



Lesson Plan No. 4	Course Name: Office Productivity Tools Topic: Create a list of items using Bullets and Numbering	Course No.: UGSEC 204
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Objectives	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> Understand the different types of Bullets and Numbering Understand the various operations performed on Bullets and Numbering
Teaching Aids (if any)	<ol style="list-style-type: none"> Video of Facebook data center Use of Nearpod tool for online quiz
Teaching Development	<ol style="list-style-type: none"> Introduction (5 minutes) Ask questions <ul style="list-style-type: none"> What do you mean by Bullets and Numbering? What are the types of Bullets and Numbering? What are the types of operations performed Bullets and Numbering Development (30 minutes) <ul style="list-style-type: none"> Definition/Introduction of Bullets and Numbering. Explanation on various types of Bullets and Numbering. Detailed concept about operations performed on Bullets and Numbering Exercise (5 minutes) <ul style="list-style-type: none"> Ask students to explain Bullets and Numbering and to narrate its different types and application. <p>Use Nearpod to collect responses and discuss the answers..</p>
Closure	<ol style="list-style-type: none"> Summarize the Lesson Learning Outcomes and get affirmation from students on these. Suggested Reading <ul style="list-style-type: none"> Original NIST Paper on Bullets and Numbering http://faculty.winthrop.edu/domanm/csci411/Handouts/NIST.pdf Homework <ul style="list-style-type: none"> Create your video log highlighting Bullets and Numbering concepts and submit on Google classroom. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<ol style="list-style-type: none"> Reflective Questions (What, why, Who?). Allow students to answer and discuss. Responses acquired from Near Pod Quiz on AIS Bullets and Numbering. <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



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Lesson Plan No. 2	Course Name: Office Productivity Tools Topic: Editing Features of Word Processor	Course No.: UGSEC-204
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Objectives	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> Understand the concept of Word Processor . Articulate that what are the types of Editing features of Word Processor.
Teaching Aids (if any)	<ol style="list-style-type: none"> PowerPoint Presentation Use of Near Pod engagement tool for online quiz Pen Tablet for highlighting important points Chalk & Talk for offline classes.
Teaching Development	<ol style="list-style-type: none"> Introduction (5 minutes) Ask questions <ul style="list-style-type: none"> What do you mean by Word Processor? What are the types of editing features in MS-Word. What are the applications of Word Processor . Development (30 minutes) <ul style="list-style-type: none"> Definition/Introduction of Asymptotic notation. Explanation on various type of Word Processor. Detailed concept about the applications of Word Processor. Exercise (5 minutes) <ul style="list-style-type: none"> Ask students to explain Word Processor and to narrate its different types. Use Nearpod to collect responses and discuss the answers.
Closure	<ul style="list-style-type: none"> Summarize the Lesson Learning Outcomes and get affirmation from students on these. Spend 5 minutes to wrap up and consolidate the learnings Suggested Video Lecture
Evaluation	<ol style="list-style-type: none"> Reflective Questions (What, Why, Who?). Allow students to answer and discuss. Nearpod Quiz on Word Processor. Spend 5 minutes to evaluate student assimilation of the lesson contents

Lesson Plan No. 8	Course Name: Office productivity Tools Topic: Managing Headers and Footers	Course No.: UGSEC 204
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Objectives	At the end of the lesson the student shall be able to: a. Understand the headers & footers and its types. b. Articulate various operation perform on headers & footers.
Teaching Aids (if any)	a. Video of Facebook data center b. Use of Nearpod tool for online quiz
Teaching Development	<p>1. Introduction (5 minutes) Ask questions</p> <ul style="list-style-type: none"> - What do you mean by headers & footers? - Representation of Headers and Footers. - various operation perform on headers & footers. <p>2. Development (30 minutes)</p> <ul style="list-style-type: none"> - Definition/Introduction of headers & footers. - Explanation on Representation of headers & footers. - Detailed concept about the representation of headers & footers. <p>3. Exercise (5 minutes)</p> <ul style="list-style-type: none"> - Ask students to explain headers & footers to narrate its different types and uses. <p>Use Nearpod to collect responses and discuss the answers..</p>
Closure	<p>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>2. Suggested Reading</p> <ul style="list-style-type: none"> - Original NIST Paper on headers & footers http://faculty.winthrop.edu/domanm/csci411/Handouts/NIST.pdf <p>3. Homework</p> <ul style="list-style-type: none"> - Create your video log highlighting Various different Operations on headers & footers concepts and submit on Google classroom. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>2. Nearpod Quiz on headers & footers.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



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Lesson Plan No. 6	Course Name: Office Productivity Tools Topic: Modifying paragraph layout and styles	Course No.: UGSEC 204
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Objectives	At the end of the lesson the student shall be able to: a. Understand the Modifying paragraph layout and styles. b. Articulate various operation perform on layout and Styles.
Teaching Aids (if any)	a) PowerPoint Presentation b) Use of Near Pod engagement tool for online quiz c) Pen Tablet for highlighting important points d) Chalk & Talk for offline classes.
Teaching Development	<p>1. Introduction (5 minutes) Ask questions</p> <ul style="list-style-type: none"> - What do you mean by Modifying paragraph layout and styles? - What are the types of Modifying paragraph layout and styles. - various operation perform on Modifying paragraph layout and styles. <p>2. Development (30 minutes)</p> <ul style="list-style-type: none"> - Definition/Introduction of Modifying paragraph layout and styles. - Explanation on various type of Modifying paragraph layout and styles. - Detailed concept about the representation of styles. <p>3. Exercise (5 minutes)</p> <ul style="list-style-type: none"> - Ask students to explain Layout and Styles and to narrate its different types and uses. <p>Use Nearpod to collect responses and discuss the answers.</p>
Closure	<p>a) Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>b) Spend 5 minutes to wrap up and consolidate the learnings</p> <p>Suggested Video Lecture</p> <p>c) Spend 5 minutes to wrap up and consolidate the learnings</p>
Evaluation	<p>1. Reflective Questions (What, why, Who?). Allow students to answer and discuss.</p> <p>2. Responses acquired from Near Pod Quiz on Modifying paragraph layout and styles.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>



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Lesson Plan No. 3	Course Name: Office Productivity Tools Topic: Page Styles and Formatting Styles	Course No.: UGSEC-204
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Objectives	At the end of the lesson the student shall be able to: <ol style="list-style-type: none"> articulate the concept of Page Styles. select the appropriate Page style for different use-case scenarios. illustrate different Formatting Styles with examples. appreciate advantages of Styles and its associated challenges
Teaching Aids (if any)	<ol style="list-style-type: none"> Video of Facebook data center Use of Nearpod tool for online quiz
Teaching Development	<ol style="list-style-type: none"> Introduction (5 minutes) <ul style="list-style-type: none"> Ask questions. <ul style="list-style-type: none"> which email service do the students use? where is your email account stored? do you know the location of your email data? Where is your bank data stored? Introduce the concept of Page Styles. Show Figure on slide. Talk about utilities – water, electricity and build the pay-per-use concept Introduce the formal definition of Page Styles and formatting styles by NIST http://faculty.winthrop.edu/domanm/csci411/Handouts/NIST.pdf Highlight the important characteristics of the Styles – on-demand, pay-per-use, elasticity etc. Highlight the size of the Formatting Styles marketplace and rapid adoption by businesses globally through some statistics. Development (30 minutes) <ol style="list-style-type: none"> Page styles <ul style="list-style-type: none"> Introduce the concept of data center, server farms etc. Show video of Facebook Data Center https://www.youtube.com/watch?v=r97qdyQtlk Introduce concept of virtualization and improving resource utilization. Formatting Styles <ul style="list-style-type: none"> Introduce the concepts of IaaS (hire a barebones server), PaaS (hire a deployment/development ready platform) and SaaS (simply consume a service) with examples. Show figures to illustrate differences in the models and their ability to cater to different needs of stakeholders in the ecosystem. Give example of a scientist needing large number of servers to run a simulation (gene sequencing), which can be easily provisioned on the cloud in a fraction of the cost without need to buy physical servers.



	<p>c. Major players in</p> <ul style="list-style-type: none"> - Amazon AWS - Microsoft Azure - Google App Engine - Typical VM pricing models <p>d. Advantages of Styles</p> <ul style="list-style-type: none"> - Scale - Elasticity - On-demand/pay-per-use - Low cost of ownership - Higher RoI - Give examples to illustrate the advantages from a user-perspective. <p>e. Challenges in Page Styles</p> <ul style="list-style-type: none"> - Security - National Laws on Data Storage - Vendor Lock-in - Energy Efficiency (Give example of energy consumption in large data centers) - Resource Utilization <p>3. Exercise (5 minutes) – Give different use-cases and make students select appropriate cloud deployment models.</p> <ul style="list-style-type: none"> - National Security Data (Private Cloud) - Health Data of Patients (Hybrid Cloud) - Credit card Details/Bank Details (Private Cloud) - Student Academic Data (Hybrid Cloud) - Learning Resources for Students (Public Cloud) <p>Use Nearpod to collect responses and discuss the answers.</p>
<p>Closure</p>	<p>1. Summarize the Lesson Learning Outcomes and get affirmation from students on these.</p> <p>2. Suggested Reading</p> <ul style="list-style-type: none"> - Original NIST Paper on Page Styles And Formatting Styles http://faculty.winthrop.edu/domanm/csci411/Handouts/NIST.pdf <p>3. Homework</p> <ul style="list-style-type: none"> - Create your video log highlighting Page Styles & Formatting Styles concepts and submit on Google classroom. <p>Spend 5 minutes to wrap up and consolidate the learnings</p>
<p>Evaluation</p>	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>2. Nearpod Quiz on Page Styles & Formatting Styles</p>



	Spend 5 minutes to evaluate student assimilation of the lesson contents
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Lesson Plan No. 1	Course Name: Office Productivity Tools Topic: Word Processor	Course No.: UGSEC-204
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept of MS-Word & their features . b. Understand various operations performed in Word Processor.
Teaching Aids (if any)	a) PowerPoint Presentation b) Use of Near Pod engagement tool for online quiz c) Pen Tablet for highlighting important points d) Chalk & Talk for offline classes. Use of Nearpod tool for online quiz
Teaching Development	1. Introduction (10 minutes) Ask questions <ul style="list-style-type: none"> - What do you mean by Word Processor ? - Representation of Word Processor. - What are the operations performed on Word Processor . 2. Development (30 minutes) <ul style="list-style-type: none"> - Definition/Introduction of Word Processor. - Explanation on various features of Word Processor. - Detailed concept of various operations performed on Word Processor. 3. Exercise (5 minutes) <ul style="list-style-type: none"> - Ask students to explain array and to narrate its different types and operations performed on it.. Use Nearpod to collect responses and discuss the answers..
Closure	- Summarize the Lesson Learning Outcomes and get affirmation from students on these. Spend 5 minutes to wrap up and consolidate the learnings Suggested Video Lecture
Evaluation	1. Reflective Questions (What, why, Who?). Allow students to answer and discuss. 2. Responses acquired from Near Pod Quiz on Word Processor. 3. Spend 5 minutes to evaluate student assimilation of the lesson contents

Lesson Plan No. 7	Course Name: Office Productivity Tools Topic: Working with Page and selection Breaks	Course No.: UGSEC 204
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Objectives	At the end of the lesson the student shall be able to: a. Understand the selection breaks and its types. b. Articulate various operations perform on Page and selection breaks.
Teaching Aids (if any)	a) PowerPoint Presentation b) Use of Near Pod engagement tool for online quiz c) Pen Tablet for highlighting important points d) Chalk & Talk for offline classes.
Teaching Development	1. Introduction (5 minutes) Ask questions <ul style="list-style-type: none"> - What do you mean by working with Page and selection Breaks? - Representation of different types of pages. - Various operations perform on Selection breaks. 2. Development (30 minutes) <ul style="list-style-type: none"> - Definition/Introduction of selection breaks. - Explanation on Representation of breaks. - Detailed concept about the representation of breaks . 3. Exercise (5 minutes) <ul style="list-style-type: none"> - Ask students to explain data and to narrate its different types and uses. Use Nearpod to collect responses and discuss the answers.
Closure	- Summarize the Lesson Learning Outcomes and get affirmation from students on these. Spend 5 minutes to wrap up and consolidate the learnings Suggested NEPTEL Video Lecture
Evaluation	1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss. 2. Nearpod Quiz on selection Breaks. Spend 5 minutes to evaluate student assimilation of the lesson contents

Lesson Plan No. 5	Course Name: Office Productivity Tools Topic: Add Borders to Paragraph	Course No.: UGSEC 204
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Objectives	At the end of the lesson the student shall be able to: a. Understand the concept of Borders
Teaching Aids (if any)	a) PowerPoint Presentation b) Use of Near Pod engagement tool for online quiz c) Pen Tablet for highlighting important points d) Chalk & Talk for offline classes
Teaching Development	<p>1. Introduction (5 minutes) Ask questions</p> <ul style="list-style-type: none"> - What do you mean by Borders? - What are the types of Borders - What do mean by Borders to paragraph. <p>2. Development (30 minutes)</p> <ul style="list-style-type: none"> - Definition/Introduction of Borders. - Explanation on how to calculate the complexity . <p>3. Exercise (5 minutes)</p> <ul style="list-style-type: none"> - Ask students to find different types of Borders. <p>Use Nearpod to collect responses and discuss the answers.</p>
Closure	<ul style="list-style-type: none"> - Summarize the Lesson Learning Outcomes and get affirmation from students on these. Spend 5 minutes to wrap up and consolidate the learnings <p>Suggested Video Lecture</p>
Evaluation	<p>1. Reflective Questions (What, Why, Who?). Allow students to answer and discuss.</p> <p>2. Nearpod Quiz on Different types of Borders.</p> <p>Spend 5 minutes to evaluate student assimilation of the lesson contents</p>