



**Netaji Subhash Chander Bose Memorial
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School of Computer Applications

Teaching Plan Odd Semester Session (2024-2025)

**Class: PGDCA -1st Semester
Subject: PC Software
Course Code: DCS 101**

**Name of the Teacher: Prof. Sushil Kumar
Period: 2nd (10:10AM-10:50AM)
Room No: PGDCA**

S. No	Aims to be completed	Topics to be covered
Week 1	10-08-2024	Orientation and introduction about the subject
	12-08-2024 to 17-08-2024	Operating system concept: Duties, Responsibilities and functions of an Operating system
Week 2	19-08-2024 to 24-08-2024	General understanding of different Operating System Environment (Single user system, Multi user system, Graphical user interface system, character based system)
Week 3	26-08-2024 to 31-08-2024	Disk Operating System: Concept of Files and Directories, Internal commands
Week 4	02-09-2024 to 07-09-2024	External commands, Batch Files, Filters, Redirection, Macros, Wild Card character Booting Process, Configuration Files (Config.Sys)
Week 5	09-09-2024 to 04-09-2024	General Understanding Of Facilities, Features Of Windows Explorer, Control Panel Setting, Accessories, Recycle Bin.
Week 6	16-09-2024 to 21-09-2024	Computer Virus: Prevention, Detection, Cure
Week 7	23-09-2024 to 28-09-2024	Word Processing Concepts: Definition, Benefits, Facilities
Week 8	30-09-2024 to 05-10-2024	Features in general. MS- Office 97: MS-Word 97:Word processing using MS-WORD
Week 9	07-10-2024 to 12-10-2024	File handling, Editing, Formatting, spell checking, Mail merge & Table handling & Insertion
Week 10	14-10-2024 to 19-10-2024	Importing, exporting & object linking embedding, printing operation

Week 11	21-10-2024 to 28-10-2024	Spreadsheet: features, uses & benefits in general
Week 12	29-10-2024 to 02-11-2024	Diwali Break
Week 13	04-11-2024 to 09-11-2024	MS-Excel 97: Entering data & selecting cells, editing worksheet data, formatting worksheet, creating Formulae
Week 14	11-11-2024 To 16-11-2024	Function & charts /graphs, multi operation, data base management. Presentation Tools: features, uses & benefits in general
Week 15	18-11-2024 To 23-11-2024	MS Power Point: Creating & saving presentation templates & view (slide view, notes view, outline view, slide show) Formatting text, slides & graphs, animations, slides transition, multi operation
Week 16	25-11-2024 To 30-11-2024	Revision round and overview of entire syllabus of PC Software