

**Department of Computer Engg.  
Govt. Polytechnic for Women Rehan  
Distt. – Kangra (H.P.) - 176022**



**LESSON PLAN**

Program Name	Architecture Assistantship
Subject Name	Computer Application in Architecture
Subject Code	ARPC – 2006
Semester	2 <sup>nd</sup> Semester
Subject Teacher Name	Er. Sanjeev Kumar

**Evaluation Scheme**

Sr. No.	Subject Name	Study scheme (Hrs/Week)		Marks in Evaluation Scheme					
				Internal Assessment			External Assessment		
		Th	Pr	Th	Pr	Total	Th	Pr	Total
1.	Computer Application	-	4	-	40	40	-	60	60
Reference Books		(i) Fundamentals of Computer by V Rajaraman; Prentice Hall of India Pvt. Ltd., New Delhi. (ii) Information Technology for Management by Henry Lucas, Tata McGraw Hills, New Delhi. (iii) Computers Fundamentals Architecture and Organisation by B Ram, revised Edition, New Age International Publishers, New Delhi.							

**Course Outcomes (COs)**

CO – 1	To learn the basics configure and installation of O.S.
CO – 2	To learn assemble a PC and connect it to external devices.
CO – 3	To understand create, edit, save and print documents and worksheets & protect document.
CO – 4	To understand & increase computer proficiency.

**Lab Plan**

Unit No.	Name of Practical	Proposed Date	Actual Date	Remarks
		G1	G1	
1	Given a PC, name its various components and peripherals. List their functions.	30-01-2024		
		02-02-2024		
2	Installing various components of computer system and installing system software and application software.	06-02-2024		
		09-02-2024		
3	Installation of I/O devices, printers and installation of operating system viz. Windows/BOSS/LINUX.	13-02-2024		
		16-02-2024		
		20-02-2024		
4	Features of Windows as an operating system Start, Shut down and restore	23-02-2024		
		27-02-2024		

*Sanjeev Kumar*

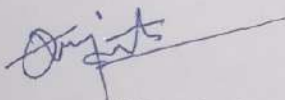
	Creating and operating on the icons. Opening, closing and sizing the windows and working with windows interfacing elements (option buttons, checkbox, scroll etc.)	01-03-2024		
	Using elementary job commands like – creating, saving, modifying, renaming, finding and deleting a file and folders.	05-03-2024		
	Changing settings like, date, time, color (back ground and fore ground etc.). Using short cuts. Using on line help.	12-03-2024		
	Word Processing (MS Office/Open Office) a. File Management: Opening, creating and saving a document, locating files, copying contents in some different file(s), protecting files, giving password protection for a file	15-03-2024		
	Page set up Setting margins, tab setting, ruler, indenting	19-03-2024		
	Editing a document: Entering text, cut, copy, paste using tool- bars	22-03-2024		
	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. Aligning of text in a document, justification of document, inserting bullets and numbering	26-03-2024 02-04-2024		
5	Formatting paragraph, inserting page breaks and column breaks, line spacing. Use of headers, footers: Inserting footnote, end note, use of comments, auto text. Inserting date, time, special symbols, importing graphic images, drawing tools	05-04-2024 09-04-2024		
	Tables and Borders: Creating a table, formatting cells, use of different border styles, shading in tables, merging of cells, and partition of cells, inserting and deleting a row in a table. Print preview, zoom, page set up, printing options. Using find, replace options	12-04-2024 16-04-2024		
	Using Tools like:	19-04-2024		

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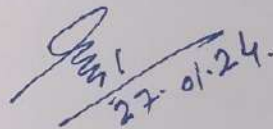
	<p>Spell checker, help, use of macros, mail merge, thesaurus word content and statistics, printing envelopes and labels</p> <p>Using shapes and drawing toolbar, Working with more than one window.</p>	23-04-2024		
6	<p>Spread Sheet Processing (MS Office/Open Office) a. Starting excel, open worksheet, enter, edit, data, formulae to calculate values, format data, save worksheet, switching between different spreadsheets.</p> <p>Menu commands: Create, format charts, organize, manage data, solving problem by analyzing data. Programming with Excel Work Sheet, getting information while working</p> <p>Work books: Managing workbooks (create, open, close, save), working in work books, selecting the cells, choosing commands, data entry techniques, formula creation and links, controlling calculations</p> <p>Editing a worksheet, copying, moving cells, pasting, inserting, deletion cells, rows, columns, find and replace text, numbers of cells, formatting worksheet, conditional formatting.</p> <p>Creating a chart: Working with chart types, changing data in chart, formatting a chart, use chart to analyze data</p> <p>Using a list to organize data, sorting and filtering data in list.</p> <p>Retrieve data with query: Create a pivot table, customizing a pivot table. Statistical analysis of data.</p> <p>Exchange data with other application: Embedding objects, linking to other applications, import, export document.</p>	26-04-2024  30-04-2024		
7	<p>Power Point Presentation (MS Office/Open Office)</p> <p>a. Introduction to PowerPoint How to start PowerPoint Working environment: concept of toolbars, slide layout &amp; templates. Opening a new/existing presentation Different views for viewing slides in a presentation: normal, slide sorter.</p> <p>b. Addition, deletion and saving of slides</p> <p>c. Insertion of multimedia elements Adding text boxes, Adding/importing pictures Adding movies and sound, Adding tables and charts etc., Adding organizational chart</p> <p>Editing objects, Working with Clip Art</p>	03-05-2024  07-05-2024		

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	d. Formatting slides, Using slide master, Text formatting, Changing slide layout, Changing slide color scheme, Changing background, Applying design template e. How to view the slide show? Viewing the presentation using slide navigator, Slide transition, Animation effects, timing, order etc.			
8	Internet and its Applications a. Establishing an internet connection. b. Browsing and down loading of information from internet. c. Sending and receiving e-mail Creating a message, Creating an address book	14-05-2024		
	Attaching a file with e-mail message, Receiving a message, Deleting a message. d. Assigning IP Addresses to computers and use of domain names.	17-05-2024		
9	Installation and updation of an antivirus. How to scan and remove the virus.	21-05-2024		
10	To remove temporary files	24-05-2024		
	Doubt Clearing Session	24-05-2024		

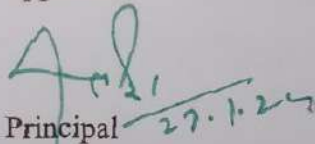


(Signature of Teacher)

  
27-01-24-

(Signature of HOD)

Approved

  
Principal 27.1.24

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