

## Lesson Plan for Even Semester

**Name of the Faculty:**

**Discipline:** Lab Instructor

**Semester:** 2<sup>nd</sup>

**Subject:** Computer Workshop

**Lesson Plan Duration:** 15 weeks (from January, 2018 to April, 2018)

**Work Load (Lecture/ Practical) per week (in hours): Practicals- 06**

Week	Theory		Practical	
	Lecture day	Topic (including assignment/ test)	Practical day	Topic
1 <sup>st</sup>			1 <sup>st</sup>	Familiarization with various components and parts of personal computer like Motherboard details
			2 <sup>nd</sup>	Hard disk drive, floppy disk drive. CD ROM drive, DVD, Blu-ray keyboard, display devices, various chips (memory chips and CPU)
2 <sup>nd</sup>			3 <sup>rd</sup>	Study about serial and parallel ports, inkjet, USB Ports,
			4 <sup>th</sup>	SATA Fire wire, Bluetooth, Dot matrix and
3 <sup>rd</sup>			5 <sup>th</sup>	Laser printers, Modems, connectors and cables
			6 <sup>th</sup>	Assembly and Disassembling of PCs
4 <sup>th</sup>			7 <sup>th</sup>	Study of Power supply, linear power supply and switchmode power supply,
			8 <sup>th</sup>	Trouble shooting of SMPS.
5 <sup>th</sup>			9 <sup>th</sup>	Setting up of basic infrastructure for computers (including power layout, air
			10 <sup>th</sup>	conditioning, Earthing etc.
6 <sup>th</sup>			11 <sup>th</sup>	Introduction to DOS, installation of Windows operating systems
			12 <sup>th</sup>	

7 <sup>th</sup>			13 <sup>th</sup>	Installation of Linux operating systems,.
			14 <sup>th</sup>	Setting up multiboot system/dual boot system.
8 <sup>th</sup>			15 <sup>th</sup>	Familiarization of dual boot features with practical demonstrations.
			16 <sup>th</sup>	Create window system image and use there after
9 <sup>th</sup>			17 <sup>th</sup>	Installation and configuration of device drivers.
			18 <sup>th</sup>	Disk management and different utilities in windows.
10 <sup>th</sup>			19 <sup>th</sup>	Installation of latest version of application software proprietary/free software like-MS-Office/open office,
			20 <sup>th</sup>	Adobe Photoshop, Corel Draw, Macromedia Flash etc.
11 <sup>th</sup>			21 <sup>th</sup>	Installation and configuration of latest version of database software Oracle
			22 <sup>th</sup>	Installation and configuration of latest version of database software My SQL/SQL Server etc.
12 <sup>th</sup>			23 <sup>th</sup>	Introduction to Virus/Spyware their detection, prevention and cure.
			24 <sup>th</sup>	Introduction to Worm their detection, prevention and cure.
13 <sup>th</sup>			25 <sup>th</sup>	Introduction to Trojan Horse their detection, prevention and cure.
			26 <sup>th</sup>	Installation, uninstallation and use of Antivirus software
14 <sup>th</sup>			27 <sup>th</sup>	Visit to computer manufacturing industry.
			28 <sup>th</sup>	Visit to computer manufacturing industry.
15 <sup>th</sup>			29 <sup>th</sup>	Visit to computer manufacturing industry.
			30 <sup>th</sup>	Visit to computer manufacturing industry

## Lesson Plan for Even Semester

**Name of the Faculty:**

**Discipline:** Computer Engg.

**Semester:** 2<sup>nd</sup>

**Subject:** **DESKTOP PUBLISHING**

**Lesson Plan Duration:** 15 weeks (from January, 2018 to April, 2018)

**Work Load (Lecture/ Practical) per week (in hours):** Practicals-06

Week	Practical/Demonstration	
	Practical day	Topic
1 <sup>st</sup>	1 <sup>st</sup>	Introduction and Overview of Desktop Publishing (DTP),
	2 <sup>nd</sup>	Introduction of various keys in the keyboard and their functions.
2 <sup>nd</sup>	3 <sup>rd</sup>	Page Maker /Publisher/Scribus, Document needs, creating a document, editing and formatting a document, saving and printing a document, inserting text and graphics,
	4 <sup>th</sup>	Inserting columns, fonts and styles, integrating images and graphics from a drawing package in the document, making transparencies, elements, frame option, arrange text, image control, expert tracking, indent/tabs, styles, type styles, layout, tool bar (page setting)
3 <sup>rd</sup>	5 <sup>th</sup>	Corel Draw/Inkscape, Introduction, exploring Corel Draw screen, using dialog boxes, using roll ups, create/open file, save file, import/export files, print file
	6 <sup>th</sup>	Use of ribbon bar, use of tool box, select object, shaping objects using zoom tool, filling objects, outline objects, use of line tool
4 <sup>th</sup>	7 <sup>th</sup>	Setting up new drawing, setting multi-page document, undo/redo mistakes, repeat, cut, copy, paste, delete, duplicate, clone
	8 <sup>th</sup>	Insert object, paste special, copy attributes from select all, drawing objects, selecting objects, Page setup, insert/delete page, use of layers, roll up, grid and scale set up, guideline set up

5 <sup>th</sup>	9 <sup>th</sup>	Formatting objects, Arranging objects: align, order, group, ungroup, Arranging objects: combine, break apart, weld, intersection, trim, separate, Mode edit: to line, to curve, stretch, rotate, align, convert to curves, Creating special effects: Transform roll up, clear transformation, add perspective, envelope roll up
	10 <sup>th</sup>	Creating special effects: blend roll-up, extrude roll up, counter roll up, power line, power-clip clear effects Working with text: Character, paragraph text, frame, setting of tabs, indents, bullets, spacing in paragraph text
6 <sup>th</sup>	11 <sup>th</sup>	Using windows explorer and other windows elements, Creating and opening a document in page maker/publisher/scribes
	12 <sup>th</sup>	Formatting and editing a document, Saving and printing a given document, Insertion of text and graphics in a given document from external source
7 <sup>th</sup>	13 <sup>th</sup>	Using columns utility, to give the document column look.
	14 <sup>th</sup>	Formatting a given file by using undo/redo, repeat,
8 <sup>th</sup>	15 <sup>th</sup>	Cut, copy, paste, delete, duplicate and clone utilities.
	16 <sup>th</sup>	Using various fonts and styles to make a document more beautiful
9 <sup>th</sup>	17 <sup>th</sup>	Use of page maker to make transparencies. Inserting objects in the drawing, aligning, ordering,
	18 <sup>th</sup>	Grouping and ungrouping of those objects.
10 <sup>th</sup>	19 <sup>th</sup>	Use of combine, break apart, weld, intersection,
	20 <sup>th</sup>	Trim and separate tools in a given drawing.
11 <sup>th</sup>	21 <sup>th</sup>	Use of mode edit tools i.e. to line,
	22 <sup>th</sup>	To curve to stretch, and rotate
12 <sup>th</sup>	23 <sup>th</sup>	Creating special effects i.e. transform roll-up, envelop roll up, add perspective,
	24 <sup>th</sup>	Extrude roll up, contour roll up, power line, power clip, clear effects
13 <sup>th</sup>	25 <sup>th</sup>	To insert character and paragraph text in a drawing and frame,
	26 <sup>th</sup>	Setting of tabs, indents, bullets and spacing in paragraph text
14 <sup>th</sup>	27 <sup>th</sup>	Filling of text to a given path, aligning it to base line, straighten text and edit text,
	28 <sup>th</sup>	Using tools such as spell checker, and thesaurus
15 <sup>th</sup>	29 <sup>th</sup>	Using find and replace text utility and type assist
	30 <sup>th</sup>	Adding various symbols to a drawing and creating different patterns.