

LECTURE/LESSON PLAN (Session: 2023-24_ January to June)

WOMEN'S COLLEGE, TINSUKIA

Name of the Faculty: Mrs. Reetu Ganjoo, MCA

• **Department:** Computer Science

Semester: B.A. 4 th Semester [CBCS] Paper Name: Adobe Photoshop II(Theory) Total Credit: 02				Total No. of Students: 110 Paper Code: SEC II	
Sl. No.	Class	Topics	Hours	Remarks/Books	
UNIT - I					
1	1	Adding graphics, vector and bitmap graphics	1	Books: InDesign in easy steps, Tata Mcgraw Hill	
2	2	Managing links to imported, graphics, updating graphics	1		
3	3	Clipping paths	1		
4	4	Settings for display performance, library to manage objects	1		
UNIT - II					
5	5	Importing and formatting a table, formatting borders and alternating row colors	1	InDesign CS5 in simple steps, Dreamtech Press	
6	6	Graphics within tables, formatting text in table	1		
7	7	Character style to table text, adjust column size	1		
8	8-9	Document grids, applying color to path, pencil tool, pen tool, drawing curve and straight segments, creating texture effects	2		
9	10	Compound path, slicing a path with scissor, adding end shape to open path	1		
UNIT - III					
10	11	Transparency setting, opacity of objects	1		
11	12	Blending modes, feathering	1		
12	13	Transparency settings for EPS images, drop shadow	1		
UNIT - IV					
13	14-15	Bookmarks, hyperlinks	2		
14	16	Navigation buttons	1		
15	17	Adding a movie, button with rollover and down states, adding an action to button	1		
UNIT - V					
16	18	Defining a book, creating book file, order and pagination	1		

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17	19	Table of content, maintaining consistency, synchronizing book document	1	
18	20	Updating table of content, indexing the book, Preflight, package	1	
19	21	Separation preview, transparency preview, transparency flattener preview	1	
Total			21	



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Name of the Faculty: Mrs. Reetu Ganjoo, MCA

• **Department:** Computer Science

Semester: B.A. 6 th Semester [CBCS] Paper Name: Adobe InDesign II(Theory) Total Credit: 02				Total No. of Students: 14 Paper Code: SEC II	
Sl. No.	Class	Topics	Hours	Remarks/Books	
UNIT - I					
1	1	Adding graphics, vector and bitmap graphics	1	Books: InDesign in easy steps, Tata Mcgraw Hill	
2	2	Managing links to imported, graphics, updating graphics	1		
3	3	Clipping paths	1		
4	4	Settings for display performance, library to manage objects	1		
UNIT - II					
5	5	Importing and formatting a table, formatting borders and alternating row colors	1	InDesign CS5 in simple steps, Dreamtech Press	
6	6	Graphics within tables, formatting text in table	1		
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• **Department:** Computer Science

Semester: B.Com. 4 th Semester (Honours) [CBCS] Paper Name: Computer Applications in Business Total Credit: 06				Total No. of Students: 33 Paper Code: C 410
Sl. No.	Class	Topics	Hours	Remarks/Books
UNIT - I				
1	1-2	Introduction to word processing, its concepts, working with word document.	2	Books: Computer Applications in Business, -Dr. R. Parameswaran, S.Chand Computer Applications in Business, -Sushila Madan
2	3	Editing text, find and replace text, formatting, spell check tool.	1	
3	4-5	Autocorrect and Auto text feature.	2	
4	6-8	Bullets and numbering, paragraph formatting, indent, page formatting, header and footer	3	
5	9-11	Tables, inserting, formatting table	3	
6	12	Inserting pictures and videos	1	
7	13	Mail merge, printing documents.	1	
8	14	Tutorial	1	
UNIT - II				
9	15	Basics of presentations, slides, fonts, drawing, editing	1	Computer Applications in Business, -Prof. S.L Arora
10	16-17	Inserting, tables, images, texts, symbols, media	2	
11	18	Design, transition, animation and slideshow	1	
12	19	Tutorial	1	
UNIT - III				
13	20-22	Managing worksheets, formatting and entering data, editing and printing a worksheet	3	
14	23	Project involving multiple spreadsheets, organizing charts and graphs	1	
15	24-27	Functions- mathematical, statistical, financial, logical, date and time, lookup and reference, database and	4	

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		text functions.	
16	28	Tutorial	1
UNIT - IV			
17	29	Loan and lease statement	1
18	30-31	Ratio analysis, payroll statements	2
19	32-34	Capital budgeting, depreciation, accounting	3
20	35-37	Graphical representation of data, frequency distribution and its statistical parameters, correlation and regression.	3
21	38	Tutorial	1
UNIT - V			
22	39-42	Creating initial design in entity relationship model	4
23	43-45	Transforming ER model to relational data model, implementing RDM design using an appropriate DBMS.	3
24	46-48	Basic queries in SQL	3
25	49-51	Insert, delete and update statements in SQL.	3
26	52-54	DBMS software: Environment, tables, forms, queries, reports, modules	3
27	55-56	Applying DBMS in the area of accounting inventory	2
28	57-59	HRM and its accounting, managing the data records of employees, suppliers and customers.	3
29	60	Tutorial	1
Total			60



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