SANATAN DHARMA COLLEGE, AMBALA CANTT
College with Potential for Excellence, UGC, New Delhi
NAAC Accredited Grade "A+" with CGPA 3.51 in 3rd cycle
ISO 9001:2015 & ISO 14001:2015 Certified

Department of Computer Science
Lesson Plan (Session 2022-2023)
BC(Voc)-206
BUSINESS DATA PROCESSING AND PC SOFTWARE-II

Max. Marks: 80
Internal Marks: 20
Time: 3 Hours

Note: Paper setter will set nine questions in all. Question No. 1 comprising of five short types questions carrying four (4) marks each is compulsory. It covers the entire syllabus. Answer to each question should not be more than one page. Candidate is required to attempt four questions from the remaining eight questions carrying 15 marks each.

Presentation software: creating, opening and saving presentations; working in different views; working with slides; adding and formatting text; spelling checks; preparing overhead transparencies speakers notes, handouts and outlines etc.; printing presentations; working with objects; designing, running and controlling electronic slide shows.

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

Statistical software: date entry, tabulation, sorting, data analysis using software; data analysis in excel, SPSS.

Mobile applications: concept, types, sources of mobile applications, advantages and limitations of mobile applications.

Practical: The student should be able to make presentations including graphics and animation, create documents using Page Maker, perform statistical analysis of data using Excel and SPSS.

REFERENCES

- Business Data Processing by Bhadka Harshad and Sharma Priyank, Lambert Academic Publication
- PC Software Made Simple by Jain SC BPB Publication
- Computer Basics and PC Software by Nidhi Singh, Dotcom Publication
- MS Office by S S Shrivastava, Laxmi Publication
- The Big Basics Book of MS Office-97 by Jennifer Fultonet al.(PHI).   .

Course Outcomes

After the completion of this course, prospective Computer professionals will have the ability to

Coursetitle	BC(Voc)-206 BUSINESS DATA PROCESSING AND PC SOFTWARE-II
CO No.	**Course Outcome**
1.	This course aim to expose the students to application of computer in business.
2.	To enable the students to learn Desktop publishing: concept, need and applications; hardware, software requirements for DTP, an overview of DTP packages
3.	The students will be able to make presentations including graphics and animation and create documents using Page Maker
4.	This paper will Enable students to learn the mobile applications.
5.	Student will be able to perform statistical analysis of data using Excel and SPSS.

S.No	Instructional Technique	Assessment Methods (AM)
1	Chalk & Talk	Assignments
2	ICT tools	Quiz
3	Group discussions	Group Discussions
4	Industrial visit	Oral Tests
5	Case studies	Sessional
6	Small Projects	Presentations
7	Workshop	Seminar
8	Spoken Tutorials	University Exams
9	Flipped Class	
10.	E-Resources	

Date	Topics to be covered	Instructional Technique	Assessment Method
02.02.2023	creating, opening and saving presentations	1	1,2,3,4
03.02.2023	saving presentations	1	1,2,3,4
04.02.2023	Working in different Views	1	1
05.02.2023	SUNDAY		
09.02.2023	Working with Slides	2-(PPT/Projector)	1,2,3,4
10.02.2023	Adding and Formating texts	2-(PPT/Projector)	1,2,3,4
11.02.2023	spelling checks	2-(PPT/Projector)	1,2,3,4
12.02.2023	SUNDAY		
16.02.2023	Preparing overhead transparencies	2-(PPT/Projector)	1,2,3,4
17.02.2023	working with objects		
18.02.2023	designing presentations	1	1,2,3,4
19.02.2023	SUNDAY		
23.02.2023	Running Presentations	2-(PPT/Projector)	1,2,3,4
24.02.2023	controlling electronic slide shows	2-(PPT/Projector)	1,2,3,4
25.02.2023	Revision		
26.02.2023	SUNDAY		
02.03.2023	Desktop publishing concept		
03.03.2023	Need of Desktop publishing	8,10,2	1,2,3,4,
04.03.2023	Applications of Desktop Publishing	8,10,2	1,2,3,4,
05.03.2023	SUNDAY		
16.03.2023	spell checking ,Selecting text, Cut, Copy, Paste, Paste multiple	6	1,2,3,4
17.03.2023	Working with columns	1	6
18.03.2023	Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool		
19.03.2023	SUNDAY		
23.03.2023	HOLIDAY		
24.03.2023	Pagemaker :text formatting	2-(PPT/Projector)	1,2,3,4
25.03.2023	Pagemamker word formatting features	2-(PPT/Projector)	1,2,3,4

26.03.2023	**SUNDAY**		
30.03.2023	**HOLIDAY**		
31.03.2023	Composition		
01.04.2023	Typography	**6**	**1,2,3,4**
02.04.2023	**SUNDAY**		
06.04.2023	Graphics objects	**2-(PPT/Projector)**	**1,2,3,4**
07.04.2023	text objects	**2-(PPT/Projector)**	**1,2,3,4**
08.04.2023	Indexes contents	**2-(PPT/Projector)**	**1,2,3,4**
09.04.2023	**SUNDAY**		
13.04.2023	Pagination		
14.04.2023	**HOLIDAY**		
15.04.2023	color management	**9,10**	**1,2,3,4**
16.04.2023	**SUNDAY**		
20.04.2023	Tables handling		
21.04.2023	printing and publications	**2-(PPT/Projector)**	**1,2,3,4**
22.04.2023	**Holiday**		
23.04.2023	**SUNDAY**		
27.04.2023	Advantages	**2-(PPT/Projector)**	**1,2,3,4**
28.04.2023	Limitations of pagemaker		
29.04.2023	Comparison with MS word	**2-(PPT/Projector)**	**1,2,3,4**
30.04.2023	**SUNDAY**		
04.05.2023	Statistical software:data entry	**2-(PPT/Projector)**	**1,2,3,4**
05.05.2023	Tabulation	**2-(PPT/Projector)**	**1,2,3,4**
06.05.2023	Sorting data		
07.05.2023	**SUNDAY**		

11.05.2023	Data analysis using software		
12.05.2023	Data analysis in excel		
13.05.2023	SPSS		
14.05.2023	**SUNDAY**		

	Teacher Incharge	Head of the Department
Name	Kamna Billus	Dr. Girdhar Gopal
Sign with Date		