

LESSON PLAN OF COMPUTER APPLICATION LAB

Discipline : Civil/Mechanical	Semester : 1st	Name of the Teachnig Faculty : Mr Asit Ranjan Prusty
Subject : Computer Application	No.of days/Per weeks Class Alloted Weeks :4	Semester : Dt.25.10.2022 to 31.01.2023 No.of Weeks : 15
Weeks	Class day	Practical
1st	1st	Identification of different components of Computer Switch on and Booting Process Shut down, Restart of computer
	2nd	Study of device and power supply form factor of Personal Computer System Identification of various Mother Board components Identification
	3rd	Identification of different ports
	4th	type of connectors, and their purpose
2nd	1st	Case Identification and Study of ROM
	2nd	RAM, Adapter Cards
	3rd	Expansion Slots,SATA connectors
	4th	Study of Adapters and Converters
3rd	1st	Study of various types of LAB Safety measures (General Safety, Electrical Safety, Fire
	2nd	Analysis of various Power Fluctuation Types (Blackout, Brownout, Noise, Spike, Power surge),
	3rd	Power Protection Devices (Surge suppressor, UPS, Standby power supply)
	4th	Procedures for proper disposal or recycling of hazardous computer components (Batteries, Monitors,
4th	1st	Toner Kits, Cartridges
	2nd	Chemical Solvents and Aerosol Cans)
	3rd	ESD tools, Hand tools,
	4th	cable tools,
1st	1st	Cleaning tools, Diagnostic tools),
	2nd	Disk Management Tools
	3rd	Basic DOS commands (CLS, DIR, DATE, TIME, VERSION
	4th	MD, CD, RD,
2nd	1st	DEL, COPYREN,
	2nd	USE OF WILD CARDS, PATH),
	3rd	Basic Windows OS operations, MOUSE OPERATIONS, Utilities and Accessories, Installation and configuration of OS
	4th	Basic operations of Word Processing Package. (MS-Word)
3rd	1st	Basic operations of Word Processing Package. (MS-Word)
	2nd	Basic operations of Word Processing Package. (MS-Word)
	3rd	Basic operations of Word Processing Package. (MS-Word)
	4th	Basic operations of Word Processing Package. (MS-Word)
4th	1st	Basic operations of Word Processing Package. (MS-Word)
	2nd	Basic operations of Electronic Spread Sheet Package. (MS-Excel),
	3rd	Basic operations of Electronic Spread Sheet Package. (MS-Excel),
	4th	Basic operations of Electronic Spread Sheet Package. (MS-Excel),
1st	1st	Basic operations of Electronic Spread Sheet Package. (MS-Excel),
	2nd	Basic operations of Electronic Spread Sheet Package. (MS-Excel),
	3rd	Basic operations of Electronic Spread Sheet Package. (MS-Excel),
	4th	Basic operations of Presentation Package (MS- Power point) (Create, Edit, Format, Save, Print/View in the above three packages)
2nd	1st	Basic operations of Presentation Package (MS- Power point) (Create, Edit, Format, Save, Print/View in the above three packages)
	2nd	Basic operations of Presentation Package (MS- Power point) (Create, Edit, Format, Save, Print/View in the above three packages)
	3rd	Basic operations of Presentation Package (MS- Power point) (Create, Edit, Format, Save, Print/View in the above three packages)
	4th	Basic operations of Presentation Package (MS- Power point) (Create, Edit, Format, Save, Print/View in the above three packages)
3rd	1st	Getting acquainted with Internet connection, Browser, website
	2nd	URL, webpage, http, WWW, net browsing

