SANATAN DHARMA COLLEGE, AMBALA CANTT

College with Potential for Excellence, UGC,New Delhi
NAAC Accredited Grade "A+" with CGPA 3.51 in 3rd cycle
ISO 9001:2015 & ISO 14001:2015 Certified

Department of Computer Science
Lesson Plan (Session 2022-2023)

Class: BCA   Sem: I   Sec-A & B
Course Code: BCA-112
Nomenclature: Windows & PC Software
Duration: 16 Weeks
Dates: 1 Sep,2022- 25 Dec, 2022

Syllabus

BCA-112   Windows and PC Software

Maximum Marks: 100	**External: 80**
Minimum Pass Marks: 35	**Internal: 20**
Time: 3 hours	

Note: Examiner will be required to set Nine Questions in all. First Question will be compulsory, consisting of objective type/short-answer type questions covering the entire syllabus. In addition to that eight more questions will be set, two questions from each Unit. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT–I
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, Volume Control.

UNIT–II
ADVANCED FEATURES OF WINDOWS:

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

UNIT–III
WORKING WITH SPREAD SHEET:

Introduction and area of use, Working with Excel, Toolbars, Menus and Keyboard Shortcuts, concepts of Workbook & 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.

UNIT–IV

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

TEXT BOOKS

1. Microsoft Office – Complete Reference – BPB Publication
2. Learn Microsoft Office – Russell A. Stultz – BPB Publication

REFERENCES BOOKS

1. Courter, G Marquis . Microsoft Office 2000: Professional Edition. BPB.
2. Koers, D . Microsoft Office XP Fast and Easy. PHI.
3. Nelson, S L and Kelly, J Office XP: The Complete Reference. Tata McGraw-Hill.

Course Outcomes

After the completion of this course, prospective Computer professionals will have the ability to

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Semester-I Course: BCA-112 Windows and PC Software **At the end of the course student should be able to :**

CO-1	Explain Windows and its Features, Using CD, DVD, Pen Drive, Burning CD. Windows Accessories. Entertainment- Media Players, Sound Recorder, Volume Control.
CO-2	Explain Hardware Requirements of Windows. Windows Concepts, Windows Structure
CO-3	Work efficiently with Desktop, Taskbar, Start Menu, My Pictures, My Music, My Documents, Recycle Bin.
CO-4	Manage Files, Folders and Disk
CO-5	Explain working of windows explorer
CO-6	Access and store data on CD, DVD, Pen Drive
CO-7	Ability to burn CD
CO-8	Ability to work on Media Players, Sound Recorder, Volume Control.
CO-9	Installation of Hardware & Software
CO-10	Work on Scanner, Web Camera, Printers
CO-11	Use System Tools - Backup, Character Map, Clipboard Viewer, Disk Defragmenter, Drive Space, Scandisk, System Information, System Monitor, Disk Cleanup.
CO-12	Update Windows

CO-13	Browse the Web with Internet Explorer,
CO-14	Explain Multiple User Features of Windows,
CO-15	Create and Delete User, Apply security features
CO-16	Share Folders and Drives,
CO-17	Browse the Entire Network, Use Shared Printers.
CO-18	Use Control Panel & its components
CO-19	Explain Toolbars, Menus and Keyboard Shortcuts, concepts of Workbook & Worksheets.
CO-20	Explain various data types in Excel
CO-21	Use Wizards
CO-22	Use different features with Data, Cell and Texts
CO-23	Inserting, Removing & Resizing of Columns & Rows
CO-24	Work with Data & Ranges
CO-25	Explain Different Views of Worksheets,
CO-26	Implement Column Freezing, Labels, Hiding, Splitting ..
CO-27	Use different features with Data and Text, Cell Formatting including Borders &Shading
CO-28	Multiple Worksheets: Concept, Creating and Using Multiple Worksheets;
CO-29	Use of Formulas, Calculations & Functions,
CO-30	Various types of Functions, Cell Referencing, Absolute and Relative Addressing,
CO-31	Use of various types of Charts
CO-32	Print Workbook & Worksheets with various options,
CO-33	Database: Creation, Sorting, Query and Filtering a Database;
CO-34	Creating and Using Macros; Pivot table & Pivot chart

S.No	Instructional Technique	Assessment Methods(AM)
1	Chalk & Talk	**Assignments**
2	ICT tools	**Quiz**
3	Group discussions	**Group Discussions**
4	Industrial visit	**Oral Tests**
5	Case studies	**Sessional**
6	Small Projects	**Presentations**
7	Workshop	**Seminar**

8	Spoken Tutorials	**University Exams**
9	Flipped Class	
10.	**E-Resources**	

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Detailed Lesson Plan

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Week	Date	BCA (Ist Sem) BCA-112 (Section-B)	BCA (Ist Sem) BCA-112 (Section-A)	Instructional Technique	Assessment Method
1	5- Sep-22	-	Introduction to Windows and its Features	*2-(PPT/Projector)*	----
	6-Sep-22	-	Hardware Requirements of Windows	*2(PPT/Projector)*	*1*
	7- Sep-22	-	Windows Concepts, Windows Structure	*1*	*1*
	8- Sep-22	Introduction to Windows and its Features	-	*1*	*1,2,3,4*
	9- Sep-22	Hardware Requirements of Windows	-	*1*	----
	10-Sep-22	Windows Concepts, Windows Structure	-	*2(PPT/Projector)*	*1*
	11-Sep-22	**Sunday**			
2	12-Sep-22	-	Desktop, Taskbar, Start Menu, My Pictures, My Music, My Documents, Recycle Bin.	*2-(PPT/Projector)*	*1,2,3,4*
	13-Sep-22	-	Managing Files, Folders and Disk	*2-(PPT/Projector)*	*1,2,3,4*
	14-Sep-22	-	Revision	----	----
	15-Sep-22	Desktop, Taskbar, Start Menu, My Pictures, My Music, My Documents, Recycle Bin.	-	*2-(PPT/Projector)*	*1,2,3,4*
	16-Sep-22	Managing Files, Folders and Disk	-	*9*	*1,2,3,4*
	17-Sep-22	Revision	-	----	----
	18-Sep-22	**Sunday**			

3		**-**	My Computer, Windows Explorer and its Facilities, Using CD, DVD, Pen Drive, Burning CD	*9*	*1,2,3,4,6*
	19-Sep-22				
	20-Sep-22	**-**	CD, DVD Cont….	*8,10,2*	*1,2,3,4,*
	21-Sep-22	**-**	Windows Accessories. Entertainment- Media Players, Sound Recorder, Volume Control	*8,10,2*	*1,2,3,4,*
	22-Sep-22	**My Computer, Windows Explorer and its Facilities, Using CD, DVD, Pen Drive, Burning CD**	**-**	*9*	*1,2,3,4,6*
	23-Sep-22	**CD, DVD Cont….**		*8,10,2*	*1,2,3,4,*
	24-Sep-22	**Windows Accessories. Entertainment- Media Players, Sound Recorder, Volume Control**	**-**	*8,10,2*	*1,2,3,4,*
	25-Sep-22	<td colspan="4" align="center">**Sunday**</td>			
4	**26-Sept-22**	<td colspan="4" align="center">**Holiday**</td>			
	27-Sept-22	**-**	Managing Hardware & Software -Installation of Hardware & Software	*6*	*1,2,3,4*
	28-Sept-22	**-**	Installation of Hardware & Software Cont…., Using Scanner, Web Camera, Printers	*6*	*1,2,3,4*
	29-Sept-22	**Managing Hardware & Software - Installation of Hardware & Software**	**-**	*6*	*1,2,3,4*
	30-Sept-22	**Installation of Hardware & Software Cont….**	**-**	*6*	*1,2,3,4*
	1-Oct-22	**Using Scanner, Web Camera, Printers**	**-**	*6*	*1,2,3,4*

Week	Date				
	2-Oct-22	Sunday			
5	3-Oct-22		Assignment -1	----	----
	4-Oct-22	-	Printers Cont…..	2-(PPT/Projector)	1,2,3,4
	5-Oct-22	-	System Tools - Backup, Character Map	2-(PPT/Projector)	1,2,3,4
	6-Oct-22	Assignment -1	-	----	----
	7-Oct-22	Printers Cont…..	-	2-(PPT/Projector)	1,2,3,4
	8-Oct-22	System Tools - Backup, Character Map	-	2-(PPT/Projector)	1,2,3,4
	9-Oct-22	Sunday			
6	10-Oct-22	-	Clipboard Viewer, Disk Defragmenter, Drive Space, Scandisk	6	1,2,3,4
	11-Oct-22	-	System Information, System Monitor, Disk Cleanup,	6	1,2,3,4
	12-Oct-22	-	Revision	----	----
	13-Oct-22	Holiday			
	14-Oct-22	Clipboard Viewer, Disk Defragmenter, Drive Space, Scandisk	-	6	1,2,3,4
	15-Oct-22	System Information, System Monitor, Disk Cleanup,	-	6	1,2,3,4
	16-Oct-22	Sunday			
7	17-Oct-22	-	Disk Cleanup Cont…..	2-(PPT/Projector)	1,2,3,4
	18-Oct-22	-	Using Windows Update. Browsing the Web with Internet Explorer, Multiple User Features of Windows,	2-(PPT/Projector)	1,2,3,4
	19-Oct-22	-	Creating and Deleting User, Changing User Password, etc.	6	1,2,3,4
	20-Oct-22	Disk Cleanup Cont…..	-	2-(PPT/Projector)	1,2,3,4
	21-Oct-22	Using Windows Update. Browsing the Web with Internet Explorer,	-	2-(PPT/Projector)	1,2,3,4

		Multiple User Features of Windows,			
8	22-Oct-22 to 26-Oct-22	Diwali Vacation			
	27-Oct-22	Creating and Deleting User, Changing User Password, etc.	-	6	1,2,3,4
	28-Oct-22	Accessibility Features of Windows - Sharing Folders and Drives, Browsing the Entire Network, Using Shared Printers.	-	2-(PPT/Projector)	1,2,3,4
	29-Oct-22	Control Panel & its components	-	9,10	1,2,3,4
	30-Oct-22	Sunday			
9	31-Oct-22	-	Accessibility Features of Windows - Sharing Folders and Drives, Browsing the Entire Network, Using Shared Printers.	2-(PPT/Projector)	1,2,3,4
	1-Nov-22	Holiday			
	2-Nov-22	-	Control Panel & its components	9,10	1,2,3,4
	3-Nov-22	Control Panel Cont…..	-	6	1,2,3,4
	4-Nov-22	Introduction and area of use, Working with Excel, Toolbars, Menus and Keyboard Shortcuts	-	2-(PPT/Projector)	1,2,3,4
	5-Nov-22	Concepts of Workbook & Worksheets, Using Wizards	-	9,10	1,2,3,4
	6-Nov-22	Sunday			
10	7-Nov-22	-	Introduction and area of use, Working with Excel, Toolbars, Menus and Keyboard Shortcuts	2-(PPT/Projector)	1,2,3,4
	8-Nov-22	Holiday			
	9-Nov-22	-	Concepts of Workbook & Worksheets, Using Wizards	9,10	1,2,3,4
	10-Nov-22	Various Data Types	-	9,10	1,2,3,4

	11-Nov-22	**Assignment-2**	-	----	----
	12-Nov-22	**Using different features with Data, Cell and Texts, Inserting, Removing & Resizing of Columns & Rows**	-	*9,10*	*1,2,3,4*
	13-Nov-22		**Sunday**		
11	14-Nov-22	-	**Various Data Types**	*9,10*	*1,2,3,4*
	15-Nov-22	-	**Assignment-2**	----	----
	16-Nov-22	-	**Using different features with Data, Cell and Texts, Inserting, Removing & Resizing of Columns & Rows**	*9,10*	*1,2,3,4*
	17-Nov-22	**Working with Data & Ranges, Different Views of Worksheets, Column Freezing, Labels, Hiding, Splitting**	-	*2- (PPT/Project or)*	*1,2,3,4*
	18-Nov-22	**Using different features with Data and Text, Cell Formatting including Borders & Shading.**	-	*2- (PPT/Project or)*	*1,2,3,4*
	19-Nov-22	**Sessional**	-	----	----
	20-Nov-22		**Sunday**		
12	21-Nov-22	-	**Sessional**	----	----
	22-Nov-22	-	**Working with Data & Ranges, Different Views of Worksheets, Column Freezing, Labels, Hiding, Splitting**	*2- (PPT/Project or)*	*1,2,3,4*
	23-Nov-22	-	**Using different features with Data and Text, Cell Formatting including Borders & Shading.**	*2- (PPT/Project or)*	*1,2,3,4*
	24-Nov-22	**Borders & Shading Cont….**	-	*2- (PPT/Project or)*	*1,2,3,4*
	25-Nov-22	**Multiple Worksheets: Concept, Creating and Using Multiple Worksheets**	-	*2- (PPT/Project or)*	*1,2,3,4*
	26-Nov-22	**Use of Formulas**	-		
	27-Nov-22		**Sunday**		
13	28-Nov-22	-	**Assignment-2**	----	----

	29-Nov-22	-	Borders & Shading Cont….	2-(PPT/Projector)	1,2,3,4
	30-Nov-22	-	Multiple Worksheets: Concept, Creating and Using Multiple Worksheets Use of Formulas	2-(PPT/Projector)	1,2,3,4
	1-Dec-22	Calculations & Functions, Various types of Functions	-	2-(PPT/Projector)	1,2,3,4
	2-Dec-22	Functions Cont….	-	6	1,2,3,4
	3-Dec-22	Cell Referencing, Absolute and Relative Addressing	-	8,10,2	1,2,3,4,
	4-Dec-22		**Sunday**		
14	5-Dec-22	-	Calculations & Functions, Various types of Functions	2-(PPT/Projector)	1,2,3,4
	6-Dec-22	-	Functions Cont….	6	1,2,3,4
	7-Dec-22	-	Cell Referencing, Absolute and Relative Addressing	8,10,2	1,2,3,4,
	8-Dec-22	Working with Different Chart Types, Chart Wizard, Printing of Workbook & Worksheets with various options,	-	2-(PPT/Projector)	1,2,3,4
	9-Dec-22	Cell Referencing And Chart types Cont….	-	6	1,2,3,4
	10-Dec-22	Database: Creation, Sorting, Query and Filtering a Database; Creating and Using Macros	-	8,10,2	1,2,3,4,
	11-Dec-22		**Sunday**		
15	12-Dec-22	-	Working with Different Chart Types, Chart Wizard, Printing of Workbook & Worksheets with various options,	2-(PPT/Projector)	1,2,3,4
	13-Dec-22	-	Cell Referencing And Chart types Cont….	6	1,2,3,4
	14-Dec-22	-	Database: Creation, Sorting, Query and Filtering a Database; Creating and Using Macros	8,10,2	1,2,3,4,

	15-Dec-22	Class Test		----	----
	16-Dec-22	Pivot table & Pivot chart		*2-(PPT/Projector)*	*1,2,3,4*
	17-Dec-22	Pivot Table Repeat…..		*2-(PPT/Projector)*	*1,2,3,4*
	18-Dec-22	**Sunday**			
16	19-Dec-22	-	Pivot table & Pivot chart	*2-(PPT/Projector)*	*1,2,3,4*
	20-Dec-22	-	Pivot Table Repeat…..	*2-(PPT/Projector)*	*1,2,3,4*
	21-Dec-22	-	Revision	----	----
	22-Dec-22	Revision	-	----	----
	23-Dec-22	Revision	-	----	----
	24-Dec-22	Revision	-	----	----
	25-Dec-22	**Sunday**			