



**NSCB Memorial Govt. Degree College  
Hamirpur  
District Hamirpur (H.P.)**



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## LESSON PLAN

Session (2024-2025)

**Class: B.C.A 2<sup>nd</sup> YEAR (3<sup>rd</sup> SEM)**  
**Subject: DTP**  
**Course BCA-0305**

**Name of the Teacher: Prof. Shilpa Soni**  
**Room No: 261**

S. No	Dates	Topics to be covered
Admissions of B.C.A	18-07-2024 to 20-07-2024	<b>Admissions</b>
Week1	22-07-2024 to 27-07-2024	Orientation programme.
Week 2	18-07-2024 to 26-07-2024	D.T.P For Publications: Introductions to Printing , Types of Printing, Offset Printing,
Week 3	29-07-2024 to 03-08-2024	Importance of D.T.P in Publication, Advantage of D.T.P in Publication, Mixing of graphics
Week 4	05-08-2024 to 10-08-2024	Page Layout: Different page format / Layouts, News paper page format, Page orientations,
Week 5	12-08-2024 to 17-08-2024	Styles, Menus etc., Different screen Views, Importing text/Pictures, Auto Flow, Columns, Master Pages and Stories, Story Editor, Menu Commands and short0cut commands, Spell check, Find & Replace
Week 6	20-08-2024 to 24-08-2024	Import Export etc., Fonts, Points Sizes, Spacing etc., Installing Printers, Scaling (Percentages), Printer setup
Week 7	27-08-2024to 31-08-2024	Use Of D.T.P: Use of D.T.P. in Advertisements, Books & Magazines,
Week 8	02-09-2024 to 07-09-2024	News Paper, Table Editor. Adobe Photoshop: Introduction to Photoshop & Flash, Documents,.
Week 9	09-09-2024 to 14-09-2024	Extensions Vector Image and Raster Images, Various Colour Modes
Week 10	02-09-2024 to 07-09-2024	Palettes, Use of Layers & Filters Working with Images
Week 11	16-09-2024 to 21-09-2024	Models. Introduction to Screen and Work Area, Photoshop Tools &
Week 12	23-09-2024 to 28-09-2024	Columns & Gutters, Printing in reduced sizes. Page Maker: Introductions To Page Maker
Week 13	30-09-2024 to 05-10-2024	<b>Minor test</b>
Week 14	28-09-2024 to 30-09-2024	Story Editor, Menu Commands and short0cut commands, Spell check, Find & Replace
Week 15	01-10-2024 to 19-10-2024	Working of offset Printing, Transparent Printout, Negative & Positives for Plate were making, Use of Desk Top Publishing
Week 16	29-10-2024to 03-11-2024	<b>Diwali Break</b>
Week 17		Final Practicals and Exams.