

GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA

Session 2020-2021 (ODD SEMESTER)

NAME OF PROFESSOR : Anita Soni

DESIGNATION : Assistant Professor

SUBJECT/PAPER :BCA-112 Windows and PC Software

CLASS: BCA I

SR. NO.	MONTH	TOPICS TO BE COVERED	REMARKS IF ANY
1.	OCTOBER	WINDOWS : Introduction to Windows and its Features, Hardware Requirements of Windows. Windows Concepts, Windows Structure, Desktop, Taskbar, Start Menu, My Pictures, My Music, My Documents, Recycle Bin. Managing Files, Folders and Disk .My Computer, Windows Explorer and its Facilities, Using CD, DVD, Pen Drive, Burning CD. Windows Accessories. Entertainment- Media Players, Sound Recorder, VolumeControl.	
2.	NOVEMBER	Managing Hardware & Software - Installation of Hardware & Software, Using Scanner, Web Camera, Printers. System Tools - Backup, Character Map, Clipboard Viewer, Disk Defragmenter, Drive Space, Scandisk, System Information, System Monitor, Disk Cleanup, Using Windows Update. Browsing the Web with Internet Explorer, Multiple User Features of Windows, Creating and Deleting User, Changing User Password, etc. Accessibility Features of Windows - Sharing Folders and Drives, Browsing the Entire Network, Using Shared Printers. Control Panel & its components	
3.	DECEMBER	WORKING WITH SPREAD SHEET: Introduction and area of use, Working with Excel, Toolbars, Menus and Keyboard Shortcuts, concepts of Workbook	UNIT TEST

		&Worksheets, Using Wizards, Various Data Types, Using different features with Data, Cell and Texts, Inserting, Removing & Resizing of Columns & Rows, Working with Data & Ranges, Different Views of Worksheets, Column Freezing, Labels, Hiding, Splitting etc., Using different features with Data and Text, Cell Formatting including Borders & Shading.	
4.	JANUARY	ADVANCED FEATURES OF EXCEL: Multiple Worksheets: Concept, Creating and Using Multiple Worksheets; Use of Formulas, Calculations & Functions, Various types of Functions, Cell Referencing, Absolute and Relative Addressing, Working with Different Chart Types, Chart Wizard, Printing of Workbook & Worksheets with various options, Database: Creation, Sorting, Query and Filtering a Database; Creating and Using Macros; Pivot table & Pivot chart	
5	Feburary	Revision , tests and Discussion of previous papers	

TWO ASSIGNMENTS AND ONE UNIT TEST WILL BE TAKEN AS PER SCHEDULE.

Signature of A/Prof .

GOVT. P.G. COLLEGE FOR WOMEN, PANCHKULA

Session 2020-2021 (ODD SEMESTER)

NAME OF PROFESSOR: Anita Soni
DESIGNATION: Assistant Professor
SUBJECT/PAPER : Computer Architecture
CLASS BCA II 3rd Semester

SR. NO.	MONTH	TOPICS TO BE COVERED	REMARKS IF ANY
1.	OCTOBER	Basic Computer Organisation and Design: Instruction Codes, Computer registers, Computer Instructions, Timing and Control, Instruction Cycle	
2.	NOVEMBER	Timing and Control, Instruction Cycle, Memory reference instructions, Input-Output and Interrupt, Design of Basic computer, Design of accumulator logic, Register Transfer and Microoperations: Register Transfer Language (RTL), register transfer, Bus and Memory Transfers, Arithmetic Microoperations, Logic Microoperations,	
3.	DECEMBER	Central Processing Unit: General registers Organization, Stack Organization, Instruction formats, Addressing Modes, Data Transfer and Manipulation, Program Control, Program Interrupt, RISC, CISC. Memory Organization: Memory hierarchy, Auxiliary Memory, Associative Memory, Interleaved memory, Cache memory	UNIT TEST
4.	JANUARY	Virtual Memory, Memory Management Hardware, Input Output Organization : Peripheral devices , Input-Output Interface, Asynchronous data transfer, Modes of Transfer, Priority Interrupt, Direct Memory Access (DMA), Input-Output Processor (IOP).	
5	February	Revision , tests and Discussion of previous papers	

TWO ASSIGNMENTS AND ONE UNIT TEST WILL BE TAKEN AS PER SCHEDULE

Signature of A/Prof .