

Govt. College, Aharwala (Bilaspur) -Yamuna Nagar Lesson Plan (2021-22) [Even Semester]

Name of Techer	Amit Kumar
Department	Computer Science
Class & Section	BCA 2nd Semester
Subject and Code	BCA – 124 Office Automation Tools
Semester Duration (Tentative)	TDC-III: 1st April 2022 - 15th June 2022 (Week 1 to Week 10) TDC-I & II: 1st April 2022 - 15th July 2022 (Week 1 to Week 14)

Topics - Week Wise

Week 1

Week 2

Week 3

Desktop Publishing: Concept, Need and Applications; Hardware and Software requirements for DTP, An Overview and comparison between DTP packages, Common features of DTP

Week 4

System Requirements, Components of Page Maker Window, Introduction to Menu and Toolbars, PageMaker Preferences

Week 5

Word Processing: Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool

Week 6

Document Dictionary, Page Formatting, Bookmark, Advance Features of Word-Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object.

Week 7

Presentation using PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering art Objects

Week 8

Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound

Effect or In-Built Sound Effect.
Week 9
Creating of Publications: Starting PageMaker, Setting Page size, Placing the text Formatting the text: Character Specification
Week 10
Paragraph setting: Paragraph Specification, Paragraph Rules, Spacing, Indents/Tabs, Define Styles,
Week 11
Editing Publication: Open a publication ,Story editor, Find and change the text, Change character and Paragraph attributes
Week 12
spell checking ,Selecting text, Cut, Copy, Paste, Paste multiple, Working with columns
Week 13
Introduction to Page Maker: Features, Change character and Paragraph attributes
Week 14
Hyphenation, Header & Footer, Page Numbering, Saving and Closing publication.
<p>Note:-</p> <p>The teaching of topics to the students on the Week s mentioned above may not be exactly followed and may have little variations/fluctuations because of some unforeseen circumstances. For example: various Functions/Activities organized by the College (Musical Meet, Blood Donation, Important Days Celebrations, Co-Curricular/Extra-curricular Activities etc.), Response of Students in the Class, Request of Students for Repetition of some specific Topics, Practical</p> <p>Examinations, Unpredicted Leaves, Restricted Holidays etc.</p>

Govt. College, Aharwala (Bilaspur) -Yamuna Nagar Lesson Plan (2021-22) [Even Semester]

Name of Techer	Amit Kumar
Department	Computer Science
Class & Section	BCA 4th Semester
Subject and Code	BCA – 246 MANAGEMENT INFORMATION SYSTEM
Semester Duration (Tentative)	TDC-III: 1st April 2022 - 15th June 2022 (Week 1 to Week 10) TDC-I & II: 1st April 2022 - 15th July 2022 (Week 1 to Week 14)
Topics - Week Wise	
Week 1	
Week 2	
Week 3	
Introduction to system and Basic System Concepts, Types of Systems, The Systems Approach	
Week 4	
Information System: Definition & Characteristics, Types of information, Role of Information in DecisionMaking,	
Week 5	
Sub-Systems of an Information system: EDP and MIS management levels, EDP/MIS/DSS.	

Week 6
An overview of Management Information System: Definition & Characteristics, Components of MIS
Week 7
Frame Work for Understanding MIS: Information requirements & Levels of Management, Simon's Model of decision-Making
Week 8
Structured Vs Un-structured decisions, Formal vs. Informal systems.
Week 9
Developing Information Systems: Analysis

Week 10
Design of Information Systems
Week 11
Implementation & Evaluation, Pitfalls in MIS Development
Week 12
Functional MIS: A Study of Personnel, Financial and production MIS
Week 13
Introduction to e-business systems, ecommerce – technologies, applications
Week 14
Decision support systems – support systems for planning, control and decision-making
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Govt. College, Aharwala (Bilaspur) -Yamuna Nagar Lesson Plan (2021-22) [Even Semester]

Name of Techer	Amit Kumar
Department	Computer Science
Class & Section	BCOM CAV 2nd Semester
Subject and Code	BC(Voc)-206 BUSINESS DATA PROCESSING AND PC SOFTWARE-II
Semester Duration (Tentative)	TDC-III: 1st April 2022 - 15th June 2022 (Week 1 to Week 10) TDC-I & II: 1st April 2022 - 15th July 2022 (Week 1 to Week 14)
Topics - Week Wise	
Week 1	
Week 2	
Week 3	
Presentation software: creating, opening and saving presentations; working in different views; working with slides	
Week 4	
adding and formatting text; spelling checks; preparing overhead transparencies speakers notes, handouts and outlines	
Week 5	
printing presentations; working with objects; designing, running and controlling electronic slide shows.	

Week 6
Desktop publishing: concept, need and applications; hardware, software requirements for DTP, an overview of DTP packages- MS word, open office
Week 7
comparison of DTP software, PageMaker: text formatting and word-formatting features, composition and typography
Week 8
, graphics and text objects, indexes contents and pagination, color management, tables handling, printing &

publications; advantages and limitations of PageMaker over MS word.
Week 9
Statistical software: data entry, tabulation
Week 10
sorting, data analysis using software; data analysis in excel, SPSS.
Week 11
Mobile applications: concept, types
Week 12
sources of mobile applications, advantages and limitations of mobile applications.
Week 13
speakers notes, handouts and outlines in MS Power point.
Week 14
An overview of DTP packages- MS word, open office
<p>Note:-</p> <p>The teaching of topics to the students on the Week s mentioned above may not be exactly followed and may have little variations/fluctuations because of some unforeseen circumstances. For example: various Functions/Activities organized by the College (Musical Meet, Blood Donation, Important Days Celebrations, Co-Curricular/Extra-curricular Activities etc.), Response of Students in the Class, Request of Students for Repetition of some specific Topics, Practical</p> <p>Examinations, Unpredicted Leaves, Restricted Holidays etc.</p>

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Name of Techer	Amit Kumar
Department	Computer Science
Class & Section	BCOM CAV 2nd Semester
Subject and Code	BC(Voc)-205 PROGRAMMING IN C
Semester Duration (Tentative)	TDC-III: 1st April 2022 - 15th June 2022 (Week 1 to Week 10) TDC-I & II: 1st April 2022 - 15th July 2022 (Week 1 to Week 14)

Topics - Week Wise

Week 1
Week 2
Week 3
Programming in C: character set, identifiers and keywords
Week 4
constants and variables, data types
Week 5
expressions and statements

Week 6
Arithmetic, logical, relational operators
Week 7
bitwise operators and their hierarchy
Week 8
Assignment and conditional operators.
Week 9
Input/output statements

Week 10
control statements-if-else switch break, continue
Week 11
Loops
Week 12
Arrays, functions, pointer
Week 13
structure and unions, data files
Week 14
developing simple programmes
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Name of Techer	Amit Kumar
Department	Computer Science
Class & Section	BCA 2nd Semester
Subject and Code	BCA – 124 Office Automation Tools
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Topics - Week Wise

Week 1
Week 2
Week 3
Week 4
Week 5

Week 6
Week 7
Week 8
Week 9

Week 10
Week 11
Week 12
Week 13
Week 14
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Topics - Week Wise

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