



# Yogoda Satsanga Mahavidyalaya

JAGANNATHPUR, DHURWA, RANCHI – 834004

Email address: [ysmranchi4@gmail.com](mailto:ysmranchi4@gmail.com)

(NAAC Accredited, Grade: B++, CGPA: 2.89)

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## COURSE PLAN

**NAME OF THE DEPARTMENT:** BCA/IT

**NAME OF THE FACULTY:** Prof. Saroj Kumari,  
Prof. Khushbu Kumari

**ACADEMIC SESSION:** 2023-24

**YEAR:** 2024

**PROGRAMME:** BCA & B.Sc. (IT)

**SEMESTER:** III

**COURSE TYPE:** Skill Enhancement Course

**COURSE NAME:** Elementary Computer Application Software

**COURSE CODE:** SEC 1

**TOTAL CREDIT:** 2



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## PROGRAMME OUTCOMES (PO):

- PO1: Scientific & Computational Knowledge:** - Apply the information on scientific & computational ideas, software engineering and innovation basics.
- PO2: Problem Analysis, Design & Implementation:** - Identify, formulate and analyze real world problem. Design solution for Software, Hardware & Networking problems and implementation using Software & Network tools.
- PO3: Modern tool usage:** - Ability to select modern computing tools, skills and techniques necessary for innovative software solutions.
- PO4: Project Management:** -Comprehend Software Engineering and Technology standards and apply these to prepare own project and system as a part and pioneer in a group.
- PO5: Career Development & Entrepreneurship:** Classify opportunities, private enterprise dream and use of original thoughts to build worth and means for the betterment of the human being and the world.
- PO6: Communication:** Communicate effectively on computational & information Technology activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
- PO7: Ethics:** Ability to apply and commit professional Ethics, cyber regulations & control on software piracy in a global economic environment.
- PO8: Preparing students for future aspects:** Building and improving their creativity, social awareness, and general knowledge.
- PO9: Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological changes.

## PROGRAMME SPECIFIC OUTCOMES (PSO):

- PSO1:** An ability to apply technical comprehension in varied areas of Computer Applications and experience a conducive environment in cultivating skills for thriving career and higher studies.
- PSO2:** Understand the concept of Programing logic, Web designing logic, Signal processing, Image processing, Mobile Applications, Multimedia Media.
- PSO3:** Develop competencies in various disciplines of technologies such as Server-side Web applications, computer networking, software engineering, database concepts and programming



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## COURSE OUTCOMES (COs):

- CO1:** Students should demonstrate proficiency in using elementary computer applications such as basic of computer & its components, word processing, spreadsheets, and presentation software.
- CO2:** Students should be able to organize files and folders efficiently on a computer system, including tasks such as saving, renaming, moving, input output devices and deleting files.
- CO3:** Students should be able to create, edit, format and manage documents using word processing software and Computer Memory and Processors. This includes tasks such as typing, formatting text, inserting images, creating tables, and using templates.
- CO4:** Students should be able to understand the concept of number system and create, edit, format, and manage spreadsheets using spreadsheet software. This includes tasks such as entering data, creating formulas and functions, formatting cells, and creating charts.
- CO5:** Students should be able to understand the concept of computer software and create, edit, format, and deliver presentations using presentation software. This includes tasks such as designing slides, adding multimedia elements, applying transitions and animations, and delivering presentations effectively.
- CO6:** Students should understand basic concepts related to internet usage and email communication. This includes tasks such as browsing the web, conducting online research, sending and receiving emails, and managing email accounts.
- CO7:** Students should be able to understand the concept of Operating system-Windows and troubleshoot common issues that may arise while using computer applications, such as resolving formatting errors, handling software crashes, and recovering lost data.
- CO8:** Students should understand and adhere to ethical and legal guidelines related to the use of computer software, including issues such as copyright infringement, software piracy, and data privacy.
- CO9:** Students should be able to collaborate with others using collaborative features available in software applications, such as real-time editing, commenting, and sharing files online.
- CO10:** Students should develop a mindset for continuous learning and improvement in computer application skills, staying updated with new features and technologies in software applications relevant to their field of study or profession.

## COURSE TEACHING AND LEARNING ACTIVITIES

### A. PEDAGOGY

- |      |                   |   |
|------|-------------------|---|
| i.   | Whiteboard        | √ |
| ii.  | Flipped Class     | √ |
| iii. | PPT               | √ |
| iv.  | Lab Demonstration | √ |



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## B. COURSE COMPLETION PLAN

UNIT		NO. OF LECTURES		TEST	QUIZ	ASSIGNMENT
		THEORY	PRACTICAL/TUTORIAL			
G R O U P - A	1	2	1		√	√
	2	4	2			
	3	5	2			
	4	3	4		√	√
	5	2	2			
	6	3	2			
	7	2	4			
G R O U P - B	8	3	08		√	√
	9	4	10		√	√
	10	3	05		√	√

## A. COURSE DELIVERY PLAN:

UNIT	TOPIC/SUBTOPIC	LECTURE REQUIRED (Theory & Practical)	CO ADDRESSED	ASSIGNMENT/ TEST/QUIZ
1	Basic Computer Concept	2	CO1, CO10	√
2	Input and Output Devices	4	CO2, CO10	√
3	Computer Memory and Processors	5	CO3, CO10	√
4	Numbers Systems and Logic Gates	3	CO4, CO10	√



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5	Computer Software	2	CO5, CO8, CO9, CO10	√
6	Internet & its uses	3	CO6, CO10	√
7	Operating system-Windows	2	CO7, CO9, CO10	√
8	Word Processing	3	CO3, CO10	√
9	Microsoft Excel (Spreadsheet)	4	CO4, CO10	√
10	Microsoft Power Point (Presentation Package)	3	CO5, CO10	√

## B. COURSE OUTCOME ASSESSMENT PLAN

### a. DIRECT ASSESSMENT

(Please tick the appropriate column)

COURSE OUTCOME	ASSESSMENT			REMARKS
	QUIZ	TEST	END SEMESTER	
CO1			√	
CO2		√	√	
CO3			√	
CO4		√	√	
CO5			√	
CO6		√	√	
CO7			√	
CO8		√	√	
CO9			√	
CO10		√	√	

### b. INDIRECT ASSESSMENT (STUDENT SURVEY)

Rate the following aspects of course outcomes. Use the scale 1-3

S. No	Course Outcome	1	2	3
1.	CO1			√
2.	CO2			√
3.	CO3			√
4.	CO4			√
5.	CO5			√
6.	CO6			√
7.	CO7			√
8.	CO8			√
9.	CO9			√



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10.	CO10			√
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1. Average
2. Good
3. Very Good

## C. SUGGESTED READINGS

### a. REFERENCE BOOKS

- Nishit Mathur, Fundamentals of Computer , Aph publishing corporation(2010).
- Satish Jain, M.Geeta, MS- Office 2010 Training Guide, BPB publication (2010).
- Douglas E Corner, The Internet Book 4th Edition, prentice –Hall(2009).

### b. VIDEO RESOURCE

- [https://youtu.be/F1Dv1aN9G1U?list=PLRQGNW3q\\_WkhDpHwdQ3buNntOX-gbsfl](https://youtu.be/F1Dv1aN9G1U?list=PLRQGNW3q_WkhDpHwdQ3buNntOX-gbsfl)
- <https://youtu.be/e0v xv3Gb7z0>
- <https://youtu.be/Yoq-nL2W2Gk>

### c. WEB RESOURCES:

- <https://www.javatpoint.com/computer-fundamentals-tutorial>
- [https://www.tutorialspoint.com/computer\\_fundamentals/index.htm](https://www.tutorialspoint.com/computer_fundamentals/index.htm)
- <https://www.geeksforgeeks.org/computer-fundamentals-tutorial/>

### d. E-RESOURCES

- Notes in the form of PDF share to the Students WhatsApp group.