, and justifying text. Tables – creation, adding rows and columns, splitting, and combining cells, Borders. Saving, closing, and operating documents. Adding headers and footers. Power Point (Presentation software): Basic concept of presentation software, standard toolbar, formatting toolbar, and drawing toolbars in PowerPoint and their use. Creating and opening a presentation. Use of slide sorter, adding header/footer. Use of animation features. Inserting pictures, resizing pictures. Inserting organization chart. Use of auto content wizard. | **Revision** |

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**LESSON-PLAN (Session 2020-2021) ODD SEMESTER**

**Name of**: **Sapna Malik**

**Designation: Assistant professor**

**Subject: Computer Applications in Business**

**Class: B.Com-1**

**Subject/Paper: BC-104**

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| **Sr. No.** | **Months** | **Topics to be covered** | **Remarks if any,** |
| **1** | **December** | Introduction to Computers: definition, components and characteristics of computers; Input and output devices: memory and mass storage devices; Introduction to modern CPU and processors. Computer software: introduction, types of software: system, application and utility software; |  |
| **2** | **January** | Programming languages; Introduction to operating system: types and function of operating system; Real time applications; Operating systems for Tabs, mobile phones, Android, etc.; Open source software: An overview. | **Test & Assignments** |
| **3** | **March** | Application software: Spreadsheets, Word processors, Database management software; Networks basic, types of networks, topologies, media, hardware and software required for networking. | **Revision** |