

Govt. C.L.C College Patan, Dist. – Durg
Session - 2022-23
DEPARTMENT OF P.G.D.C.A

Name of department – PGDCA
 Name of teacher – GOPAL PRASAD DEWANGAN
 Course type: Theory/Practical/Both

CLASS : 1st SEM

Course Title: Introduction of software organization

Month	Title unit	Topic of lecture	No. of lectures	Methods of delivery
September	Unit – 1 Introduction of software organization	Computers – Introduction, Computer System Characteristics, Strength and Limitations of Computer, Development of Computers, Types of Computers, Generations of Computers. Introduction to Personnel Computers – Uses of PC's, Components of PC's, Evolution of PC's, Developments of Processors, Architecture of Pentium IV, Configuration of PC's; Input Device; Output Devices.	26	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
October	Unit – 2 Central Processing Unit Unit-3 Basics of Software	– Arithmetic Logic Unit, Control Unit, Registers, Instruction Set, Processor speed. Storage Devices – Storage and its need, Storage Evaluation Units, Primary Storage, Secondary Storage, Data Storage and Retrieval Systems, SIMM, DIMM, Types of Storage Devices. – needs of Software, Types of Software; Free Domain Software; Open Source Software; Compiler, Interpreter and Assembler; Linker and Loader; Debugger; Integrated	20	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
November	Unit – 3 Basics of Software Unit-04 Programming Languages –	Development Environment; Operating System – Introduction, Uses of OS, Functions of OS, Booting process, Types of Reboot, Booting from different OS, Types of OS, DOS, Windows, Linux Programming Languages – Introduction, Comparison between Human and Computer Language; Program; Data, Information and Knowledge; Characteristics of Information; Types of Programming Languages; Generations of Languages; Program Development Steps; Programming Paradigms; Object-Oriented Programming; Structured Programming, Functional Programming, Process Oriented Programming	25	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
December	Unit – 5 Communication, Networks and Internet	Communication, Networks and Internet Communication – Introduction, Communication process, Communication Types, Communication Protocols, Communication Channels/Media. Networks – Introduction; Types of Network; Topology; Media - NIC, NOS, Bridges, HUB, Routers, Gateways. Internet – Introduction, Growth of Internet, Owner of Internet, Internet Service Provider, Anatomy of Internet, ARPANET and Internet History of World Wide Web, Services Available on Internet - File Transfer Protocol, Gopher, E-mail, Telnet, Newsgroups, WWW, Applications of Internet.	10	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes

Signature of teacher

Signature of H.O.D

Signature of principal

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Govt.C.L.C.Arts and Science
College Patan, Distt -Durg (C.G.)

Govt. C.L.C College Patan, Dist. – Durg
Session - 2022-23
DEPARTMENT OF P.G.D.C.A

Name of department – P.G.D.C.A.
 Name of teacher – Gopal Prasad Dewangan
 Course type: Theory/Practical/Both

CLASS: P.G.D.C.A. 1st SEM

Course Title :Programming in 'c' language

Month	Title unit	Topic of lecture	No. of lectures	Methods of delivery
September	Programming in 'c' language Unit 1	Introduction Character set, Identifiers and Keywords, Variables, Displaying variables, Reading Variables, Character and Character String, Qualifiers, Type define Statements, Value initialized variables, Constants, Constant Qualifier, Operators and Expressions, Operator Precedence and Associativity, Basic input output: Single Character I/O, Types of Characters in format string, Scanf with specifier	26	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
October	Unit -2,3	Control Structures - Control Structure: If - statement, If -else statement, Multi decision, Compound Statement, Loops: For - loop, While -loop, Do-While loop, Break statement, Switch statement, Continue statement, Go to statement Functions & Arrays- Functions: Function main, Functions accepting more than one parameter, User defined and library functions, Concept associatively with functions, function parameter, Return value, recursion comparisons of iteration and recursion variable length argument list.	20	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
November	Unit -3,4	Arrays: Scope and Extent, Multidimensional Arrays, Array of Strings, Function in String, passing arrays to functions, accessing array inside functions. Pointer Pointers: Definition and use of pointer, address operator, pointer variable, referencing pointer, void pointers, pointer arithmetic, pointer to pointer, pointer and arrays, pointer and functions, pointers and two dimensional arrays, array of pointers, pointers constants, pointer and strings	25	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes

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December	Unit -5	Structure and Union - Declaring and using Structure, Structure initialization, Structure within Structure, Operations on Structures, Array of Structure, Array within Structure, Creating user defined data type, pointer to Structure and function. Union, difference between Union and Structure, Operations on Union, Scope of Union.	10	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
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Session-2022-23
DEPARTMENT OF P.G.D.C.A

Name of department – P.G.D.C.A.
 Name of teacher – Gopal Prasad Dewangan
 Course type: Theory/Practical/Both

Class : P.G.D.C.A. 1st SEM

Course Title :Office automation and Tally

Month	Title unit	Topic of lecture	No. of lectures	Methods of delivery
September	Unit -1	Windows Concept Windows Concepts, Features, Structure, Desktop, Icons, Taskbar, Start Menu, My Computer, Recycle Bin, My document, creating shortcut. Accessories: Calculator, Notepad, Paint, Word Pad, Character Map. Windows Explorer: Creating files & folders and other Explorer facilities, Object Linking & Embedding. Communication: Dialup Networking, Phone Dialer. Difference among windows versions.	26	1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test Notes
October	Unit -2,3	Word Processing & Spreadsheet Word : Creating, Editing, & Previewing Documents, Formatting, Advanced Features, Using Thesaurus, Mail Merge, Table & Charts, Handling Graphics, Converting Word Documents into other Formats. Excel : Worksheet Basics, Creating, Opening, & Moving in Worksheet, Working with Formula & Cell referencing, Absolute & Relative addressing, Working with Ranges, Formatting of Worksheet, Graphs & Charts, Database, Function, and Macros. Power Point Power Point : Creating a presentation, Modifying visual Elements, Adding objects, Applying Transitions, animations and linking, preparing handouts, presenting a slide show. Creating presentation, working with slides, different types of slides, setting page layout, selecting background and applying design, adding graphics to slide, adding sound and movie, working with table, creating chart and ginih, playing a slide show, slide transition, advancing slides, setting time, rehearsing timing, animating slide, animating objects, running the show from windows.	20	1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test Notes
November	Unit -4	Access Introduction to MS Access, The Tables of a Database, Introduction to the Record of a Table, Introduction to Controls Design, Details on Controls Design, The Characteristics of a Table, The Characteristics of a Form, The Characteristics of a Window Control, Data Controls, Introduction to Data Expressions, Getting Assistance With Data Entry, Database Strings, Database Numeric Values, Database Conditional Values, Database Date and Time Values, Creating Reports, Characteristics of Reports. Multiple queries and switch boards manager.	25	1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
December	Unit -5	Tally Setting up Ledger &Groups. Study of recording of transactions in the 'Voucher'. (According to Golden	10	1. Use of ICT 2. Chalk and talk method 3. Problem solving

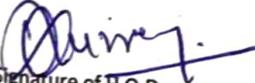
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		<p>rules). Study of 'Final A/C preparation & displaying in different mode/format'. Study of alteration & Deletion of ledger/Groups. Study of cash & fund flow, day book, sales register, purchase register, bills receivable/Payable etc. Study of data security & backing up data. Outline of entry for Income Tax, ED, VAT, ST/CST, PF, Gratuity, Bonus, Loans & Depreciation etc.</p>		<ol style="list-style-type: none"> 4. Group discussion 5. Test 6. Notes
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Session - 2022-23
DEPARTMENT OF P.G.D.C.A

Name of department – PGDCA

Name of teacher – GOPAL PRASAD DEWANGAN

Course type : Theory/Practical/Both

CLASS : 2ND SEM

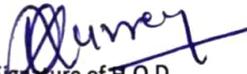
Course Title : Visual Basic

Month	Title Unit	Topic of lecture	No. of lectures'	Method of delivery
January	UNIT – I Introduction to visual Basic	- Editions of Visual Basic, Event Driven Programming, Terminology, Working environment, project and executable files ,Understanding modules, Using the code editor window, Other code navigation features, Code documentation and formatting, environment options, code formatting option, Automatic code completion features. Creating Programs - Introduction to objects, Controlling objects, Properties, methods and events, Working with forms, Interacting with the user: MsgBox function, InputBox function, Code statements, Managing forms, Creating a program in Visual Basic, Printing	24	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
February	UNIT – II Variable and Procedures	Overview of variables, Declaring, Scope, arrays, User-defined data types, constants working with procedures, Working with dates and times, Using the Format function, Manipulating text strings. Controlling Program Execution - Comparison and logical operators, If...Then statements, Select Case Statements looping structures, Using Do...Loop structures, For...Next statement, Exiting a loop	23	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
	UNIT – III Working with Controls	- Types of controls, Overview of standard controls, ComboBox and ListBox, OptionButton and Frame controls Menu, Status bars, Toolbars, Advanced standard controls, ActiveX controls, Insert table objects, Validation. Error Trapping & Debugging - Overview of run-time errors, error handling process, The Err object, Errors and calling chain, Errors in an error-handling routine, Inline error handling, Errorhandling styles, General error-trapping options Type of errors, Break mode Debug toolbar, Watch window, Immediate window, Local window, Tracing program flow with the Call Stack.		
March	UNIT – IV Sequential and Random Files	- Saving data to file, basic filling, data analysis and file, the extended text editor, Random access file, The design and coding. Data Access Using the ADO Data Control - Overview of ActiveX data Objects, Visual Basic data access features, Relational database concepts Using the ADO Data control to access data, Overview of DAO, RDO, Data Control, structured query language (SQL), Manipulating data Using Data Form Wizard.	23	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes

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April	UNIT - V Report Generation	- Overview of Report, Data Report, Add groups, Data Environment, Connection to database Introduction to Crystal Report Generator. Advances Tools - Overview of drag and drop, Mouse events, Drag-and drop basics, Date Time Control, Calendar, Print Dialog, MDI (Multiple Document Interface).	10	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
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DEPARTMENT OF P.G.D.C.A

Name of department – PGDCA
 Name of teacher – GOPAL PRASAD DEWANGAN
 Course type : Theory/Practical/Both

Class: 2ND SEM

Course Title : Database Management System

Month	Title Unit	Topic of lecture	No. of lectures'	Method of delivery
January	UNIT – I : Introduction To DBMS	Data, Information and knowledge, concept of DBMS, Advantages of DBMS, data independence, database administration roles, DBMS architecture, different kinds of DBMS users, importance of data dictionary, contents of data dictionary, types of database languages. Data models: network, hierarchical, relational, Introduction to ODBC concept.	24	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
February	UNIT – II : E-R Model Entity UNIT – III: Relational Model	- Relationship model as a tool for conceptual design-entities, attributes and relationships. ER diagrams; Concept of keys; Case studies of ER modeling Generalization; specialization and aggregation. Structure to Relational Database, Relational Algebra, Extended Relational- Algebra Operation, Simple and complex queries using relational algebra, The Domain Relational Calculus, Tuple relational calculus.	23	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
March	UNIT – IV : Relational Database Design	Pitfalls in Relational Database Design, Decomposition, Functional Dependencies, Normalization: 1NF, 2NF, BCNF, 3NF, 4NF, 5NF.	23	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
April	UNIT – V : Structured Query Language	: DDL and DML: Creating Table, Specify Integrity Constraint, Modifying Existing Table, Dropping Table, Inserting, Deleting and Updating Rows in as Table, Where Clause, Operators, ORDER BY, GROUP Function, SQL Function, JOIN, Set Operation, SQL Sub Queries. Views: What is Views, Create, Drop and Retrieving data from views. Security: - Management of Roles, Changing Password, Granting Roles & Privilege, with drawing privileges.	10	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes

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Govt. C.L.C College Patan, Dist. – Durg
Session - 2022-23
DEPARTMENT OF P.G.D.C.A

CLASS : 2ND SEM

Course Title :E-commerce

Name of department – PGDCA
 Name of teacher – GOPAL PRASAD DEWANGAN
 Course type : Theory/Practical/Both

Month	Title Unit	Topic of lecture	No. of lectures	Method of delivery
January	UNIT – I Introduction to Electronic Commerce	Introduction to Electronic Commerce –The scope of E-commerce; Size, growth and future projection of E-commerce market Worldwide and in India; Internet and its impact on traditional businesses; Definition of E-commerce; Business models in E –Commerce environment; Case studies. Emergence of E-commerce - E-commerce on private networks, Electronic Data Interchange (EDI), What is EDI, EDI in action, EDI basics, EDI standards, financial EDI, FEDI for international trade transaction, FEDI payment system within the US, ACH credit transfer payment system FEDI, application of EDI, benefits of EDI, Electronics Payment system, E-commerce on the web, E-commerce in India	24	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
February	UNIT – II Internet, Security and E-Commerce: UNIT – III HTML Basics & Web Site Design Principles	Security of Data/Information in Internet/web environment; Client security, Network security; Virus protection and Hacking; Security Measures: Authentication, Integrity, Privacy, Non-repudiation; Public information, Private information, firewall tunnels, encryption, secret key encryption, public key encryption, digital signature. Business-to-Business (B2B), Business-to-Consumer (B2C); Business-to-Business-to-Consumer (B2B2C) and Consumer-to-Consumer (C2C) E-Commerce –Concept of a Web Site, Web Standards, What is HTML? HTML Versions, Naming Scheme for HTML Documents , HTML document/file, HTML Editor , Explanation of the Structure of the homepage , Elements in HTML Documents ,HTML Tags, Basic HTML Tags, Comment tag in HTML, Viewing the Source of a web page, How to download the web page source? XHTML, CSS, Extensible Markup Language (XML), Extensible Style sheet language (XSL), Some tips for designing web pages, HTML Document Structure. HTML Document Structure-Head Section, Illustration of Document Structure, Element, Element, Element ,META ,	23	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
March	UNIT – IV Image, Internal	Netscape, Microsoft and Advanced	23	<ol style="list-style-type: none"> 1. Use of ICT

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and External Linking between Web Pages -	Standard Elements List, FONT, BASEFONT and CENTER. Insertion of Images using the element IMG (Attributes: SRC (Source), WIDTH, HEIGHT, ALT (Alternative), ALIGN), IMG (In-line Images) Element and Attributes; Illustrations of IMG Alignment, Image as Hypertext Anchor, Internal and External Linking between Web Pages. Hypertext Anchors, HREF in Anchors, Links to a Particular Place in a Document, NAME attribute in an Anchor, Targeting NAME Anchors, TITLE attribute, Designing Frames in HTML		<ol style="list-style-type: none"> 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes
UNIT - V Creating Business Websites with Dynamic Web Pages -	Concept of static web pages and dynamic web pages. Hosting & promotion of the web site, Domain Name Registration, Web Space allocation, Uploading / Downloading the website- FTP, cute FTP. Web Site Promotion Search Engines, Banner Advertisements.	10	<ol style="list-style-type: none"> 1. Use of ICT 2. Chalk and talk method 3. Problem solving 4. Group discussion 5. Test 6. Notes

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