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	2025-2026

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 Book	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	T1	1	Chalk & Board, PPT, Interactive Whiteboarding
				Components of aComputersystem	T1	1	
			1.2	CentralProcessing Unit(CPU)	T1	1	
				Video Display Unit,Keyboard and Mouse,	T1	1	
				Optical Storage devices, basics of hard drive,	T1	1	
			1.3	concepts of hardware and software	T1	1	
				concept of computing, data and information	T1	1	
				applications of information electronics and communication technology,	T1	1	
				connecting Peripherals to the CPU	T1	1	
			1.4	System software,	T1	1	
				application software	T1	1	
			1.5	Types of opearting system,	T1	1	
				utility Programs	T1	1	
			1.6	Roles of operating system and Packages	T1	1	
			1.7	Communication software	T1	1	

				1.8	Commonly used application software.	T1	1	
					Total		**16**	
**UNIT-II**
3,4	Explain the Basic operations of a GUI-based operating system and commonly used software applications.	K2		2.1	operating systems basics, basics of popular operating systems,	T1	1	Chalk & Board, PPT , Interactive Whiteboarding
					the user interface,		1	
					basics of operating system setup,		1	
					common utilities		1	
				2.2	MS Windows Operating System:definition and functions,	T1	1	
				2.3	basic components of Windows, Icons, Desktop,	T1	1	
					Taskbar,Notification area,files and folders,	T1	1	
					start menu operations, my computer,	T1	1	
				2.4	network neighborhood, recycle bin,	T1	1	
					windows explorer, setting wall paper	T1	1	
				2.5	changing the mouse pointer, paint, notepad, setting date and time	T1	1	
					using mouse: running an application,	T1	1	
					cratingshortcuts, using Windows accessories.	T1	1	
					Total		**13**	
**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, Windows interface,	T1	1	Chalk & Board, PPT , Interactive Whiteboarding
				creating & editing documents,	T1	1	
			3.2	Formattingtext,font,Paragraph	T1	1	
				Formatting paragraph using options likebullets etc	T1	1	
			3.3	Mailmerge,Macro	T1	1	
				printing a document,print preview.	T1	1	
			3.4	MSExcel Introduction	T1	1	
				workbook ,work sheet	T1	1	
				formatting, formulas	T1	1	
				charts	T1	1	
			3.5	**MS Power point:** Introduction,	T1	1	
				creating presentation with all options,	T1	1	
				slide show	T1	1	
				animations and designs	T1	1	
				Total		**14**	
				UNIT-IV			
7,8	Analyze the concepts of the Internet, web browsers,computer networks, and their functions.	K3	4.1	Introduction to Internet	T1	1	Chalk & Board, PPT , Interactive Whiteboarding
				WWW, Web Browsers.	T1	1	
			4.2	Basics of computernetwork	T1	1	
				LAN, WAN,	T1	1	
				concept of Internet	T1	1	
			4.3	web browsing software,	T1	1	
				search engines, understanding URLs	T1	1	

			4.4	domain name,	T1	1	
				IP address	T1	1	
			4.5	Basics of electronic mail	T1	1	
				documentcollaboration	T1	1	
				Total		**11**	

UNIT-V							
9, 10	Evaluate and apply knowledge of Google tools, Internet security, and electronic payment systems.	K4	5.1	Introduction to Google tools .	T1	1	Chalk & Board, PPT , Interactive Whiteboarding
				such as drive, sheet, doc, meet etc.	T1	1	
			5.2	Firewall	T1	1	
				computer virus,Anti virussoftware	T1	1	
				Internet security and privacy,	T1	1	
			5.3	Basics of Electronic Data Interchange,	T1	1	
				Electronic Paymentsystems	T1	1	
				Types of paymentsystems	T1	1	
			5.4	digital cash, electroniccheque	T1	1	
				smart card, introduction digitalsignatures	T1	1	
				digital signatures.	T1	1	
				Total		**11**	

Mid II Exam		
Total No. of Classes		**65**

Recommended Text Books for Reading:

Text No.	Author(s)	Title	Edition	Publisher	Year of Publication
T1	ITL Education Solutions Limited	Introduction to Information Technology	1st Edition	Pearson Education	2001
T2	A. Goel	Computer Fundamentals	1st Edition	Pearson Education	2010
T3	P. K. Sinha & P. Sinha	Fundamentals of Computers	6th Edition	BPB Publications	2007
T4	Alexis Leon & Mathews Leon	Fundamentals of Information Technology	2nd Edition	Vikas Publishing House	2009
T5	Satish Jain, Ambrish Rai & Shashi Singh	Introduction to Information Technology	1st Edition	BPB Publications	2014

Y. Sai Swarupa,
Faculty

Head of the Department

Principal