

Lesson Plan (2022-23)

Name of the Assistant/ Associate Professor: Ms. Reena Rani

Class and Section: BCA 6th Semester

Subject: Web Designing using Advanced Tools

Months	Units	Topics
FEB	UNIT 1	Outlines/Overview of subject.
		Interactivity Tool -JavaScript: Introduction, Features, Data types, Operators, Statements, Functions, Event Handling, Use of Predefined Object and Methods, Frames, Windows, Tables, Images, Links.
		Interactivity Tool -VBScript: Introduction, Features, Variables, Data Types, Numeric and Literal Constants, Arrays, Operators, Subroutine Procedures, Function Procedures.
		Control Statements, Strings, Message and Input Boxes, Date and Time, Event Handlers, Embedding VBScript in HTML.
MARCH	UNIT 2	Interactivity Tool -Active Script Pages –Introduction, Features, Client-Server Model, Data Types, Decision Making Statements.
		Control statements, Use of Various Objects of ASP, Various Techniques of Connecting to Database.
		Other Interactivity Tools -Macromedia Flash, Macromedia Dreamweaver, PHP: Basic Introduction and Features.
APRIL	UNIT 3	DHTML: Introduction, Features, Events, Dynamic Positioning, Layer Object, Properties of STYLE, Dynamic Styles, Inline Styles, Event Handlers.
		Cascading Style Sheets (CSS): Basic Concepts, Properties, Creating Style Sheets, Common Tasks with CSS: Text, Fonts, Margins, Links, Tables, Colors, Marquee, Mouseovers, Filters and Transitions.
		Adding Links; Adding Tables; Adding Forms; Adding Image and Sound; Use of CSS in HTML Documents Linking and Embedding of CSS in HTML Document.
MAY	UNIT 4	Microsoft FrontPage: Introduction, Features, Title Bar, Menu bar, FrontPage Tool Bar, Style, FontFace and Formatting Bar, Scroll Bars.
		XML: Introduction, Features, XML Support and Usage, Structure of XML Documents, Structures in XML.
		Creating Document Type Declarations, Flow Objects, Working with Text and Font, Color and Background Properties and revision onwards.

Lesson Plan (2022-23)

Name of the Assistant/ Associate Professor: Ms. Reena Rani

Class and Section: BCA 2nd Semester

Subject: Office Automation Tools

Months	Units	Topics
FEB	UNIT1	Brief introduction about Office Automation Tools.
		Desktop Publishing: Concept, Need and Applications; Hardware and Software requirements for DTP.
		An Overview and comparison between DTP packages, Common features of DTP. Introduction to Page Maker: Features, System Requirements.
		Components of Page Maker Window, Introduction to Menu and Toolbars, PageMaker Preferences.
MARCH	UNIT2	Creating of Publications: Starting PageMaker, Setting Page size, Placing the text Formatting the text: Character Specification.
		Paragraph setting: Paragraph Specification, Paragraph Rules, Spacing, Indents/Tabs, Define Styles, Hyphenation, Header & Footer, Page Numbering, Saving and Closing publication.
		Editing Publication: Open a publication ,Story editor, Find and change the text, Change character and Paragraph attributes, spell checking ,Selecting text, Cut, Copy, Paste, Paste multiple, Working with columns.
APRIL	UNIT3	Word Processing: Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary.
		MS word: Page Formatting, Bookmark, Tables, File Management, Printing, Styles.
		MS word: linking and embedding object, Advance Features of Word-Mail Merge, Macros.
		Presentation using PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts.
MAY	UNIT4	Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object.
		Inserting Recorded Sound Effect or In-Built Sound Effect. Revision Onwards.

