

# BPS Mahila Polytechnic, Khanpur Kalan

## Lesson Plan

Name of the Faculty : Miss Mamta  
 Discipline : **Library Information Science**  
 Semester : 4th  
 Subject : Library Automation  
 Lesson Plan Duration : 15 Weeks (From 06 March to 15 June 2023)  
 Work Load per week : T (02) Pr (04)

Week	Theory & Practical		Practical	
	Lecture Day	Topic	Practical Day	Topic
1st	1	Concept computer technology	1st	Computer demo Pr.
	2	Introduction computer technology	2nd	Charts pr.
			3rd	Charts exercise Pr.
			4th	Poster making Pr.
2nd	3	Definition, Development of computer	5th	Component of computer(input device Pr.)
	4	Generation of computer	6th	Component of computer(input device Pr.)
			7th	Component of computer (Output Device)
			8th	Component of computer (Output Device)
3rd	5	Generation of computer	9th	Use of Hardware device Pr.
	6	Diagram of computers	10th	Use of software Pr.
			11th	Application software use in library Pr.
			12th	Application software use in library services Pr.
4th	7	Classification of computer	13th	Library software Pr.
	8	Analogue, Digital and Hybrid	14th	Typing in Ms word Pr.
			15th	Typing in Ms word Pr.
			16th	Ms word features Pr.
5th	9	Library services applied (application software)	17th	Ms word features Pr.
	10	computer Hardware and software	18th	Ms word features Pr.
			19th	Ms word features Pr.
			20th	Ms word features Pr.
6th	11	Component of computer	21st	Ms Excel Pr.
	12	Component of computer (input device)	22nd	features of excel Pr.

			23rd	features of excel Pr.	
			24th	Prepare table in excel Pr.	
7th	13	Component of computer (Out put Device)	25th	Basic formula in excel pr.	
	14	Introduction of operating system	26th	Basic formula in excel pr.	
			27th	Put up the formula in excel Pr.	
			28th	Put up the formula in excel Pr.	
8th	15	Functions of operating system	29th	features of excel Pr.	
	16	Concept of Window	30th	features of excel Pr.	
		Linux /UNIX	31st	PowerPoint (Features)	
			32nd	Make a slide in PowerPoint Pr.	
9th	17		33rd	Image in PowerPointPr.	
	18	features of Linux/ UNIX	34th	charts in PowerPointPr.	
		Concept software	35th	Graph in PowerPointPr.	
			36th	Exercise in PowerPointPr.	
10th	19	Types of software (free & Open source)	37th	Exercise in PowerPointPr.	
	20	MS Office (Word, Excel, PowerPoint, Access )	38th	Slide Show Pr.	
			39th	Demo of networks	
			40th	Prepare Poster Pr.	
11th	21	MS Office (Word, Excel, PowerPoint, Access )	41st	Prepare charts Pr.	
	22	Test	42nd	free software Pr.	
			43rd	KOHA software Pr.	
			44th	Practice	
12th	23	Programming Language (Types and Characteristics and Applications)	45th	Demo of Database Pr.	
	24		Flowchart	46th	Creation of Database
				47th	Create library database sample
				48th	Create library database sample
13th	25	concept, definition, need and types of networking	49th	Add in Library services	
	26	Components of networks, Types of network, Library networks	50th	Practice of MS office	
			51st	Practice of MS office	
			52nd	Practice of MS office	
14th	27	Electronic media ( E- Publishing DTP, Visual data dispay System)	53rd	Practice of MS office	
	28	test	54th	Prepare table in excel Pr.	
			55th	Basic formula in excel pr.	
			56th	Basic formula in excel pr.	

15th	29	Revision	57th	Put up the formula in excel Pr.
	30	Revision full Syllabus	58th	Put up the formula in excel Pr.
			59th	Exercise all syllabus in practical
			60th	Exercise all syllabus in practical