



MEASI INSTITUTE OF MANAGEMENT

CHENNAI-14

**Approved by All India Council of Technical Education and
Affiliated to the University of Madras, ISO 9001:2015 Certified Institute**

LESSON PLAN

| | | | |
|---------------------------|-------------------------|------------------|---|
| Name of the Course | COMPUTING SKILLS | Lecture | 0 |
| Type of the Course | SOFT SKILLS IV | Theory | 0 |
| Course Code | PSSSED | Practical | 2 |
| Semester | IV | Seminar | 1 |
| Maximum Hours | 30 | Credits | 2 |

| Unit. No. | Details | Teaching type | Level | Method | Hours |
|-----------------|--|---------------|-------|----------|-------|
| Unit I | Word Processing - Formatting - paragraph and character styles. | Understanding | L2 | Lecture | 1 |
| | templates and wizards, table and content and indexes, cross referencing | Understanding | L2 | Lecture | 1 |
| | Tables and columns - creating manipulating and formatting | Understanding | L2 | Lecture | 2 |
| | Mail Merge, Labels and Envelops. | Reflective | L3 | Analytic | 2 |
| Unit II | Spreadsheets - Workbook - Building - modifying-navigating; Worksheet - Auto fill copying and moving cells, inserting and deleting rows | Understanding | L3 | Lecture | 2 |
| | printing; Formulas and functions-Troubleshooting formulas, Functions and its forms like database | Understanding | L2 | Lecture | 2 |
| | financial logical, reference, mathematical and statistical | Understanding | L2 | Lecture | 1 |
| | Databases - creating, sorting filtering and linking | Understanding | L2 | Lecture | 1 |
| Unit III | Presentations - Power Point - exploring, creating and editing slides | Reflective | L3 | Analytic | 2 |
| | Inserting tables and charts - Special effects - Clip Art, creating and drawing | Understanding | L2 | Lecture | 2 |



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| | | | | | |
|--------------------|---|---------------|----|----------|-----------|
| | shapes | | | | |
| | Inserting multimedia content - Presentations - Planning, animation, handouts, slideshow. | Reflective | L3 | Analytic | 2 |
| Unit IV | Databases - Access - Components, creating a database and project | Understanding | L2 | Lecture | 2 |
| | Import and exporting, customizing | Understanding | L2 | Lecture | 2 |
| | Tables - creating and setting fields; Queries - types | Understanding | L2 | Lecture | 1 |
| | Creating, wizards - Reports - creating and layout | Understanding | L2 | Lecture | 1 |
| Unit V | Information management- Outlook - starting, closing contact tool | Understanding | L2 | Lecture | 2 |
| | Bard file management; email - reading, composing, responding, attachments, signature, junk mail | Understanding | L2 | Lecture | 2 |
| | Tasks - screen, sorting, creating, deleting, assigning, updating; scheduling - calendar. | Understanding | L2 | Lecture | 2 |
| TOTAL HOURS | | | | | 30 |

Note:

| Teaching Type | Level | Method |
|----------------------|--------------|---|
| Memory level | L1 | Drill, Review and Revision and Asking the question |
| Understanding level | L2 | Lecture method, lecture demonstration method, discussion method, inductive and deductive, exemplification and explanation methods |
| Reflection level | L3 | Problem solving method, investigating projects, Heuristic method, Experimental method, Inquiry oriented method, analytic method |