LessonPlan

Program:BCA   **Semester:**I.   **CourseCode**:BCA-103.   **CourseName:** CFOA

CourseObjectives

CO 1.   To study the basic concept of Computer Fundamentals
CO 2.   To apply the design procedure of a problemusing algorithms and flowcharts
CO 3.   To study the types and functions of Operating System
CO 4.   To study the concept of windows environment
CO 5.   To study the features of MS Word
CO 6.   To study the features of MS Excel and Access

SessionDuration:60 minutes
Participants: BCA First Semester Students

Entrylevelknowledge andskillsofstudents

  i. ComputerFundamentals
  ii. Average I.Q & Aptitude Level

EquipmentrequiredinClassroom/Laboratory/Workshop

  i. Projector
  ii. WhiteBoard&Marker

AssessmentSchemes

S. No.	Criteria	Marks (100)
1	CCSU End Term Examination	75
2	Internal Evaluation Scheme	25
2(a)	Teacher Assessment (Continuous Evaluation) (Assignment & Attendance)	25
2(a)(i)	Assignment-1	10
2(a)(ii)	Assignment-2	10
2(a)(iii)	Attendance (compulsory)	5

Course Outcomes:

(CO1): Able to define the basic concept of Computer and its different parts

Understanding (K2), Applying (K3)

(CO2): Able to understand and implement the concepts of Algorithm and flow chart.

Understanding (K2), Applying (K3)

(CO3): Able to understand the about various types of operating systems. *Understanding (K2)*

(CO4): Able to work in windows environment *Understanding (K2)*

(CO5): Able to create and work using MS Word *Understanding (K2), Applying (K3)*

(CO 6): Able to implement the features of MS Excel and Access. *Understanding (K2), Applying (K3)*

L. No.	Topics	SubTopics	Date ofImplement ation	Pedagogy	CO-Covered	Faculty Sign	HOD's Remark with Date
				Unit -1			
1.	Discussion aboutthe SubjectSyllabus andLearning outcomes	Course Objective &Course Outcome			CO-1 TOCO-6		
2.	Introduction to Computers	Introduction, Characteristics of Computers		• Lecture	CO-1		
3.		Block diagram of computer		• Lecture • Brainstorming	CO-1		
4.		Types of computers and features		• Lecture • BuzzGrouping	CO-1		
5.		Continue..		• Lecture • Brainstorming	CO-1		
6.		Types of Programming Languages		• Lecture	CO-1		
7.		Continue..		• Lecture	CO-1		
8.		Data Organization, Drives, Files, Directories		• Lecture	CO-1		

No.					CO		
9.		Types of Memory		• Lecture	CO-1		
10.		Continue..		• Lecture	CO-1		
11.		I/O Devices		• Lecture • Brainstorming	CO-1		
12.	Introduction to Binary,Octal, Hexadecimal system	Introduction to Binary, Conversion to decimal, octal, hexadecimal		• Lecture • Brainstorming	CO-1		
13.		Continued		• Lecture • Brainstorming	CO-1		
14.		Introduction to Octal, Conversion to decimal and binary		• Lecture	CO-1		
15.		Continued		• Lecture • Brainstorming	CO-1		
16.		Introduction to Hexadecimal system, Conversion to decimal, octal and binary		• Lecture	CO-1		
17.		Continued		• Lecture	CO-1		
18.		Simple Addition		• Lecture • Brainstorming	CO-1		
19.		Subtraction		• Lecture • Brainstorming	CO-1		
20.		Multiplication		• Lecture • Brainstorming	CO-1		
Unit -2							
21.	**Algorithm and Flowcharts**	Algorithm: Definition, Characteristics		• Lecture	CO-2		
22.		Advantages and disadvantages of Algorithm		• Lecture • Brainstorming	CO-2		
23.		Examples of Algorithm		• Lecture • Brainstorming	CO-2		
24.	**Flowcharts**	Flowchart: Definition, Define symbols of flowchart		• Lecture	CO-2		

25.		Advantages and disadvantages,		• Lecture • Brainstorming	CO-2		
26.		Examples of Flowcharts		• Lecture • Brainstorming	CO-2		

Unit -3

27.	**Operating System and Services in O.S.**	Dos - History		• Lecture • Brainstorming	CO-3		
28.		Files and Directories		• Lecture • Brainstorming	CO-3		
29.		Internal and External Commands , Batch Files		• Lecture • Brainstorming	CO-3		
30.		Types of O.S		• Lecture • Brainstorming	CO-3		
		Continued		• Lecture			

Unit –4

31.	**Windows Operating Environment**	Features of MS - Windows		• Lecture • BuzzGrouping	CO-4		
32.		Control Panel		• Lecture • Brainstorming	CO-4		
33.		Desktop, Windows Application		• Lecture • Brainstorming	CO-4		
34.		Icons, Windows Accessories,		• Lecture • Brainstorming	CO-4		
35.		Notepad, Paintbrush.		• Lecture			
36.		Taskbar		• Lecture			

Unit –5

37.	**Editors and Word Processors**	Basic Concepts of Editors and Word processor		• Lecture • Demonstration	CO-5		

38.		Examples: MS-Word		• Lecture • Demonstration	**CO-5**	
39.		Introductionto desktop publishing.		• Lecture • Demonstration	**CO-5**	
Unit-6						
40.	**Spreadsheets and Database packages**	Purpose, usage, command		• Lecture • Demonstration	CO-6	
41.		MS-Excel		• Lecture • Demonstration	CO-6	
42.		Creation of files in MS-Access		• Lecture • Demonstration	CO-6	
43.		Switching between application		• Lecture • Demonstration	CO-6	
44.		MS-PowerPoint.		• Lecture • Demonstration	CO-6	

TextBooks:
1. Fundamental of Computer :By P.K. Sinha

ReferenceBooks:
1. Fundamental of Computers - By V.Rajaraman B.P.B. Publications
2. Computer Today- By Suresh Basandra
3. Personal Computer Software Module M2 'O Level' - Khanna Book Publishing Co.(P) LTD. Delhi
4. MS-Office 2000(For Windows) - By Steve Sagman
5. Computer Networks - By Tennenbum Tata MacGrow Hill Publication