

(Lesson Plan)

MCM DAV College for Women, Sector – 36A, Chandigarh Monthly Teaching Plans(Odd semester) Session: 2021-22

Name of the Teacher: Ms. Sonali Mehndiratta

Department: Computer Science and Applications

Class: BSc Voc.(CA)- I year

Semester: 1st

Section: Computer Applications

Subject: Fundamentals of IT (CA-01)

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	13 Sep, 2021	31 Sep, 2021	Computer Appreciation: Introduction to computers, characteristics of computer; History of computers; Classification of computers on basis of size: (Micro, Mini, Mainframe and super computers), Working Principles, Generations; Applications of computers; Commonly used terms–Hardware, Software, Firmware; Basic Computer Organization: Block diagram of computer system- Input unit, Processing Unit and Output Unit Description of Computer input devices: Keyboard, Mouse, Trackball, Light Pen, Touch screens, Scanner, Digital Camera; Output devices: Monitors, Printers, Plotters	Lecture method, PPT, Online sources, Doubt sessions, Assignments.
2.	1 Oct, 2021	31 Oct, 2021	Computer Memory: Representation of information: BIT, BYTE, Memory, Memory size; Units of measurement of storage; Main memory: Storage evaluation criteria, main memory organization, RAM and ROM and their types; Secondary storage devices: Sequential Access Memory, Direct Access Memory, Magnetic Tapes, Magnetic disks, Optical disks: CD, DVD; Memory storage devices: Flash Drive, Memory card Types of software: System, Utility and Application software; Programming Languages: Generation of Languages; Translators - Interpreters, Compilers, Assemblers and their comparison.	Lecture method, PPT, Online sources, Doubt sessions, Revisions, Assignments.
3.	1 Nov, 2021	30 Nov, 2021	Understanding Number System: Computer arithmetic; Number systems: Decimal, Binary, Octal, Hexadecimal, Conversions between different number systems Character Codes: Introduction, need, ASCII, EBCDIC and Unicode character sets Understanding Operating System using DOS: Introduction to operating systems and its functions, DOS and versions of DOS, Booting sequence; Warm and Cold Boot; Concepts of files and directories, Wildcard characters, Types of DOS commands, Internal Commands: cls, copy con, type, ver, volume, prompt, path name, date, time, md, cd, rd, copy, Del; External Commands: doskey, format, unformat, xcopy, fdisk, attrib, chkdisk; Introduction to Config.Sys and Autoexec.Bat	Lecture method, PPT, Online sources, Doubt sessions, Revisions, Assignments.

4.	1 Dec, 2021	Till the end of semester	<p>Windows Operating System: Anatomy of windows, Taskbar Settings, Managing folders and files using Windows Explorer, Searching Files and folders, Customizing Windows, Paint, WordPad, Notepad, Control Panel</p> <p>Introduction to Computer based Problem-solving: Steps of development developing of a program, Algorithm development, Flowchart, Pseudo codes, basic programming constructs, Documentation, Testing and Debugging</p> <p>Revision of syllabus.</p>	<p>Lecture method, PPT, Online sources, Doubt sessions, Revisions, Assignments, Practical demonstrations, class Tests.</p>
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MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Odd semester)
Session: 2021-22

Name of the Teacher: Dr. Ritika Bansal

Department: Computer Science and Applications

Class: BSc Voc.(CA)- I year

Semester: 1st

Section: Computer Applications

Subject: Applications Software (CA-02)

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	13 th sept 2021	30 th sept 2021	Opening, Creating, Saving, Printing and closing Documents, Menu Toolbars, Editing Text, Finding and Replacing Text, Spell Check,	Lecture method, PPT, Online sources and discussions.
2.	1 st Oct. 2021	31 st Oct 2021	Adding Borders and shading, Adding Headers and Footers, Setting up Multiple columns, Adjusting Margins and Hyphenating Documents; Mail Merge, Inserting Pictures, Tables. Autocorrect; Auto text, Character formatting, Page formatting. Macros: keyboard and button method	Lecture method, PPT, Online sources, demonstrations through software, class tests, and discussions.
4.	1 st Nov 2021	30 th Nov 2021	Creating, saving, and printing presentations; selecting design templates, Inserting tables and images, animations and transitions, Auto content Wizard, Changing Background, Worksheet overview, Row, Column, Cells, Menus, Creating, Opening, Saving and printing worksheet; Auto fill, working with Formulae, Data formatting, Working with Ranges, Absolute, relative and Mixed addressing.	Lecture method, PPT, Online sources, demonstrations through software, class tests, and discussions.
5.	1 st Dec. 2021	31 st Dec2021	Creating, sorting and filtering Data Base; Charts, Macros, Functions. Introduction to database, Creating database using Wizard or from scratch, creating tables using wizard, entering data, using design view, saving,	Lecture method, PPT, Online sources, sample questions, class tests, and revisions.

			inserting, editing, Changing properties of fields, setting primary key.	
6.	1 st January 2021	15 January2021	Revision and Doubt sessions	Class tests and old paper discussions.
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Even semester)
Session: 2021-22

Name of the Teacher: Dr. Ritika Bansal

Department: Computer Science and Applications

Class: BSc Voc.(CA)- I year

Semester: 2nd

Section: Computer Applications

Subject: C Programming Language (CA-03)

S.No	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	1 st March 2022	31 st March 2022	Character Set, Constants, Keywords, Variables, Data Types, Operators and its types, structure of C program, standard and formatted statements, decision control structures.	Lecture method, PPT, Online sources and discussions.
2.	1 st April 2022	30 th April 2022	Loop control structures and case control structures, Functions, recursion, Preprocessors, scope rules.	Lecture method, program demonstrations through software and discussions.
3.	1 st May 2022	31 st may 2022	Array declaration, Single and two dimensional arrays, Passing array elements to function, Insertion, deletion and searching operation in arrays, Pointers, Dynamic memory allocation, Reading and writing strings, string handling functions	Lecture method, PPT, Online sources, program demonstrations through software, class tests, and discussions.
4.	1 st June 2022	15 th June 2022	Structures, array of structures, union, opening and closing files, file accessing functions, file opening modes, argc and argv; Revision	Lecture method, PPT, Online sources, sample programs, class tests, revisions and old paper discussions. Discussions and class tests
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans SELF-REVIEWED				

(Lesson Plan)

MCM DAV College for Women, Sector – 36A, Chandigarh
Monthly Teaching Plans (Even semester)
Session: 2021-22

Name of the Teacher: Ms. Sonali Mehndiratta

Department: Computer Science and Applications

Class: BSc Voc.(CA)- I year

Semester: 2nd

Section: Computer Applications

Subject: Operating System concepts (CA-04)

S.No.	Date (Monthly)		Topics to be Covered	Academic Activity Undertaken*
	From	To		
1.	1 st March 2022	31 st March 2022	OS and it's functions, Computer System Architecture, Storage Structure	Lecture Method, PPT
2.	1 st April 2022	30 th April 2022	Process life cycle, PCB, Scheduler, Types of Scheduling, Deadlocks, Resource Allocation Graph, Deadlock detection and Recovery	Class Test, dictated notes from online sources, PPT
3.	1 st May 2022	31 st May 2022	Memory Management, Paging & Segmentation, Page Replacement Algorithms	Assignment given, Lecture Method, PPT
4.	1 st June 2022	15 th June 2022	File Allocation Methods, Allocation Methods, Directory Structure, Disk Structure, Disk Scheduling Algorithms, Control devices; Revision	Discussion of previous year questions, Class Test of Unit-3, Concluded with the syllabus; Discussions and Class Tests
Departmental Meeting to Coordinate and Review the Monthly completion of Syllabus as per lesson plans				
Self Reviewed				