		Specimen of Lesson Plan		
		Name of the Faculty : Shivani Pahwa		
		Discipline : OMCA		
		Semester : 2nd year		
		Subject : COM		
		Lesson Plan Duration : 16 weeks (From 15feb–june)		
Weeks		Theory,Practical	Practical	
	Lecture day	Topics	Lecture day	Topics
		(Including assignment test)		
1st	1	Given a PC, name its various components and peripherals. List their functions.		
	2	Block diagram of a computer, Components of computer system, CPU, Memory, Input devices; keyboard, Scanner, mouse etc; Output devices; VDU, LCD, Printers etc.		
	3	Familiarization of Primary and Secondary Memory: RAM, ROM, magnetic disks – optical disk (CD, DVD & Blue Ray Disk.), USB/Flash Drive.		
	4	Discussion of System software, Application software, Virtualization software and Utility software.		
	5	Installation of I/O devices, printers, Keyboards, Installation of software, Antivirus.		
2nd	6	Revision & class test		
	7	Start, Shut down and restore		
	8	Creating and operating the icons		
	9	Opening, closing and sizing the windows and working with windows interfacing elements (option buttons, checkbox, scroll etc.)		
	10	Using elementary job commands like – creating, saving, modifying, renaming, finding and deleting a file and folders		
3rd	11	Changing settings like, date, time, colour (back ground and fore ground etc.)		
	12	Using short cuts,Using on line Help.		
	13	Revision & class test		
	14	File Management: Opening, creating and saving a document, locating files,		
	15	copying contents in some different file(s), protecting files, giving password protection for a file		
4th	16	Page set up: Setting margins, tab setting, ruler, indenting, Editing a document: Entering text, cut, copy, paste using tool- bars,		
	17	Formatting a document: Using different fonts, changing font size and colour, changing the appearance through bold/italic/underlined, highlighting a text, changing case, using subscript and superscript, using different underline methods,		
	18	Aligning of text in a document, justification of document, inserting bullets and numbering		
	19	Formatting paragraph, inserting page breaks and column breaks, line spacing, Use of headers, footers: Inserting date, time.		
	20	Revision of the above content		
5th	21	class test		
	22	Tables and Borders: Creating a table, formatting cells, use of different border styles,		
	23	shading in tables, merging of cells, partition of cells, inserting and deleting a row in a table		
	24	Print preview, zoom, page set up, printing options, Using find, replace options.		

	25	Using Tools like: Spell checker, help, mail merge, printing envelops and lables, Using shapes and drawing toolbar, Working with more than one window.		
6th	26	Revision & class test		
	27	Starting excel		
	28	open worksheet		
	29	enter, edit, data,		
	30	formulae to calculate values		
7th	31	format data, save worksheet		
	32	switching between different spread sheets		
	33	Menu commands: Create, format charts		
	34	organise, manage data,		
	35	solving problem by analyzing data.		
8th	36	Work books: Managing workbooks (create, open, close, save)		
	37	working in work books		
	38	selecting the cells, choosing commands		
	39	data entry techniques		
	40	formula creation and links		
9th	41	controlling calculations. Editing a worksheet, copying, moving cells, pasting, inserting		
	42	deletion cells, rows, columns, find and replace text, numbers of cells, formatting worksheet, conditional formatting.		
	43	Revision of the above content		
	44	class test		
	45	Introduction of MS- PowerPoint		
10th	46	How to start PowerPoint		
	47	Working environment: concept of toolbars, slide layout & templates.		
	48	Opening a new/existing presentation		
	49	Different views for viewing slides in a presentation: normal, slide sorter		
	50	Addition, deletion and saving of slides		
11th	51	Revision of the above content		
	52	class test		
	53	Insertion of multimedia elements		
	54	Adding text boxes		
	55	Adding/importing pictures		
12th	56	Adding movies and sound		
	57	Adding tables and charts etc.		
	58	Working with Clip Art		
	59	Revision of the above content		
	60	class test		
13th	61	Formatting slides		
	62	Changing slide layout		
	63	Changing slide colour scheme		
	64	Changing background		
	65	Revision of the above content		
14th	66	class test		
	67	Viewing the slide show		
	68	Slide transition		
	69	Animation effects, timing, order etc.		
	70	Revision of the above content		
15th	71	class test		
	72	Revision of unit-1		
	73	Revision of unit-2		
	74	Revision of unit-3		
	75	Revision of unit-4		
16th	76	Revision of unit-5		
	77	Test of unit 1-2		
	78	Test of unit-3		
	79	Test of unit-4		
	80	Test of unit-5		