



Lesson Plan

Name : Mrs. Shubha Chaturvedi

Department: Computer Science



BCA – Semester –I Subject Code : 104 : PC Software- I

Month		Topics Covered	Other Activities
July		MS-Windows: Introduction to MS Windows, concept of CUI & GUI, Features of Windows, Windows Accessories – Accessibility Wizard, Magnifier, Communications, Entertainment, System Tools, Address Book, Notepad, WordPad, Paintbrush , .	Group discussion Open book test
August		Control panel-Network connections, Printer and Faxes, Toolbar and Start Menus, Taskbar, Windows Task Manager	Assignment Practical
September		MS-Word: Introduction to MS-Word, Features, Application Areas and its uses, Standard toolbar, Editing of Word Document, View Menu, Insert Menu,	Test
October		Formatting a Document, Tools of Microsoft Word- Mail Merge, Macro, Table in Microsoft word,Applying effects to text, Applying animation to text.	Assignment
November		MS-PowerPoint: Introduction to PowerPoint, Features, Application Areas and its uses, Creating a new presentation, Views of PowerPoint, Formatting, Drawing toolbar , Adding graphics, formatting, customizing and printing.	Mock test

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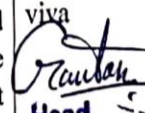
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Subject Code : VCA 102 PC Software- I (Semester -I)

Month		Topics Covered	Other Activities
July		Software: System software, application software, utility software. User Interface: Introduction to CUI and GUI and Comparison .	Open book test
August		MS Windows, Features of Windows, Desktop (My Computer, My Document, Recycle Bin, Network Places, Internet Explorer. Windows Explorer, Start Menu and Task bar. System Tool: Disk defragmentation, System Information, System Back up & Restore.	Assignment Practical
September		Control Panel : Add & Remove Hardware / Software, Date & Time, Personalization , Font, Mouse, Keyboard, Printer & Faxes, Sound, User Account, Windows Task Manager, Power option, Folder Option.	Test
October		MS-Word: Introduction to MS-Word, Features, Application Areas and its uses, types of views, Creating & Saving : New Document, copy, cut, paste, paste special, clipboard, undo, redo, Fonts, Paragraphs: Indentation and Spacing, Columns & Breaks, Styles, Find, Replace & Goto. Inserting Tables, Picture, ClipArt, Shapes, Smart Art and Charts, Symbols and Equations, Hyperlink, Bookmark. Header & Footer. Drop Cap, Textbox, WordArt, Date and Time. Table of contents, Footnotes and Endnotes, Page background. Mail merge, Macros, Auto correct and Auto Text. Comments, Ruler, Page Setup, Size, Margins, Gutter, Orientation.	Assignment Practical
November		MS-PowerPoint: Introduction to PowerPoint, Features, Application Areas and its uses, Creating Presentations through Blank Presentations, Templates, Slide Master, Views of PowerPoint, Formatting of Presentations : Inserting Graphics and Animations, Formatting & Customizing Presentations : Slide Transactions, Custom Animation, Inserting sounds and movies, Set up and Custom Slide Shows. Handouts.	Mock test Preparation for viva  Head Department of Computer Science Sophia Girls' College Ajmer



BCA – Semester –III

Subject Code : 302 Database Management Systems – I

Month		Topics Covered	Other activities
July		Overview of DBMS: Basic Database terminology, Drawback of Conventional file system, database management system: Introduction, advantages and disadvantages.	Open book test
August		DBMS components, DBA and his responsibilities, Data Abstraction, Schemas and Instances, Physical and Logical Data Independence.	Class discussion on various database models.
September		Architecture of DBMS: Client/Server Architecture, 2 Tier & 3 Tier. Entity-Relationship Model: Concept, Entity, Entity Set, Attributes, Relationships, Keys (Types), Generalization, Specialization, Aggregation, Overview Of Hierarchical, Network And Comparison of Network, Hierarchical and Relational Models.	Revision
October		File Organization: Introduction, Types (Sequential, Direct, Indexed sequential). Relational Model.	Project
November		Relational Algebra: Set Operators (Union, Intersection, Set-Difference, Cartesian Product), Relational Operators: (Select, Project, Rename, Join), Decomposition of Relation Schemes, Dependencies and its types, Normalization up to BCNF	Test Revision

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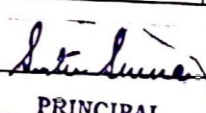



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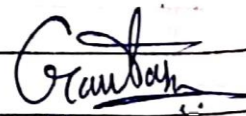
BCA Part III

Subject: BCA-19 E-Commerce

Month		Topics Covered	Other Activities
July		Traditional vs. Electronic business applications	Assignment
August		Electronic Commerce Framework, electronic and media convergence, anatomy of e-commerce, overview of mobile computing technology, mobile data internet and mobile computing applications.	Open book test
September		Networks – Security and firewalls, client – server network security threats, firewalls and network security, data message security	Test
October		Encrypted documents and electronic mail, Architectural framework for e-commerce, world wide web architecture,	Assignment
November		Consumer oriented e-commerce, electronic data interchange (EDI),	Oral test
December		EDI Applications in business, EDI security document management, digital libraries	Assignment
January		Consumer oriented applications, mercantile process models, mercantile models from the consumer's perspective, Mercantile models from the merchant's perspective.	Revision


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BA. Eco Hons . - Part III

Subject: Computers and its Applications

Month		Topics Covered	Other Activities
July		<p>Introduction: Computer, Definition, Block Diagram, Characteristics, Hardware & Software.</p> <p>Software & its types, User Interface: Concept of CUI & GUI.</p> <p>MS Windows, Features of Windows, Desktop (My Computer, My Document, Recycle Bin, Network Places, Internet Explorer. Start Menus, Taskbar & its properties, Windows Explorer.</p>	Assignment
August		<p>MS-Word: Introduction to MS-Word, Features, Application Areas & its uses, types of views, Creating & Saving: New Document & Templates. Formatting, Editing & Printing: Cut, copy, paste, paste special, clipboard, undo, redo, Fonts, Paragraphs: Indentation & Spacing, Columns & Breaks, Styles, Themes, Find, Replace & Goto. Inserting Tables, Picture, ClipArt, Shapes, Symbols & Equations, Hyperlink, Bookmark, Converting Text to Table & vice versa. Header & Footer. DropCap, Textbox, WordArt, Date & Time, Footnotes & Endnotes, Captions, Watermark, Page Color, page Borders, Page background.</p>	Open book test
September		<p>Mail merge, Macros, Spelling & Grammar, Auto correct & Auto text. Page Setup, Size, Margins, Gutter, Orientation</p> <p>MS-Excel: Introduction, Features, Application Areas & its uses, views & its types, formatting & its types,.</p>	Test
October		<p>Functions & Formulas (Text: char, concatenate exact, find, left, right, mid, lower, upper, proper, search ,substitute, trim. Logical: if, and , or, not. Date & Time: Date, day, month, year, now, today, time, hour, minute, seconds. Math & trig: abs, int, even, odd, fact, mod, pi, power, product, round, roman, sign, sqrt, trim. Statistical: Average, count. Charts : Line, bar, column, area, pie.</p>	Assignment

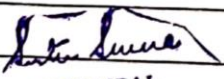

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November	Pivot Tables, Data management: Sort, filters, auditing & tracing, Protecting sheet & workbook. MS-PowerPoint: Introduction to PowerPoint, Features, Application Areas & its uses, Creating Presentations through Blank Presentations, Templates, Existing Presentations, Views of PowerPoint,	Oral test
December	Formatting & Customizing Presentations : Inserting Graphics & Animations, Slide Transactions, Custom Animation, Inserting sounds & movies, Set up & Custom Slide Shows. Rehearse Timing, Record Narration & Protecting Presentations. Slide Master, Handouts, Printing Presentations.	Assignment
January	MS-Access: Introduction, Concepts of databases, Data Types creating a database & tables, adding, editing & searching of records, queries(select, update, delete), creating forms and reports.	Revision

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MSC PREVIOUS - Semester –I
Subject: 104 Database Management Systems

Month		Topics Covered	Other Activities
July		Overview of DBMS: Basic Database terminology, Drawback of Conventional file system, database management system: Introduction, advantages and disadvantages	Open book test
August		DBMS components, DBA and his responsibilities, Data Abstraction, Schemas and Instances, Physical and Logical Data Independence.	Class discussion on various database models.
September		Architecture of DBMS: Client/Server Architecture, 2 Tier & 3 Tier. Entity-Relationship Model: Concept, Entity, Entity Set, Attributes, Relationships, Keys (Types), Generalization, Specialization, Aggregation, Overview Of Hierarchical, Network And Comparison of Network, Hierarchical and Relational Models.	Revision
October		File Organization: Introduction, Types (Sequential, Direct, Indexed sequential). Relational Algebra: Set Operators (Union, Intersection, Set-Difference, Cartesian Product), Relational Operators: (Select, Project, Rename, Join) , Decomposition of Relational Schemes, Dependencies and its types, Normalization up to DKNF	Project Database Designing
November		MS-Access: Introduction, understanding databases, creating table, creating and customizing a form, adding, editing, sorting and searching of records, creating and printing reports, queries(select, update, delete), creating a database and application, linking importing and exporting data, form, creating reports.	Revision Preparation for viva

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MSC Final

Subject : 304 Software Engineering

Month	Topics Covered	Other Activities
July	Concepts of Software Engineering, Software Characteristics, components, applications, System Development Life Cycle (SDLC) Steps, Water fall model, Prototype, Spiral model.	Open book test
August	Software Metrics and Models; Role of Metrics and Measurement, Process Models , Process and Product Metrics, Size metric, Function Point Analysis, Cost Estimation, Halsted Theory	Solving Questions Practically. Class Discussion
September	Planning and Software Project:, Project Scheduling, Software Quality, Quality Assurance Plans, Software Quality factors. Software Development & Software Design: Cohesion and coupling, System design, Detailed design, Function oriented design, Object oriented design, User Interface design.	Test Internal Exam
October	Coding: Programming Practices, verification and validation, Code Review, Clean room approach. Testing : Testing Fundamentals, Test Plan activities during testing, Test case design, Unit Testing, Functional Testing, Black Box, White Box, McCabe's Cyclometric, Integration Testing, System Testing, software reengineering.	Revision  Head

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BCA – Semester –II

Subject Code : 204 : PC Software- II

Month		Topics Covered	Other Activities
December		MS-Excel: Introduction to MS-Excel, working with toolbars, formatting, formulae, data management, graphs, charts, macros and other additional functions. Creating charts and pivot tables.	Group Discussion Open book test
January		MS-Access: Introduction, understanding databases, creating a database and tables automatically, creating and customizing a form, adding, editing, sorting and searching of records,	Assignment Practical
February		Creating and printing reports, queries, creating a database and application, linking importing and exporting data, form, creating reports	Test
March		MS- Outlook: Using Email:-Reading Email, Sending Email, Responding to Email, Saving Email, Deleting Email, Managing Sent Email, Printing Email.	Assignment <i>Sh Pearl</i>
April		Using Calendar: - Calendar Views, Understanding Calendar Items, Scheduling Calendar Items, Editing Calendar Items, Deleting Calendar Items, Adding Holidays. Using Contacts: - Contacts View, Creating Contacts, Deleting a List or Contact.	PRINCIPAL SOPHIA GIRLS' COLLEGE (AUTONOMOUS) AJMER <i>Grantah</i> Head Department of Computer Science Sophia Girls' College (Autonomous), A. J.

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