Lesson Plan

Name of the Faculty : Deepak

Designation : Programmer

Discipline : Office Management & Computer Applications

Semester : 2nd

Subject : IT Tools & Applications (2 Lectures & 4 Practical Classes in a week)

Lesson Plan Duration : 15 weeks (From Januaury 2018 to April 2018)

| WEEK | Theory | | Practical | |
	Lecture day	Topic	Practical Day	Topic
1st	1st	**Unit 1 : Computer Appreciation:** Definition, Meaning & Charachteristics of Coomputer	1st & 2nd	Disk Operating System:- Executing simple commands, file & Diractory Commands
	2nd	Applications of Computer, Input, Output & Storage Units		
2nd	1st	Binary & Decimal Number system	3rd & 4th	Performing File & Folder Management using Windows
	2nd	Conversion of Binary to Decimal & Decimal to Binary		
3rd	1st	BCD & ASCII Codes	5th & 6th	System tool-Disk cleanup, Disk defragmenter
	2nd	Problem Solving Class		
4th	1st	Test of 1st unit	7th & 8th	calculator, Imaging-Fax, Notepad, Paint and WordPad
	2nd	**Unit 2: Computer Organiation:** Control Unit, arithmetic Unit, Instruction Set, Register, Processor Speed, RISC v/s CISC		
5th	1st	Main memory, Storage capacity, RAM, Read only Memories, Evaluation, Criteria, Memory Organisation,	9th	Group Discussion on a topic
	2nd	Secondary Storage Devices:- Magnetic Disks, Floppy and Hard Disks, Optical Disks CD- ROM, Mass Storage Devices	10th	Presentation on a topic
6th	1st	Keyboard, Mouse, trackball, joystick, Scanner, OCR, Bar-code reader	11th & 12th	Creating, Opening and saving Presentations in MS-Office
	2nd	Digitiser, Voice Recognition, web cam, video cameras		

7th	1st	Digitiser, Voice Recognition, web cam, video cameras	13th & 14th	Creating, the Look of Your Presentation, Working in Different Views
	2nd	Monitors, Printers-Dot Matrix, Inkjet, Laser, Plotters		
8th	1st	Computer Output Micro-Film (COM), Multimedia Projector, speech synthesiser	15th & 16th	Recovery Classes
	2nd	Concepts of Multimedia and format Text, Graphics, Animation, Audio, Images		
9th	1st	Problem Solving Class	17th & 18th	Adding & Formattin gwith Text in slides
	2nd	Video; Multimedia Applications in Education, Entertainment, Marketing		
10th	1st	Relationship between Hardware and software; System Software	19th & 20th	Checkinmg spelling & correcting mistakes, Making Notes pages & Handouts
	2nd	Application Software, compiler, Names of some high level languages		
11th	1st	Applications of Information in Railways, Airlines, Banking, Insurance	21th & 22th	Recovery Classes
	2nd	Inventory Control, Financial systems, Hotel management, Education		
12th	1st	Video games, Telephones exchanges, Mobile phones	23rd & 24th	Drawing & Working with Objects, Adding Clip arts & Other Pictures
	2nd	Problems of Unit 1 & 2		
13th	1st	Problems of Unit 1 & 2	25th & 26th	Designing Slide Shows
	2nd	**Unit 3:- Overview of Linux-Basic Concepts and Applications, Overview of MS-DOS:-** Networks: LAN, MAN, WAN.		
14th	1st	Crating & Managing e-mail accounts	27th & 28th	Running & Controlling a Slide Show, Printing Presentations
	2nd	Introduction to search engines & MS-outlook		
15th	1st	Problems Solving Lecture	29th & 30th	Recovery Classes
	2nd	Problems Solving Lecture		