

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	2026-2027

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, PP Interactive White-boarding	
				Components of a Computer system : Input, CPU and Output unit	T1	1		
				Central Processing Unit(CPU),Video Display Unit	T1	1		
				Keyboard and Mouse, Optical Storage devices	T1	1		
				basics of hard drive	T1	1		
				1.3	concepts of hardware and software	T1		1
					Concept of computing, data and information, applications of	T1		1
					applications electronics and communication technology			
					Connecting peripherals to the CPU			
				1.4	Computer software and its types: System	T1		2
					software, Application software.			
				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	T1		Chalk & Board, PPT , Interactive White-boarding	
				GUI based operating system;basics operating		4		
				system,popular				
				operating system.The user interface.common utilities				
			2.2	MS Windows Operating System,definition and functions.	T1	1		
			2.3	Basic	T1			
				Components of windows,icons,desktop,,taskbar,not		3		
				ification area,my computer.				
			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								
			3.1	MS Word; Introduction				

5, 6	Demonstrate the ability to operate MS Office tools (Word, Excel, PowerPoint) for various tasks.	K3		to MS Word, Word interface, creating and editing the documents.	T1	2	Chalk & Board, PPT , Interactive White-boarding
			3.2	Formatting text, font, Formatting paragraph using several options.	T1	2	
			3.3	Mailmerge, Macros, printing a document, print preview.	T1	2	
			3.4	MSExcel: Introduction ,workbook ,worksheet, Formatting, formulas ,charts.	T1	4	
			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, WAN, Concept of Internet.	T1	3	
			4.3	Web browsing software, search engine, understanding URL's	T1	2	
			4.4	Domain names, IP Address	T1	2	

			4.5	Basics of electronic mail,document collaboration.	T1	2	
UNIT-V							
9, 10	Evaluate and apply knowledge of Google tools, Internet security, and electronic payment systems.	K5	5.1	Introduction to	T1	2	Chalk & Board, PPT , Interactive White-boarding
				Google tools .			
			5.2	Firewall,Computer virus,Internet security and	T1	3	
			5.3	privacy.			
				Basics of Electronic Data Interchange,Elect ronic Payments	T1	3	
			5.4	and its types			
				Digital cash,electronic			
cheque,smart card ,Introduction To Digital Signatures	T1	3					
Mid II Exam							
Total No. of Classes						65	

Recommended Text Books for Reading:

S.No	Textbook Name	Author(s)	Year
T1	Introduction to Information Technology	ITL Education Solutions Limited	2001
T2	Computer Fundamentals	A. Goel	2010
T3	Fundamentals of Computers	P. K. Sinha & P. Sinha	2007
T4	Fundamentals of Information Technology	Alexis Leon & Mathews Leon	2009
T5	Introduction to Information Technology	Satish Jain, Ambrish Rai & Shashi Singh	2014

V. Sai Suresh
Faculty

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Head of the Department

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Principal