

Lesson Plan

Name of Faculty : Sh . Jitender Singh Tomar / Sh. G.C.Sharma

Discipline : Office Management & Computer Applications

Semester : 2nd. Semester

Subject : TYPING (ENGLISH)

Lesson Plan Duration : 14 Weeks (from February, 2024 to June, 2024)

Work Load (Lecture/Practical) per week (In hours): Practical= 06

Week	Practical	
	Practical	Topic
1 st	1&2	Speed practice from various drills given in the book starting from sentence to paragraphs
	3&4	Typing letter and other communications in all styles (indented, block and semi-block)
	5&6	Use of different, using table in a letter,
2 nd	1&2	Headers and footers, use of footers, use of sub- paras, numbering etc.)
	3&4	Punctuation marks,
	5&6	Spacing after punctuation, syllabification
3 rd	1&2	Manuscript:- Some proof correction signs.
	3&4	Practicing of different types of types of letter
	5&6	Official letter, Business letter
4 th	1&2	Practicing invoices and bills.
	3&4	Practicing forms, notices and reports
	5&6	Practicing forms, notices and reports
5 th	1&2	Practicing envelope addressing.
	3&4	Practicing centralizing headings.
	5&6	Vertical Centering
6 th	1&2	Practicing horizontal
	3&4	Mail- Merge
	5&6	Practicing different types of headings including spaced headings.

7 th	1&2	Making instructions and calculating speed
	3&4	Practicing exercises (easy and difficult)
	5&6	Practicing exercises (easy and difficult)
8 th	1&2	Manuscript: Some proof correction signs
	3&4	Practicing exercises for speed building. Calculating speed and errors
	5&6	Practicing exercises for speed building. Calculating speed and errors
9 th	1&2	Display of different types of letters using bold typing, centering,
	3&4	Practicing for building speed and control speed test for 5/10 minutes
	5&6	Practicing for building speed and control speed test for 5/10 minutes
10 th	1&2	Practicing simple tabular statement
	3&4	Typing on printed forms.
	5&6	Creating and filling forms
11 th	1&2	Notices, Legal documents and literary matter.
	3&4	Practicing typing of draft copy of advertisement for press.
	5&6	Practice of small business letters.
12 th	1&2	Application letter.
	3&4	Notices, Legal documents and literary matter.
	5&6	Practice of small business letters.
13 th	1&2	Practice of small paragraph for about 200-250 words
	3&4	Practice of small paragraph for about 200-250 words
	5&6	Practicing exercises for speed building.
14 th	1&2	Practicing exercises for Speed Calculating speed.
	3&4	Practicing exercises for Speed Calculating speed and errors.
	5&6	Practicing exercises for Speed Calculating speed and errors.

Lesson Plan

Name of Faculty : Expert Lecturer

Discipline : Office Management & Computer Applications

Semester : 2nd

Subject : Stenography-1

Lesson Plan Duration : 14 Weeks (from February, 2024 to June, 2024)

Work Load (Lecture/Practical) per week (In hours): Practical= Lecture- 02, Practical=06

Week	Theory		Practical	
	Lecture day	Topic (including assignment/Test)	Topic Practical	Topic
1 st	1	Importance of shorthand	1&2	Home work : Reading and copying work(Daily throughout the semester)
	2	Importance of shorthand	3&4	Home work : Reading and copying work(Daily throughout the semester)
			5&6	Practicing sitting posture including the position of Note Book and holding of pen/pencil
2 nd	1	Definition and Importance of Shorthand	1&2	Practicing sitting posture including the position of Note Book and holding of pen/pencil
	2	Job Opportunities, Emphasis on phonetic system in Pitman Shorthand	3&4	Practicing sitting posture including the position of Note Book and holding of pen/pencil
			5&6	Practicing sitting posture including the position of Note Book and holding of pen/pencil
3 rd	1	Correct Sitting Position	1&2	Practicing sitting posture including the position of Note Book and holding of pen/pencil
	2	Holding of Pencil/Pen and Note Book and their quality	3&4	Practicing sitting posture including the position of Note Book and holding of pen/pencil
			5&6	Practicing sitting posture including the position of Note Book and holding of pen/pencil
4 th	1	Qualities of a good	1&2	Practicing sitting posture including the position of Note Book and

		Stenographer.		holding of pen/pencil
	2	Consonant:- Meaning Types (Straight, Curved, Horizontal and Up Strokes)	3&4	Practicing sitting posture including the position of Note Book and holding of pen/pencil
			5&6	Practicing sitting posture including the position of Note Book and holding of pen/pencil
5 th	1	Vowel:- Meaning Types First Place Second Place Third Place	1&2	Practicing sitting posture including the position of Note Book and holding of pen/pencil
	2	Vowel:- Meaning Types First Place Second Place Third Place	3&4	Practicing sitting posture including the position of Note Book and holding of pen/pencil
			5&6	Practicing sitting posture including the position of Note Book and holding of pen/pencil
	4		3&4	Practicing sitting posture including the position of Note Book and holding of pen/pencil
6 th	1	Short forms	1&2	Practicing sitting posture including the position of Note Book and holding of pen/pencil
	2	Phraseography	3&4	Practicing sitting posture including the position of Note Book and holding of pen/pencil
			5&6	Practicing sitting posture including the position of Note Book and holding of pen/pencil
7 th	1	Qualities of a good Phraseogram	1&2	Practicing sitting posture including the position of Note Book and holding of pen/pencil
	2	Tick "The"	3&4	Practicing sitting posture including the position of Note Book and holding of pen/pencil
			5&6	Practicing sitting posture including the position of Note Book and holding of pen/pencil
8 th	1	Alternative forms of 'R'	1&2	Practicing sitting posture including the position of Note Book and holding of pen/pencil
	2	Alternative forms of 'H'	3&4	Practicing sitting posture including the position of Note Book and holding of pen/pencil
			5&6	Practicing sitting posture including

				the position of Note Book and holding of pen/pencil
9 th	1	Upward and Downward (R&H)	1&2	Practicing sitting posture including the position of Note Book and holding of pen/pencil
	2	Upward and Downward (R&H)	3&4	Practicing sitting posture including the position of Note Book and holding of pen/pencil
			5&6	Repeated practice of using vowels and exercises from the text book
10 th	1	Holding of pen and Note Book and their quality	1&2	Repeated practice of using vowels and exercises from the text book
	2	Holding of pen and Note Book and their quality	3&4	Repeated practice of using vowels and exercises from the text book
			5&6	Repeated practice of using vowels and exercises from the text book
11 th	1	Diphthongs	1&2	Practice of using grammalogues
	2	Strokes "S"	3&4	Practice of using grammalogues
			5&6	Practice of using grammalogues
12 th	1	Circle :- Z	1&2	Practice of using grammalogues
	2	Circle :- SZ	3&4	Practice of using grammalogues
			5&6	Practice of using grammalogues
13 th	1	Circle:- SW	1&2	punctuation marks
	2	Grammalogues	3&4	punctuation marks
			5&6	punctuation marks
14 th	1	Loops:- ST	1&2	punctuation marks
	2	Loops:- STR	3&4	punctuation marks
			5&6	punctuation marks

Lesson Plan

Name of Faculty : Smt. Seema Parashar

Discipline : Office Management & Computer Applications

Semester : 2nd

Subject : OFFICE MEHTOD AND PRACTICES

Lesson Plan Duration : 14 Weeks (from February, 2024 to June, 2024)

Work Load (Lecture/Practical) per week (In hours): Lecture- 04, Practical=02

Week	Theory		Practical	
	Lecture day	Topic (including assignment/Test)	Topic Practical	Topic
1 st	1	Meaning of Office Filing	1	Types of filling
	2	Essential of Office Filing	2	Types of filling
	3	Importance of Office Filing		
	4	Classification of Office Filing		
2 nd	1	Types of filling	1	Traditional filling methods
	2	Traditional Methods of Filing	2	Modern filling methods & equipment
	3	Modern filling methods & equipment		
	4	Modern filling methods & equipment		
3 rd	1	Office records	1	Types of record
	2	Meaning and significance of Office Records	2	Types of record
	3	Types of records		

	4	Types of records		
4 th	1	Importance of office record	1	Computerised indexing and recording
	2	Need of office record	2	Computerised indexing and recording
	3	Computer based indexing & recording		
	4	Assignment/ Revision		
5 th	1	Office forms	1	Types of forms
	2	Meaning of office forms	2	Types of forms
	3	Significance		
	4	Types of forms		
6 th	1	Form designing	1	Functions on form designing
	2	Form designing	2	Functions on form designing
	3	Assignment/ revision		
	4	Assignment/ revision		
7 th	1	Office correspondence	1	Office correspondence
	2	Meaning and importance of correspondence	2	Office correspondence
	3	Incoming correspondence procedures		
	4	Incoming correspondence procedures		
8 th	1	Outgoing correspondence procedures	1	Incoming & outgoing correspondence procedures
	2	Outgoing correspondence procedures	2	Incoming & outgoing correspondence procedures
	3	Ordinary post		
	4	Registered post		

9 th	1	Parcel	1	Different postal services
	2	Registered Parcel	2	Different postal services
	3	Speed Post		
	4	Courier		
10 th	1	Airmail	1	Electronic services for correspondence
	2	E-mail	2	Electronic services for correspondence
	3	Assignment/ revision		
	4	Assignment/ revision		
11 th	1	Office indexing	1	Indexing methods
	2	Meaning and definition of indexing	2	Indexing methods
	3	Significance of indexing		
	4	assignment		
12 th				
	1	Types of indexing	1	Types of indexing
	2	Types of indexing	2	Types of indexing
	3	Methods of indexing		
13 th	1	Computerised indexing	1	Arranging filing in office
	2	Computerised indexing	2	Arranging filing in office
	3	Assignment / revision		
	4	Assignment / revision		
14 th	1	Filling methods	1	Computerised filling
	2	Computerised filling	2	Computerised filling
	3	Revision		
	4	Revision		

Lesson Plan

Name of Faculty : Sh. Tara Chand

Discipline : Office Management & Computer Applications

Semester : 2nd

Subject : Computer for Office Management

Lesson Plan Duration : 14 Weeks (from February, 2024 to June, 2024)

Work Load (Lecture/Practical) per week (In hours): Practical=06

Week	Practical	
	Practical	Topic
1 st	1&2	Given a PC
	3&4	Name its various components
	5&6	Peripheral
2 nd	1&2	List their function
	3&4	Block diagram of a computer
	5&6	Components of computer system
3 rd	1&2	CPU
	3&4	Memory Input devices
	5&6	Keyboard
4 th	1&2	Scanner
	3&4	Mouse etc.
	5&6	Output devices
5 th	1&2	VDU
	3&4	LCD
	5&6	Printers etc.
6 th	1&2	Discussion of system software, Application software, Virtualization software and Utility software
	3&4	Installation of I/O devices, printers, keyboards
	5&6	Installation of software, Antivirus
7 th	1&2	Windows as an Operating System
	3&4	Start, Shut down and restore. Creating and operating the icons Using short cuts Using on line Help
	5&6	Word Processing (MS Office)

		File Management- Opening, creating and saving a document, location files, copying contents in some different file(s) protecting files, giving password, Editing a protection for a file. Page set : setting margins, tab setting, rules, indenting, Editing a document: Entering text , cut, copy, paste using tool – bars.
8th	1&2	Work books Managing workbooks, working in work books,
	3&4	Selecting the cells,
	5&6	Format, charts, organise, manage data,
9th	1&2	MS- PowerPoint
	3&4	Introduction to Power Point
	5&6	How to start Power Point
10th	1&2	Working environment: concept of toolbars, slide layout and templates
	3&4	Opening a new/existing slides in a presentation: normal, slide sorter.
	5&6	Addition, deletion and saving of slides.
11th	1&2	Insertion of multimedia elements
	3&4	Adding text boxes
	5&6	Adding / importing pictures.
12th	1&2	Adding tables and charts etc.
	3&4	Working with Clip Art.
	5&6	Formatting slides
13th	1&2	Changing slide layout
	3&4	Changing slide colour scheme Changing background
	5&6	Viewing the slide show
14th	1&2	Viewing the slide show
	3&4	View the presentation using slide navigator
	5&6	Side transition

Lesson Plan

Name of Faculty : Smt. Divya Sharma

Discipline : Office Management & Computer Applications

Semester : 2nd

Subject : Office Correspondence

Lesson Plan Duration : 14Weeks (from February, 2024 to June, 2024)

Work Load (Lecture/Practical) per week (In hours): Lecture- 03, Practical=02

Week	Theory		Practical	
	Lecture day	Topic (including assignment/Test)	Practical	Topic
1 st	1	Meaning of office	1	Operating Photo copier
	2	Meaning of office	2	Operating Photo copier
	3	Importance of office		
2 nd	1	Functions of office	1	Operating Photo copier
	2	Functions of office	2	Operating Photo copier
	3	Qualities of an office manger		
3 rd	1	Communication	1	Operating Photo copier
	2	Various means of communication:- merits and limitations selection of means of communication	2	Operating Photo copier
	3	Communication Through internet		
4 th	1	Filing	1	Type a letter/message on typewriter/computer and get the matter Photostat /print on

				photocopier/printer attached with the computer
	2	Indexing	2	Type a letter/message on typewriter/computer and get the matter Photostat /print on photocopier/printer attached with the computer
	3	Retention		
5 th	1	Weeding out of papers	1	Type a letter/message on typewriter/computer and get the matter Photostat /print on photocopier/printer attached with the computer
	2	Planning	2	Type a letter/message on typewriter/computer and get the matter Photostat /print on photocopier/printer attached with the computer
	3	Scheduling Office Work		
6 th	1	Office routine,	1	Type a letter/message on typewriter/computer and get the matter Photostat /print on photocopier/printer attached with the computer
	2	Office accommodation	2	Type a letter/message on typewriter/computer and get the matter Photostat /print on photocopier/printer attached with the computer
	3	Flow of work		

7 th	1	Office manual	1	Type a letter/message on typewriter/computer and get the matter Photostat /print on photocopier/printer attached with the computer
	2	Stationery	2	Other assignments can also be given depending upon the machines/equipments available with the institute
	3	Forms		
8 th	1	Business Correspondence	1	Other assignments can also be given depending upon the machines/equipments available with the institute
	2	Essential Parts of Business Letter	2	Other assignments can also be given depending upon the machines/equipments available with the institute
	3	Formats / styles of a business letter		
9 th	1	Enquiry Letter	1	Group discussions/seminar to be arranged on relevant topics
	2	Quotation	2	Group discussions/seminar to be arranged on relevant topics
	3	Order		
10 th	1	Complaint Letter	1	Group discussions/seminar to be arranged on relevant topics
	2	Adjustment Letter etc. And their formats	2	Group discussions/seminar to be arranged on relevant topics
	3	Essential of a good		

		business letter		
11 th	1	Account opening letters	1	A viva may be conducted on these topics
	2	Credit Letters	2	A viva may be conducted on these topics
	3	Guarantee Documents		
12 th	1	Standing Instructions for Payment. Request for Bank over Draft etc.	1	A viva may be conducted on these topics
	2	General Govt. Letter	2	A viva may be conducted on these topics
	3	Demi -Official Letter		
13 th	1	Office Memorandum	1	Handling telephone
	2	Circulars	2	Handling telephone
	3	Notifications		
14 th	1	Office Orders	1	receiving and answering calls
	2	Press Release	2	transferring calls
	3	Press Release		