



**PREM CHAND MARKANDA SD COLLEGE FOR WOMEN,
JALANDHAR CITY**

Re-accredited 'A+' grade (2nd Cycle) by NAAC Bangalore of

A unique prestigious Post Graduate Institution of Northern India

**DEPARTMENT OF PG DEPARTMENT OF COMPUTER SCIENCE & IT
(Session 2025-26)**

Program: Certificate of Computer Application

Program Outcome: PO No.	Upon Completion of the Programme, the diploma holders will be able to:
PO.1	Understand the basic components, structure, and functions of a computer system, including different hardware, software, and operating systems.
PO.2	Gain practical competence in using common application software like MS-Office suite (Word, Excel, PowerPoint) for word processing, spreadsheets, and presentations.
PO.3	Learn to create and manage new databases and tables, and develop skills in creating queries and reports within a database system.
PO.4	Become technically proficient and employable in the IT and business sectors, particularly in roles requiring strong computer application skills.
PO.5	Develop a solid foundation for pursuing higher education in computer science, IT, or related fields.

Teaching Plan
Session 2025-26
Odd Semester
CLASS:CCA SEM(I)
SUBJECT: Information Technology and Operating System
Faculty Name: Mrs. Sumanjit Kaur

TOPIC	DURATION	TEACHING TOOLS
Information Concepts and Processing Evolution of Information Processing Data Information Language Communication and Network Client Server Systems Computer Networks LAN & WAN Internet Understanding the Internet E-mail Basics Browsing the Web Finding Stuff on the Web and Net	July-August	• Technology based learning • Lecture based Teaching learning • Group Teaching & Learning
Elements of a Computer Processing System Hardware – CPU Storage Devices and Media VDU Input – Output Data Communication Equipment Software– System Software, Application Software Programming Languages Classification Machine Code Assembly Language Higher Level Languages Fourth Generation languages	September	• Individual learning • Experimental Learning
Operating System What is Operating System–Evolution of OS Types of Operating System A) Single User Systems B) Multi User Systems : Unix, XENIX, VAX/VMS	October	• Technology based learning • Learning through problem solving
Commencement of exams	November	

Course outcome

CO.1	Understand the concepts of information processing, communication, computer networks, and client–server systems
CO.2	Demonstrate knowledge of internet basics such as email, web browsing, and effective information retrieval.
CO.3	Identify and describe the key components of a computer processing system, including hardware, storage devices, input, and output units.
CO.4	Understand the role of system software, application software, programming languages, and operating systems in computer systems
CO.5	Differentiate between machine code, assembly language, high-level languages, fourth-generation languages, and types of operating systems

Teaching Plan
Session 2025-26
Odd Semester
CLASS: CCA SEM 1
SUBJECT : PC Computing–I
Faculty Name: Ms. Vineet

TOPIC	DURATION	TEACHING TOOLS
1.1 Origin of windows a) Parts of Windows Screen (Definition) The Desktop, the taskbar ,Start Menu ,The windows, Icons b) Types of windows Application Windows Document Windows c) Anatomy of a window The title bar, Minimize and Maximize buttons, The control box ,Scroll bars, scroll buttons and scroll boxes, About my computer icon, About the networking neighbourhood icon Recycle bin, Folders – creation and definition Windows explorer (definition) Shortcut icons with creation and definition	July-August	● Technology based learning ● Lecture based Teaching learning ● Group Teaching & Learning
1. Introduction to Word 2. Introduction to Parts of a Word Window (Title bar, Menu bar, Tool bar, the Ruler, Status area) 3. Creating new document 4. Opening an existing document 5. To insert a second document into an open document 6. Editing a document	September	● Technology based learning ● Experimental Learning ● Lecture Based Learning

7.Deleting text, replacing text, moving and copying text 8.Page setup 9.Margins and gutters 10.Changing fonts and front size 11.To make text bold, italic or underline 12.Line spacing 13.Centering, right alignment and left alignment 14.Page breaks 15.Headers and footers 16.Putting page numbers in headers and footers 17.Saving documents naming word document ,saving in different formats, saving on different disks 18.Spell checker 19.Printing 20.Creating a table using the table menu, entering and editing text in tables,selecting in tables,adding rows, changing row heights		
Borders and shading Templates and wizards,Working the graphics,Drawing objects,Using frames, position objects,Mail merge,Using word and word documents with other applications MS–POWER POINT 1.Introduction to Ms Power Point	October	• Technology based learning • Experimental learning

2.Power Point Elements -Templates -Wizards -Views -Color Schemes 3.Exploring Power Point Menu -Opening and Closing Menus -Working with Dialog Boxes 4.Adding text, adding title, moving text area, resizing text boxes, adding art. 5.Starting a new slide 6.Starting a Slide show 7.Saving Presentation 8.Printing Slides 9.Views -Slide View, Slide sorter view, notes view, outline view 10.Formatting and enhancing text formatting a)Formatting -Changing format with a new layout -Using a pick look wizards to change format -Alignment of Text -Working with text spacing b)Enhancing -Using Bullets		
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-Changing text font and size -Selecting text style, effect and color -Picking up and applying styles 11.Creating Graphs 12.Displaying slide show and adding multi-media		
Commencement of exams	November	

Course outcome

CO.1	Learners will gain skills in creating, organizing, and managing files and folders, as well as using shortcut icons and understanding system icons like Recycle Bin and My Computer.
CO.2	Students will be able to create, format, edit, and save documents; apply text formatting, insert tables, and use features like spell check, headers/footers, and mail merge.
CO.3	.Learners will master the use of margins, fonts, line spacing, page setup, and alignment tools to enhance document appearance for professional communication.
CO.4	Students will develop the ability to create visually appealing slideshows, add multimedia, use templates, and apply formatting to present data and information effectively.
CO.5	Learners will be able to use Word and PowerPoint in combination with other applications, demonstrating an understanding of how to transfer data and enhance workflow.