

## LESSON PLAN

**Name of Faculty : Saroj Rani**

**Discipline : Computer Science**

**Semester : BCA 1st year Theory**

**Subject : OAT**

**Lesson plan duration : 15 Weeks**

**Work Load (Lecture/Practical) Per Week (in hours):**

<b>Unit No.</b>	<b>Topics</b>	<b>Teaching type</b>	<b>Level</b>	<b>Method</b>	<b>No of hours</b>
<b>Unit I</b>	Desktop Publishing: Concept, need and application; Hardware and software requirements for DTP	Understanding	L2	Lecture	2
	An overview and comparison between DTP packages, Common feature of DTP Introduction to Page Maker: Features,	Understanding	L2	Lecture	2
	Types of management decisions and information need	Understanding	L2	Lecture	3
	System Requirements, Components of PageMaker Window,	Understanding	L2	Lecture	2
	Introduction to Menu and Toolbars, PageMaker Preferences.	Understanding	L2	Lecture	3
<b>Unit II</b>	Creating of Publications: Starting PageMaker; Setting Page Size, Placing the text Formatting the text: Character Specification Paragraph	Understanding	L2	Lecture	3
	Setting: Paragraph Specification, Paragraph Rules, Spacing Indents/Tabs. Define Styles	Understanding	L2	Lecture	3
	checking, selecting Text, Cut, Copy, Paste,	Understanding	L2	Lecture	3
	Multiple, Working with columns.	Understanding	L2	Lecture	3
<b>Unit III</b>	Word Processing: Introduction to Office Automation, Creating & Editing Document	Understanding	L2	Lecture	2
	Word Processing: Introduction to Office Automation, Creating & Editing Document	Understanding	L2	Lecture	2

	Formatting Document, Auto-text, Autocorrect, Spelling and Grammer Tool, Document	Understanding	L2	Lecture	2
	Advance Features of Word-Mail merge, Macros,	Understanding	L2	Lecture	2
	Tables, File Mariagement, Printing, Styles,	Understanding	L2	Lecture	2
	linking and embedding object.	Understanding	L2	Lecture	2

<b>Unit IV</b>	Inserting Animated Pictures or Accessing through Object, Inserting REcorded Sound	Understanding	L2	Lecture	<b>3</b>
	The work of a system analyst	Understanding	L2	Lecture	<b>1</b>
	System design –Requirement analysis- Data flow diagram, relationship diagram, design	Understanding	L2	Lecture	<b>2</b>
	Presentation using PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides	Understanding	L2	Lecture	<b>2</b>
	Database System: Overview of Database	Understanding	L2	Lecture	<b>1</b>
	Animations	Understanding	L2	Lecture	<b>2</b>
	Inserting REcorded Sound Effect or In-Built Sound Effect.	Understanding	L2	Lecture	<b>1</b>

Note:

<b>Teaching Type</b>	<b>Level</b>	<b>Method</b>
Memory level	L1	Drill, Review and Revision and Asking the question
Understanding level	L2	Lecture method, lecture demonstration method, discussion method, inductive and deductive, exemplification and explanation methods
Reflection level	L3	Problem solving method, investigating projects, Heuristic method, Experimental method, Inquiry oriented method, analytic method

