

(Annexure III)
LECTURE/LESSON PLAN (Session: JUNE-DEC, 2017)
WOMEN'S COLLEGE, TINSUKIA

- **Name of the Faculty:** Miss Reetu Ganjoo, MCA
- **Department:** Computer Science

Semester: B.A. 3 rd Semester				Total No. of Students: 65	
Paper Name: Computer Skill				Paper Code: 301	
Allotted Hour(s): 22.5				Actual hour(s): 30.5	
Sl. No.	Class	Topics (As per University Syllabus)	Hours	Remarks/Books	
Unit - I					
1.	1	Operating System-Definition and functions	0.75	Books: Computer Skill- Manoj Deka & Sadiq Hussain Computer Skill- Vikram Gupta & S.S Bhatia	
2.	2	Basics of windows	0.75		
3.	3	Icons, types of icons, taskbar, title bar,	0.75		
4.	4	Copying and moving files and folders,.	0.75		
5.	5 & 6	Control Panel- display properties, adding and removing software and hardware	1.50		
6.	7	Setting date and time, screen saver and appearance	0.75		
7.	8	Tutorial/Assignments	0.75		
8.	9	Review/Remedial Class	0.75		
9.		TOTAL	6.75		
Unit- II					
1.	1 & 2	Introduction to Office Automation, creating and editing document	1.50	Books: Computer Skill- Manoj Deka & Sadiq Hussain Computer Skill- Vikram Gupta & S.S Bhatia	
2.	3	Formatting document	0.75		
3.	4 & 5	Auto-text, autocorrect	1.50		
4.	6	Spelling and Grammar tool, Document Dictionary	0.75		
5.	7 & 8	Page Formatting	1.50		
6.	9	Bookmark, File Management	0.75		
7.	10	Mail Merge	0.75		
8.	11	Macros	0.75		
9.	12	Tutorial/Assignments	0.75		
10.	13	Review/Remedial Class	0.75		
11.		TOTAL	9.75		
Unit- III					
1.	1 & 2	Introduction to MS Excel, Creating and Editing worksheet	1.50		
2.	3	Formatting and Essential operations	0.75		
3.	4 & 5	Formulas and Functions	1.50		

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Sl. No.	Class	Topics (As per University Syllabus)	Hours	Remarks/Books	
4.	6	Charts	0.75	Books: Computer Skill- Manoj Deka & Sadiq Hussain Computer Skill- Vikram Gupta & S.S Bhatia	
5.	7	Pivot table, Pivot chart	0.75		
6.	8	Linking and Consolidation	0.75		
7.	9	Tutorial/Assignments	0.75		
8.	10	Review/Remedial Class	0.75		
9.		TOTAL	7.50		
Unit- IV					
1.	1	Database Management using MS Excel	0.75		Books: Computer Skill- Manoj Deka & Sadiq Hussain Computer Skill- Vikram Gupta & S.S Bhatia
2.	2 & 3	Sorting, Filtering, Table	1.50		
3.	4 & 5	Validation, Goal Seek	1.50		
4.	6	Scenario	0.75		
5.	7	Tutorial/Assignments	0.75		
6.	8	Review/Remedial Class	0.75		
7.		TOTAL	6		
Unit- V					
1.	1	Presentations, Creating slides	0.75	Books: Computer Skill- Manoj Deka & Sadiq Hussain Computer Skill- Vikram Gupta & S.S Bhatia	
2.	2	Manipulating and Enhancing slides	0.75		
3.	3	Organizational Charts, Excel Charts	0.75		
4.	4	Word Art, Animations and Sounds	0.75		
5.	5	Inserting Animated Pictures	0.75		
6.	6	Inserting Recorded Sound Effect	0.75		
7.	7	Tutorial/Assignments	0.75		
8.	8	Review/Remedial Class	0.75		
9.		TOTAL	6		

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Semester: B.Com 3 rd Semester				Total number of students: 34
Paper Name: IT & its Applications in Business				Paper Code: 304
Allotted Hour(s): 30				Actual hour(s): 30.5
Sl. No.	Class	Topics (As per University Syllabus)	Hours	Remarks/Books
Unit- I				
1.	1 & 2	Deployment of IT in business	1.50	Books: Nath C.K.: Information Technology and its implications in Business; Kalyani Publication, Hariyana.
2.	3	Basic features of IT	0.75	
3.	4 & 5	Impact of IT on business environment	1.50	
4.	6	Tutorial/Assignments	0.75	
5.	7	Review/Remedial Class	0.75	
6.		TOTAL	5.25	
Unit- II				
1.	1	Components of computer	0.75	Books: Nath C.K.: Information Technology and its implications in Business; Kalyani Publication, Hariyana
2.	2 & 3	Software and hardware with basic idea	1.50	
3.	4 & 5	Different types of software and hardware	1.50	
4.	6	Storage devices	0.75	
5.	7	EDI-Concept	0.75	
6.	8	Standards and advantages	0.75	
7.	9	Tutorial/Assignments	0.75	
8.	10	Review/Remedial Class	0.75	
9.		TOTAL	7.50	
Unit- III				
1.	1	MS Word- creating document	0.75	
2.	2 & 3	Formatting and printing	1.50	

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Sl. No.	Class	Topics (As per University Syllabus)	Hours	Remarks/Books	
3.	4	Different tools like spell check, cut, copy , paste functions	0.75	Books: Nath C.K.: Information Technology and its implications in Business; Kalyani Publication, Hariyana	
4.	5 & 6	MS Excel and its functions	1.50		
5.	7	Tutorial/Assignments	0.75		
6.	8	Review/Remedial Class	0.75		
7.		TOTAL	6		
Unit- IV					
1.	1	Introduction to Tally	0.75		Books: Nath C.K.: Information Technology and its implications in Business; Kalyani Publication, Hariyana
2.	2	Creating keys	0.75		
3.	3 & 4	Fundamental voucher entries	1.50		
4.	5 & 6	Preparation of trial balance	1.50		
5.	7	Final accounts	0.75		
6.	8	Tutorial/Assignments	0.75		
7.	9	Review/Remedial Class	0.75		
8.		TOTAL	7.5		

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Semester: BBA 3rd Semester	Total No. of Students:
Paper Name: Computer Applications	Paper Code: 30300
Allotted Hour(s):33.5	Actual hour(s): 36.75

Sl. No.	Class	Topics (As per University Syllabus)	Hours	Remarks/Books
Unit- I				
1.	1	Different number systems-BCD, EBCDIC, ASCII	0.75	Books: Rajaraman V- Fundamentals of computers Bharihoke Deepak- Fundamentals of Information Technology
2.	2	Elements of digital computer, CPU and its functions	0.75	
3.	3	I/O devices, various input output devices	0.75	
4.	4	Memory- types	0.75	
5.	5	Secondary storage devices	0.75	
6.	6	Software- its importance, types	0.75	
7.	7	Tutorial/Assignments	0.75	
8.	8	Review/Remedial Class	0.75	
9.		TOTAL	6	
Unit- II				
1.	1 & 2	Word processors-role of word processors in creating, editing of documents	1.50	Books: Rajaraman V- Fundamentals of computers Bharihoke Deepak- Fundamentals of Information Technology
2.	3	Formatting and printing of documents	0.75	
3.	4	Features of MS Word	0.75	
4.	5	Electronic spreadsheets-its importance in accounting	0.75	
5.	6	MS Excel in finance and marketing functions of business	0.75	
Sl. No.	Class	Topics (As per University Syllabus)	Hours	Remarks/Books

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6.	7	Features of MS Excel	0.75		
7.	8	Presentation tools- its importance, features	0.75		
8.	9	DBMS-concept	0.75		
9.	10	Features of MS Access, Features of tally	0.75		
10.	11	Financial accounting software- need and features	0.75		
11.	12	Tutorial/Assignments	0.75		
12.	13	Review/Remedial Class	0.75		
13.		TOTAL	9.75		
Unit- III					
1.	1 & 2	Data Communication- need, concepts, technologies	1.50		Books: Rajaraman V- Fundamentals of computers Bharihoke Deepak- Fundamentals of Information Technology
2.	3	Networks- concepts	0.75		
3.	4 & 5	Network topologies	1.50		
4.	6	Network devices	0.75		
5.	7	Communication protocols, Security issues	0.75		
6.	8	Tutorial/Assignments	0.75		
7.	9	Review/Remedial Class	0.75		
8.		TOTAL	6.75		
Unit- IV					
1.	1	Internet- concept, history, development	0.75		
2.	2	Internet terminologies	0.75		
3.	3	IP addresses	0.75		
Sl. No.	Class	Topics (As per University Syllabus)	Hours	Remarks/Books	

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4.	4 & 5	Email and websites	1.50	Books: Rajaraman V- Fundamentals of computers Bharihoke Deepak- Fundamentals of Information Technology
5.	6	Search engines	0.75	
6.	7	Concepts of intranets and extranets, Net etiquette	0.75	
7.	8	Tutorial/Assignments	0.75	
8.	9	Review/Remedial Class	0.75	
9.		TOTAL	6.75	
Unit- V				
1.	1	Program logic- use of flowcharts	0.75	Books: Rajaraman V- Fundamentals of computers Bharihoke Deepak- Fundamentals of Information Technology
2.	2 & 3	Algorithms and pseudo codes	1.50	
3.	4	Program testing, Debugging and documentation	0.75	
4.	5 & 6	Object oriented programming using visual basic 6.0- introduction	1.50	
5.	7 & 8	Data types, variables and menus	1.50	
6.	9	Tutorial/Assignments	0.75	
7.	10	Review/Remedial Class	0.75	
8.		TOTAL	7.5	

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Semester: B.A 5 th Semester			Total No. of Students:	
Paper Name: DTPG- Adobe Indesign			Paper Code: 501	
Allotted Hour(s):40.5			Actual Hour(s): 44.5	
Sl. No.	Class	Topics (As per University Syllabus)	Hours	Remarks/Books
Unit- I				
1.	1	Arranging palettes, palette menus	0.75	Books: InDesign in easy Steps, Tata Mcgraw Hill InDesign CS5 in simple Steps, Dreamtech Press
2.	2	Customizing workspace	0.75	
3.	3	Navigation and magnification, layers	0.75	
4.	4	Context menus, selecting objects, using help	0.75	
5.		TOTAL	3	
Unit- II				
1.	1	Starting new documents and page size	0.75	Books: InDesign in easy Steps, Tata Mcgraw Hill InDesign CS5 in simple Steps, Dreamtech Press
2.	2	Master pages	0.75	
3.	3	Footers, placeholder master	0.75	
4.	4	Applying master and overriding master	0.75	
5.	5	Editing master pages	0.75	
6.		TOTAL	3.75	
Unit- III				
1.	1	Modifying and resizing text frames	0.75	Books: InDesign in easy Steps, Tata Mcgraw Hill InDesign CS5 in simple Steps, Dreamtech Press
2.	2	Modifying and resizing graphic frames	0.75	
3.	3	Wrapping graphics, Creating and duplicating frames	0.75	
4.	4	Rotating and aligning objects	0.75	
5.		TOTAL	4.5	

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Unit- IV				
1.	1	Managing fonts, creating and entering text	0.75	Books: InDesign in easy Steps, Tata Mcgraw Hill InDesign CS5 in simple Steps, Dreamtech Press
2.	2	Creating headline, flowing text	0.75	
3.	3	Working with styles, aligning text	0.75	
4.	4	Threading text	0.75	
5.	5	Changing number of columns, changing text alignment	0.75	
6.	6	Character style, find and Replace, Spell check, text on a path	0.75	
7.		TOTAL	4.5	
Unit- V				
1.	1	Vertical spacing, baseline grid, Fill and stroke for text	0.75	Books: InDesign in easy Steps, Tata Mcgraw Hill InDesign CS5 in simple Steps, Dreamtech Press
2.	2	Space above and below paragraph, font and type style	0.75	
3.	3	Paragraph alignment, special font features and drop cap	0.75	
4.	4	Kerning and tracking	0.75	
5.	5	Working with tabs, rule for paragraph Page	0.75	
6.		TOTAL	3.75	
Unit- VI				
1.	1	Adding color to swatch palette, applying color to objects	0.75	Books: InDesign in easy Steps, Tata Mcgraw Hill InDesign CS5 in simple Steps, Dreamtech Press
2.	2	Dash stroke, gradient, tint, spot color	0.75	
3.	3	Apply color to text, apply color to object	0.75	
4.	4	Creating and applying gradient swatch	0.75	
5.		TOTAL	3	
Unit- VII				
1.	1	Adding graphics, vector and bitmap graphics	0.75	
2.	2	Managing links to imported, graphics, updating graphics	0.75	

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3.	3	Clipping paths, settings for display performance	0.75	
4.		TOTAL	2.25	
Unit- VIII				
1.	1	Importing and formatting a table,	0.75	
2.	2	formatting borders and alternating row colors	0.75	Books:
3.	3	Graphics within tables, formatting text in table	0.75	InDesign in easy Steps, Tata Mcgraw Hill
4.	4	Character style to table text, adjust column size	0.75	InDesign CS5 in simple Steps, Dreamtech Press
5.		TOTAL	3	
Unit- IX				
1.	1	Document grids, applying color to path	0.75	
2.	2	Pencil tool, pen tool	0.75	Books:
3.	3	Drawing curve and straight segments	0.75	InDesign in easy Steps, Tata Mcgraw Hill
4.	4	Compound path, slicing a path with scissor	0.75	InDesign CS5 in simple Steps, Dreamtech Press
5.	5	Adding end shape to open path	0.75	
6.		TOTAL	3.75	
Unit- X				
1.	1	Transparency setting, opacity of objects	0.75	
2.	2	Blending modes	0.75	
3.	3	Feathering, transparency settings for EPS images	0.75	Books:
4.	4	Drop shadow	0.75	InDesign in easy Steps, Tata Mcgraw Hill
5.		TOTAL	3	InDesign CS5 in simple Steps, Dreamtech Press

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Unit- XI				
1.	1	Bookmarks	0.75	Books: InDesign in easy Steps, Tata Mcgraw Hill InDesign CS5 in simple Steps, Dreamtech Press
2.	2	Hyperlinks, navigation buttons	0.75	
3.	3	Adding a movie, button with rollover	0.75	
4.	4	Down states, adding an action to button, exporting to pdf	0.75	
5.		TOTAL	3	
Unit- XII				
1.	1	Defining a book, creating book file	0.75	Books: InDesign in easy Steps, Tata Mcgraw Hill InDesign CS5 in simple Steps, Dreamtech Press
2.	2	Order and pagination, table of content	0.75	
3.	3	Maintaining consistency	0.75	
4.	4	Synchronizing book document	0.75	
5.	5	Updating table of content	0.75	
6.	6	Indexing the book	0.75	
7.		TOTAL	4.5	
Unit- XIII				
1.	1	Preflight, package	0.75	Books: InDesign in easy Steps, Tata Mcgraw Hill InDesign CS5 in simple Steps, Dreamtech Press
2.	2	Separation preview, transparency preview	0.75	
3.	3	Transparency flattener preview, printing proof	0.75	
4.		TOTAL	2.25	