

Lesson Plan

Name of Faculty: **Neha Aggarwal**

Discipline: **BCA**

Semester: **2nd**

Subject: Office Automation Tools(BCA-124)

Lesson Plan Duration: **15 Weeks**

Workload (Lecture) Per Week: **4 Lecture,4 Practical Per Week**

Week	Theory		Practical	
	Lecture Day	Topic(including assignment Test)	Practical Day	Topic
1 st	1 st	Desktop Publishing: Concept	1 st	Case study of Page maker
	2 nd	Need and Applications	2 nd	Case study of Page maker
	3 rd	Hardware and Software requirements for DTP	3 rd	How to install DTP Packages
	4 th	An Overview and comparison between DTP packages	4 th	How to install DTP Packages
2 nd	5 th	Common features of DTP	5 th	How to create a document and perform various operations on it.
	6 th	Introduction to Page Maker	6 th	How to create a document and perform various operations on it

	7 th	Features, System Requirements	7 th	Write the components of page maker window and working of it.
	8 th	Components of Page Maker Window	8 th	Write the components of page maker window and working of it.
3rd	9 th	Introduction to Menu	9 th	How to increase and decrease font size.
	10 th	Introduction to Toolbar	10 th	How to increase and decrease font size.
	11 th	PageMaker Preferences	11 th	How to Open Swatches Palette & Open Paragraph Palette
	12 th	Short & Long Question	12 th	How to Open Swatches Palette & Open Paragraph Palette
4th	13 th	Key Terms: DTP Page Maker Menu of Page Maker Toolbars of Page Maker	13 th	Explain Toolbar of Page Maker
	14 th	Assignment: 1.Explain features of DTP. 2.Components of Page Maker 3.Explain Menu & Toolbars of Page Maker	14 th	Explain Toolbar of Page Maker
	15 th	MCQ	15 th	Explain Toolbar of Page Maker

	16 th	Class Test	16 th	Explain Toolbar of Page Maker
5 th	17 th	Creating of Publications: Starting PageMaker	17 th	Working with Page Maker basics
	18 th	Setting Page size, Placing the text Formatting the text	18 th	Working with Page Maker basics
	19 th	Character Specification Paragraph setting	19 th	How to format Paragraph in Page Maker
	20 th	Paragraph Specification	20 th	How to format Paragraph in Page Maker
6 th	21 st	Paragraph Rules, Spacing	21 th	Perform Various Paragraph rules along with spacing.
	22 nd	Indents/Tabs	22 nd	Perform Various Paragraph rules along with spacing.
	23 rd	Define Styles	23 rd	Adding Header & Footer in Page Maker
	24 th	Hyphenation, Header & Footer	24 th	Adding Header & Footer in Page Maker
7 th	25 th	Page Numbering, Saving and Closing publication	25 th	How to insert Page Numbers
	26 th	Editing Publication: Open a publication	26 th	How to insert Page Numbers
	27 th	Story editor, Find and change the text	27 th	How to edit a story in Page Maker
	28 th	Change character and Paragraph attributes	28 th	How to edit a story in Page Maker
8 th	29 th	spell checking ,Selecting text	29 th	Create a newsletter in Page Maker
	30 th	Cut, Copy, Paste, Paste multiple	30 th	Create a newsletter in Page Maker

	31 st	Working with columns	31 st	Crop text, graphics, and images easily into polygons, ovals, and rectangles.
	32 nd	Short & Long Question	32 nd	Crop text, graphics, and images easily into polygons, ovals, and rectangles.
9 th	33 rd	Key Terms 1. Indents/Tabs 2. Hyphenation 3. Story Editor	33 rd	Easily lay out text and data in rows and columns - and now include color in your tables.
	34 th	Assignment 1. Explain Character Specification Paragraph Setting 2. How to define Styles? 3. Explain Editing Publication.	34 th	Easily lay out text and data in rows and columns - and now include color in your tables.
	35 th	MCQ	35 th	Easily lay out text and data in rows and columns - and now include color in your tables.
	36 th	Class Test	36 th	Easily lay out text and data in rows and columns - and now include color in your tables.
10 th	37 th	Word Processing: Introduction to Office Automation	37 th	How to create and edit document.
	38 th	Creating & Editing Document	38 th	How to create and edit document.
	39 th	Formatting Document Auto-text,	39 th	How to format a

		Autocorrect		document.
	40 th	Spelling and Grammar Tool Document Dictionary,	40 th	How to format a document.
11 th	41 st	Page Formatting, Bookmark	41 st	How to use Mail Merge
	42 nd	Advance Features of Word-Mail Merge	42 nd	How to use Mail Merge
	43 rd	Macros ,Tables	43 rd	Working with Macro
	44 th	File Management, Printing, Styles	44 th	Working with Macro
12 th	45 th	linking and embedding object	45 th	How to link and embedding object
	46 th	Short & Long Question	46 th	How to link and embedding object
	47 th	Key Terms 1.Auto-text 2.Autocorrect 3.Bookmark 4.Macro	47 th	How to set various Printing styles in a document
	48 th	Assignment 1.Explain Spelling and Grammar Tool 2.Explain Features of Mail Merge 3. Explain the role of Macro	48 th	How to set various Printing styles in a document
13 th	49 th	Class Test	49 th	How to set various Printing styles in a document
	50 th	Presentation using PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides	50 th	How to set various Printing styles in a document

	51 st	Organizational Charts, Excel Charts, Word Art	51 st	Working with styles
	52 nd	Layering art Objects, Animations and Sounds	52 nd	Working with styles
14 th	53 rd	Inserting Animated Pictures or Accessing through Object	53 rd	Creation of Organizational chart using power point
	54 th	Inserting Recorded Sound Effect or In-Built Sound Effect	54 th	Creation of Organizational chart using power point
	55 th	Short & Long Question	55 th	How to use Word Art in Power point
	56 th	Key Terms 1.Organizational Charts 2.Excel Charts 3.Word Art	56 th	How to use Word Art in Power point
15 th	57 th	Assignment 1. Explain Animations and Sounds 2. How to insert animated pictures? 3. How to insert recorded sound effect or In built Sound Effect?	57 th	How to insert Animation & sound in a presentation
	58 th	Class Test	58 th	How to insert Animation & sound in a presentation
	59 th	Revision of UNT-1 & UNIT-2	59 th	Create a presentation on a specific seminar topic
	60 th	Revision of UNIT 3 & UNIT 4	60 th	Create a presentation on a specific seminar topic

Lesson Plan

Name of Faculty: **Dr. Narinder Rana**

Discipline: **BCA**

Semester: **2nd Semester**

Subject: **Advanced Programming in C (BCA-121)**

Lesson Plan Duration: **13 Weeks**

Workload Per Week: **4 Lecture, 2 Practical labs of 2 lectures each**

<i>Week</i>	<i>Theory</i>		<i>Practical</i>	
	Lecture Day	Topic (Including Assignment Test)	Practical Day	Topic
1 st	1 st	Introduction to Strings in C	1 st	WAP to extract substring from a string.
	2 nd	Declaration and initialization of string		
	3 rd	String Input/Output	2 nd	WAP to convert a lower case string to an upper case string.
	4 th	Array of strings		
2 nd	5 th	String manipulation functions	3 rd	WAP to convert a string "124" into an integer 124.
	6 th	String length and copy functions		
	7 th	String compare and concatenate	4 th	WAP to replace two or more consecutive spaces with a single space.
	8 th	Search for a substring		
3 rd	9 th	Introduction to Structure	5 th	WAP to create a student structure and enter data using it.
	10 th	Features of structures		
	11 th	Declaration and initialization of structures	6 th	WAP to create structure for book and use it in a menu driven program for issue, return, adding and deleting a book.
	12 th	Structure within structure		
4 th	13 th	Array of structures	7 th	Use the array of structures in the above program.
	14 th	MCQs		
	15 th	Class test	8 th	WAP for implementing linked list using a structure called node.
	16 th	Structure and functions		
5 th	17 th	Introduction to Union	9 th	

	18 th	Union of structures		WAP to show use of Union in a C program.
	19 th	Typedef	10 th	WAP to implement the enumerated data type of colors and use it any program.
	20 th	Enumerations		
6 th	21 st	Introduction to Pointers	11 th	WAP to show use of pointer in call be reference in any function.
	22 nd	Pointer variables		
	23 rd	Pointer operators	12 th	WAP to access array elements using pointer arithmetic.
	24 th	Pointer assignment		
7 th	25 th	Pointer conversions	13 th	WAP to swap two numbers using pointers.
	26 th	Pointer arithmetic		
	27 th	Pointer comparison	14 th	WAP to implement push and pop operations of a stack using array and pointers.
	28 th	Pointers and arrays		
8 th	29 th	Pointers and functions	15 th	WAP to show use of call by reference to return area and perimeter of circle using function.
	30 th	Pointers and strings		
	31 st	Pointer to pointer	16 th	WAP program to show the use of dynamic memory allocation using malloc function.
	32 nd	Dynamic allocation using pointers		
9 th	33 rd	MCQs	17 th	WAP program to show the use of dynamic memory allocation using calloc function.
	34 th	Class test		
	35 th	Introduction to Files	18 th	WAP to display content of a file along with line numbers.
	36 th	File types		
10 th	37 th	File operations	19 th	WAP to find size of a file without traversing it character by character.
	38 th	File I/O Structure		
	39 th	Read and write in a file	20 th	WAP to copy one file into other file using command line arguments.
	40 th	Errors in file handling		
11 th	41 st	Random-access I/O in files	21 st	WAP to implement random access file for student database.
	42 nd	MCQs		

	43 rd	Class test	22 nd	WAP for live macro expansion and producing of .I files
	44 th	Introduction Preprocessor		
12 th	45 th	#define	23 rd	Macro for upper case and lower case, obtain the larger of two numbers.
	46 th	Macros		
	47 th	Macro versus functions	24 th	Macro to check if a character in alphabet or not.
	48 th	#include		
13 th	49 th	Conditional compilation directives	25 th	Macro to calculate area, perimeter of triangle, square and circle.
	50 th	Un-defining a macro		
	51 st	Defining command line arguments	26 th	Macro for arithmetic mean of two numbers and find absolute value of a number.
	52 nd	Using command line arguments		

Lesson Plan

Name of Faculty: **Rupali Rana**

Discipline: **BCA**

Semester: **2nd**

Subject: **Logical Organization of Computers – II (BCA-122)**

Lesson Plan Duration: **15 Weeks**

Workload (Lecture) Per Week: **4 Lecture Per Week**

Week	Theory	
	Lecture Day	Topic(Including Assignment /Test)
1 st	1 st	Sequential Logic: Characteristics, Flip-Flops
	2 nd	Clocked RS Flip- Flop
	3 rd	JK Flip-Flop
	4 th	D- Type, T type
2 nd	5 st	Master-Slave flip-flops,
	6 th	State table, state diagram.
	7 th	Flip-flop excitation tables
	8 th	Flip-Flop Conversions Assignment1: 1) Differentiate between Combinational and Sequential circuit 2) Discuss Race -Around problem, and find solution for this. 3) How can you convert JKFF into D-FF and T-FF.
3 rd	9 th	Revision of Unit-1
	10 th	Test of Unit-1
	11 th	MCQ's of Unit-1
	12 th	Sequential Circuits: Designing registers – Serial Input Serial Output (SISO)

4 th	13 th	Serial Input Parallel Output (SIPO)
	14 th	Parallel Input Serial Output (PISO)
	15 th	Parallel Input Parallel Output (PIPO)
	16 th	Shift registers
5 th	17 th	Designing counters – Asynchronous Counters
	18 th	Synchronous Binary Counters
	19 th	Modulo-N Counters
	20 th	Up Counters
6 th	21 st	Down Counter
	22 nd	Up-Down Counter
	23 rd	Decade-Counter
	24 th	Assignment 2: 1) Define Counter Explain Mod-16 UP-Counter. 2) Differentiate between Synchronous and Asynchronous Counter. 3) Explain Register to store 1010 in Parallel -in -Parallel -out mode
7 th	25 th	Revision of UNIT 2
	26 th	MCQ's of UNIT 2
	27 th	Test of Unit 2
	28 th	I/O Devices
8 th	29 th	Memory Parameters
	30 th	Semiconductor RAM
	31 st	ROM
	32 nd	Magnetic Storage Devices
9 th	33 rd	Optical Storage devices
	34 th	Flash memory
	35 th	I/O Devices
	36 th	I/O Devices and their controllers.
	37 th	Revision of University-Question paper-2017

10th	38 th	Assignment 3: 1) Differentiate between RAM and ROM 2) Differentiate S-RAM and D-RAM. 3) Define Memory and explain Primary and Secondary Memory 4) What are optical Memories? Explain different type of optical memories
	39 th	Revision of Unit 3
	40 th	Test of Unit 3
11th	41 st	MCQ's Of Unit-3
	42 nd	Instruction Design & I/O Organization: Machine instruction
	43 rd	Instruction set selection
	44 th	Instruction cycle
12th	45 th	Instruction Format
	46 th	Addressing Modes
	47 th	I/O Interface
	48 th	Interrupt-structure
13th	49 th	Program-controlled
	50 th	Interrupt-controlled
	51 st	DMA transfer
	52 nd	I/O Channels
14th	53 rd	IOP
	54 th	Assignment 4: 1) Explain instruction format and solve $X=(a+b)-(c*d)$ Using 3,2,1,0 addressing. 2) Write note on DMA. 3) Explain Interrupt Driven Data Transfer.
	55 th	Revision of Unit 4
	56 th	Test of Unit 4
15th	57 th	Revision of Unit 1

	58 th	Revision of Unit 2
	59 th	Revision of Unit 3
	60 th	Revision of Unit 4