

**SWARNANDHRA
COLLEGE OF ENGINEERING & TECHNOLOGY
(Autonomous)**

SEETHARAMAPURAM, NARSAPUR-534280 W.G.DT. AP

DEPARTMENT OF BACHELOR OF COMPUTER APPLICATIONS(Honours)

TEACHING PLAN

Course Code	Course Title	Year/Sem	Branch	Contact hr/week	Academic Year
24BC1T02	Computer Fundamentals	I/I	BCA(Honours)	5	2024-2025

Course Objectives:

The main objective of this course is to introduce the fundamentals of computing devices and the Internet. It focuses on computer literacy that prepares students for life-long learning of computer concepts and skills.

Course Outcomes(Cos): At the end of the course, student will able to

CO No	Course Outcome	Knowledge Level(K)
CO1	Identify the components of a computer system, types of software, and the basics of hardware and software.	K1
CO2	Explain the basic operations of a GUI-based operating system and commonly used software applications.	K2
CO3	Demonstrate the ability to operate MS Office tools (Word, Excel, PowerPoint) for various tasks.	K3
CO4	Analyze the concepts of the Internet, web browsers, computer networks, and their functions.	K4
CO5	Evaluate and apply knowledge of Google tools, Internet security, and electronic payment systems.	K5

Week No	Outcome	Blooms Level	Topic / Activity	Text Books	Contact Hours	Delivery Method	
UNIT-I							
1,2	Identify the components of a computer system, types of software, and the basics of hardware and software.	K1	1.1	Knowing computer: computer definition, applications of computer, components of a computer system,	T1	1	Chalk & Board, PPT, Interactive White-boarding
			1.2	Central Processing Unit(CPU), Video Display Unit, Keyboard and Mouse, Optical Storage devices,	T1	2	
			1.3	concepts of hardware and software, concept of computing, data and information, applications of information electronics and communication technology. connecting peripherals.	T1	4	
			1.4	Computer software and its types: System software, Application software.	T1	2	
			1.5	Types of operating system, utility programs.	T1	2	

			1.6	Roles of operating system, Packages	T1	1	
			1.7	Communication software	T1	1	
			1.8	Commonly used application software.	T1	1	
UNIT-II							
3,4	Explain the basic operations of a GUI-based operating system and commonly used software applications.	K2	2.1	Operating computer using GUI based operating system, basics operating system, popular operating system.	T1	3	Chalk & Board, PPT, Interactive White-boarding
			2.2	MS Windows Operating System, definition and functions.	T1	1	
			2.3	Basic Components of windows, icons, desktop, taskbar, notification area, my computer.	T1	3	
			2.4	Notepad, paint, creating, deleting files and folders.	T1	2	
			2.5	Using mouse: creating shortcuts, window-accessories, files, folders, and directories.	T1	3	
Mid I Exam							

UNIT-III							
5, 6	Demonstrate the ability to operate MS Office tools (Word, Excel, PowerPoint) for various tasks.	K3	3.1	MS Word;Introduction to MS Word,Word interface,creating and editing the documents.	T1	2	Chalk & Board, PPT , Interactive White-boarding
			3.2	Formatting text,font,Formattng paragraph using several options.	T1	2	
			3.3	Mail merge,Macros,pri nting a document,print preview.	T1	2	
			3.4	MS Excel:Introduction ,workbook ,worksheet,formatting formulas ,charts.	T1	3	
			3.5	MS Power point:Introduction ,Creating presentation with all options,slide show,animations and design	T1	4	
UNIT-IV							
7,8	Analyze the concepts of the Internet, web browsers, computer networks, and their functions.	K4	4.1	Introduction to Internet,WWW, Web Browsers.	T1	2	Chalk & Board, PPT , Interactive White-boarding
			4.2	Basics of computer networks,LAN,W AN,Concept of Internet.	T1	3	
			4.3	Web browsing software,search engine,understand ing URL's	T1	2	
			4.4	Domain names,IP Address	T1	2	

			4.5	Basics of electronic mail, document collaboration.	T1	3	
UNIT-V							
9, 10	Evaluate and apply knowledge of Google tools, Internet security, and electronic payment systems.	K5	5.1	Introduction to Google tools .	T1	2	Chalk & Board, PPT , Interactive White-boarding
			5.2	Firewall, Computer virus, Internet security and privacy.	T1	3	
			5.3	Basics of Electronic Data Interchange, Electronic Payments and its types	T1	4	
			5.4	Digital cash, electronic cheque, smart card , Introduction to Digital Signatures	T1	4	
Mid II Exam							
Total No. of Classes						64	

Recommended Text Books for Reading:

T1: Introduction to Information Technology, ITL Education Solutions limited, Pearson Education.

T2: Computer Fundamentals, A. Goel, 2010, Pearson Education.

T3: Fundamentals of Computers, P. K. Sinha & P. Sinha, 2007, BPB Publishers.

T4: Fundamentals of Information Technology: Alexis Leon & Mathews Leon, Vikas Publishing House, New Delhi. .

T5: Introduction to Information Technology, Satish Jain, Ambrish Rai & Shashi Singh, Paperback Edition, BPB Publications, 2014

Y. Sai Swarupa
Faculty

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