

# BPS Mahila Polytchnic, Khanpur Kalan

## Lesson Plan

Name of the Faculty : Ms. Shilpa  
 Discipline : **Office Management and Computer Application**  
 Semester : 2nd  
 Subject : Office Methods & Practices  
 Lesson Plan Duration : 15 Weeks  
 Work Load per week : Th (04) Pr (02)

Week	Theory		Practical	
	Lecture	Topic	Practical Day	Topic
1st	1st	Introduction about subject	1st	Filing Practice
	2nd	Meaning and essentials of	2nd	Filing Practice
	3rd	Importance of filing		
	4th	classification of filing		
2nd	5th	classification of filing	3rd	Sorting of mail, record of inward
	6th	traditional methods	4th	distribution of mails
	7th	Modern Methods		
	8th	Modern Methods		
3rd	9th	Equipments of filing	5th	Preparation of envelopes
	10th	Office records- meaning	6th	use of stamps
	11th	needs of effective record		
	12th	Importance of proper office		
4th	13th	Types of records	7th	demonstration of folding
	14th	Computer based indexing	8th	Demonstration of franking
	15th	Revision & problem		
	16th	Revision & problem		
5th	17th	Sessional	9th	Recording in dispatch books
	18th	Sessional	10th	Recording in Peon book
	19th	Sessional		
	20th	Office forms- meaning and		
6th	21st	Significance of office forms	11th	preparaton of parcel
	22nd	Types of office forms	12th	Indexing in files
	23rd	Form designing		
	24th	Form designing		
7th	25th	Revision & problem	13th	Indexing in files
	26th	meaning of correspondence	14th	Arranging files alphabetically
	27th	incoming mail procedure		
	28th	incoming mail procedure		
8th	29th	outgoing mail procedure	15th	arranging files subject wise
	30th	outgoing mail procedure	16th	picking and placing files from/in
	31st	ordinary post,registered,		
	32nd	Revision & problem		
9th	33rd	Sessional	17th	
	34th	Sessional	18th	preparation of handbook of all
	35th	Sessional		
	36th	courier,email,speed post		

10th	37th	registered parcel, air mail	19th	Strip index and Card index
	38th	Meaning of Indexing	20th	Assembling papers, punching
	39th	Importance of indexing		
	40th	types of indexing		
11th	41st	methods of indexing	21st	Appointment diary
	42nd	strip index,wheel index	22nd	Practice
	43rd	book index,		
	44th	Revision & problem		
12th	45th	traditional methods of filing	23rd	Practical work in office
	46th	pillar &post file,box file	24th	Practical work in office
	47th	clip file, pigeon hole		
	48th	docket method		
13th	49th	Modern Methods	25th	Retrieving of records
	50th	Modern Methods	26th	Computerised Addressing on
	51st	Revision & problem		
	52nd	Revision & problem		
14th	53rd	Sessional	27th	uses of stapler, u-clips and other
	54th	Sessional	28th	Demonstration of different
	55th	Sessional		
	56th	revision of 1st unit		
15th	57th	revision of 2nd unit	29th	Practice
	58th	revision of 3rd unit	30th	Practice
	59th	revision of 4th unit		
	60th	revision of 5th unit		



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## Lesson Plan

Name of the Faculty :		MS. Shilpa
Discipline		<b>Office Management and Computer Application</b>
Semester		2nd
Subject		office correspondence
Lesson Plan Duration :		15 Weeks
Work Load per week : 05		
Week	Theory	
	Lecture Day	Topic
1st	1st	Introduction about subject
	2nd	office correspondence-meaning, importance
	3rd	process of correspondence
	4th	uses of correspondence
	5th	means of communication
2nd	6th	uses & merits
	7th	demerits of communication
	8th	communication through internet
	9th	revision
	10th	office records
3rd	11th	office filing
	12th	indexing
	13th	indexing
	14th	retention & weeding out of papers
	15th	retention & weeding out of papers
4th	16th	planning & scheduling office work office routine
	17th	flow of work,office manual
	18th	office stationary
	19th	office forms
	20th	Revision
5th	21st	sessional
	22nd	sessional
	23rd	sessional
	24th	essential parts of business letter
	25th	formats of business letter
6th	26th	formats of business letter
	27th	enquiry letter
	28th	enquiry letter
	29th	adjustment letter
	30th	quotation , order
7th	31st	quotation , order
	32nd	formats of complaint letter
	33rd	class test
	34th	banking correspondence
	35th	account opening letter
8th	36th	documents required
	37th	credit letters
	38th	credit letters
	39th	class test

	40th	revision
9th	41st	sessional
	42nd	sessional
	43rd	sessional
	44th	sessional discussion
	45th	guarantee documents
10th	46th	standing instructions for payment
	47th	bank over draft
	48th	bank over draft
	49th	class test
	50th	general govt letters
11th	51st	demi official letters
	52nd	office memorandum
	53rd	office memorandum
	54th	circulars
	55th	circulars
12th	56th	notifications
	57th	notifications
	58th	office order
	59th	class test
	60th	press release
13th	61st	press release
	62nd	class test
	63rd	revision
	64th	revision
	65th	class test
14th	66th	sessional
	67th	sessional
	68th	sessional
	69th	sessional discussion
	70th	revision
15th	71st	revision of 1st unit
	72nd	revision of 2nd unit
	73rd	revision of 3rd unit
	74th	revision of 4th unit
	75th	revision of 5th unit

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## Lesson Plan

Name of the Faculty : Ms.Sher Singh Malik  
 Discipline : **OMCA**  
 Semester : 2nd  
 Subject : Computers for Office Management  
 Lesson Plan Duration : 15 Weeks (From Feb to June 2024)  
 Work Load per week : Th (02) Pr (04)

Week	Theory		Practical	
	Lecture Day	Topic	Practical Day	Topic
1st	1st	Introduction of the subject	1st	Starting and shutting down PC
	2nd	Names of various components of PC	2nd	Assembling of various components of PC
			3rd	Block diagram of Computer
			4th	CPU, Memory
2nd	3rd	Primary and Secondary Memory	5th	Various types of memories
	4th	Primary and Secondary Memory	6th	Input and Output devices
			7th	Input and Output devices
			8th	System and Application Software
3rd	5th	Creating and Operating Windows icons	9th	Installation of I/O devices
	6th	Working with Windows interface	10th	Installation of I/O devices
			11th	Installation of software
			12th	Installation of Software/antivirus
4th	7th	Changing settings like date, time etc	13th	Creating and Operating Windows icons
	8th	Using shortcut	14th	Creating and Operating Windows icons
			15th	Working with Windows interface
			16th	Creating and saving files
5th	9th	File management	17th	Renaming and deleting files
	10th	File management	18th	Changing settings like date, time etc
			19th	Changing background

			20th	Using shortcuts
6th	11th	Help	21st	Online help
	12th	MS Office- meaning and features	22nd	Online help
			23rd	MS Word- Opening and saving documents, locating files
			24th	Cut, copy, paste, protecting files
7th	13th	Formatting a document	25th	pagesetup
	14th	Formatting a document	26th	Formatting a document
			27th	Formatting a document
			28th	Formatting a document
8th	15th	Tables and borders	29th	Formatting a document
	16th	Tables and borders	30th	Tables and borders
			31st	Tables and borders
			32nd	Tables and borders
9th	17th	Mail merge	33rd	Spell checking, help
	18th	Printing	34th	mail merge
			35th	printing envelopes
			36th	shapes and drawings
10th	19th	Windows splitting	37th	Working with more than one windows
	20th	Excel- Meaning and features	38th	Excel- create and open worksheet
			39th	editing data
			40th	formulas
11th	21st	Formulas	41st	formulas
	22nd	charts	42nd	formulas
			43rd	charts
			44th	charts
12th	23rd	Formatting a worksheet	45th	cut, copy and paste cell data
	24th	Power point- Meaning and features	46th	Adjusting rows and columns
			47th	page setup
			48th	Powerpoint- creating and saving presentation
13th	25th	Addting and deleting slides	49th	Adding, deletion and saving slides
	26th	slide layouts	50th	Working on various views
			51st	Adding pictures and sound
			52nd	Adding tables and charts

14th	27th	Slide Transition	53rd	Changing slide layout and colors
	28th	Slide animation	54th	Slide transition
			55th	Slide animation
			56th	Slide Show
15th	29th	Slide show	57th	Practice
	30th	Revision	58th	Practice
			59th	Practice
			60th	Practice



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## Lesson Plan

Name of the Faculty :		MS. Neha		
Discipline	Management and Computer Application			
Semester	2nd			
Subject	STENOGRAPHY			
Lesson Plan Duration :	15 Weeks			
Work Load per week :	8			
Week	Theory		Practical	
	Lecture Day	Topic	Practical Day Topic	
1st	1st	Defination and Importan	1st	Practising sitting position,
			2nd	Practice sitting Position
			3rd	Practice of Notebok and holding of Pen / Pencil
	2nd	correct sitting Position,	4th	Practice of NoteBook and holding of Pen/ Pencil
			5th	Practice
			6th	Practice
2nd	3rd	Meaning of Consonan	7th	Practice of Consonants
			8th	Practice of Consonants
			9th	Practice
	4th	Types of consonants (	10th	Practice
			11th	1st Exercise Practice.
			12th	1st Exercise Practice.
3rd	5th	Size of stroke	13th	2nd Exercise Practice
			14th	2nd Exercise Practice
			15th	Practice Joining of strokes
	6th	Thickness and Thinnes	16th	Practice Joining of strokes
			17th	3rd Exercise practice
			18th	3rd Exercise practice
4th	7th	Vowels: Place (First,	19th	4th Exercis practice
			20th	Practice
			21st	1st place vowel Practice
	8th	Vowel: Thirdplace	22nd	1st & 2nd place vowel Practice
			23rd	Practice 3rd place vowel Place
			24th	Practice 3rd place vowel Place
5th	9th	Sessional	25th	sessional
			26th	sessional
			27th	sessional
	10th	Sessional	28th	Practice of using vowels
			29th	Practice of using vowels
			30th	Practice
6th	11th	Intervng vowels	31st	5th Exercise Practice
			32nd	5th Exercise Practice
			33rd	Practice
	12th	Places of Intervng	34th	Practice of 6th Exercise
			35th	Practice of 6th Exercise

		vowels	36th	Practice
7th	13th	Grammalouges	37th	Practice of using grammalouges.
			38th	Practice of using grammalouges.
			39th	Practice
	14th	Punctuation signs	40th	Practice of Punctuation signs
			41st	Practice of Punctuation signs
			42nd	Practice
8th	15th	Diphthongs, Phrase	43rd	Practice of using Diphthongs and Phrase sighs
			44th	Practice of using Diphthongs and Phrase sighs
			45th	Practice
	16th	Triphones	46th	Practice of Triphones
			47th	Practice of Triphones
			48th	Practice
9th	17th	Sessional	49th	Sessional
			50th	Sessional
			51st	Sessional
	18th	Sessional	52nd	Practice of Punctuation Phrase Exercise
			53rd	Practice of Punctuation Phrase Exercise
			54th	Practice of Diphthongs and Triphone Exercise
10th	19th	Short forms, Phraseog	55th	Practice of shorthand short forms
			56th	Practice of shorthand short forms
			57th	Practice
	20th	Qualities of a good Phraseog	58th	Practice of Phraseography exercise
			59th	Practice of Phraseography exercise
			60th	Practice
11th	21st	The Alternative	61st	Practice of Exercise
			62nd	Practice of Exercise
			63rd	Practice of Exercise
	22nd	Abbreviated W	64th	Practice of Abbreviated W
			65th	Practice of Abbreviated W
			66th	Practice
12th	23rd	Stroke-S	67th	Practice of Exercise stroke -S
			68th	Practice of Exercise stroke -S
			69th	Practice
	24th	Stroke-2	70th	Practice of exercise stroke -Z
			71st	Practice of exercise stroke -Z
			72nd	Practice
13th	25th	circle -S and Z SES and SW	73rd	Practice of using small circle
			74th	Practice of using small circle
			75th	Practice
	26th	Loops-ST & STR	76th	Practice of using Loops - ST & STR
			77th	Practice of using Loops - ST & STR
			78th	Practice
14th	27th	Sessional	79th	Sessional
			80th	Sessional
			81st	Sessional
			82nd	Dictation and Reading

	<b>28th</b>	<b>Sessional</b>	<b>83rd</b>	<b>Dictation and Reading</b>
			<b>84th</b>	<b>Practice</b>
<b>15th</b>	<b>29th</b>	<b>Revision of 1- 11, III Unit</b>	<b>85th</b>	<b>Reading and Copying work</b>
			<b>86th</b>	<b>Reading and Copying work</b>
			<b>87th</b>	<b>Dictation and Reading</b>
	<b>30th</b>	<b>Revision of IV &amp; V Unit</b>	<b>88th</b>	<b>Dictation and Reading</b>
			<b>89th</b>	<b>Practice</b>
			<b>90th</b>	<b>Dictation and Reading</b>