Saraswati Mahila mahavidyala

Session : 2017 – 18

Lesson plan

Name of faculty: Ms Anjali

Designation : Asst. proff.(IT)

Class: B.VOCIT(3rd sem)

Subject: Operating system.

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| --- | --- | --- | --- | --- |
| S.no | Topics/chapter | Time period | Acdemic activities | Topics of assignment/test |
| Unit 1 | Fundamentals of Os, process management, CPU scheduling | 18July-10Aug | Class test | Test-1Process mgmt, CPU scheduling |
| Unit 3 | Basic memory management, Virtual memory | 11Aug-15 sep | Class presentation | Test -2Memory mgmt.Virtual memory |
| Unit 4 | file management, device management ,Intro. to Unix | 16sep-14oct | presentation | Test -3File management |
| Unit 2 | Deadlock,Interprocess communication | 23oct- 10 Nov | Assignment | SessionalUnit – 1,2,3 |

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Lesson plan

Name of faculty: Ms Anjali

Designation : Asst. proff.(IT)

Class: B.VOC. IT(3rd sem)

Subject: OOPs(c++).

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| S.no | Topics/chapter | Time period | Acdemic activities | Topics of assignment/test |
| Unit 1 | Object-oriented concept, class &data abstraction | 18July-10Aug | test | Test-1Class & data abstraction |
| Unit 3 | Virtual function & polymorphism ,file and I/O stream | 11Aug-15 sep | test | Test -2Virtual function,polymorphism |
| Unit 4 | Template and exception handling | 16sep-14oct | practical | Test -3Exception handling |
| Unit 2 | Operator overloading | 23oct- 10 Nov | Assignment | SessionalUnit – 2,3,4 |

Saraswati Mahila mahavidyala

Session : 2017 – 18

Lesson plan

Name of faculty: Ms Anjali

Designation : Asst. proff.(mkt&IT)

Class: B.VOCIT(3rd sem)

Subject: Operating system.

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| --- | --- | --- | --- | --- |
| S.no | Topics/chapter | Time period | Acdemic activities | Topics of assignment/test |
| Unit 1 | Operating system introduction | 18July-10Aug | Class test | Test-1Scheduling process |
| Unit 3 | Memory management function | 11Aug-15 sep | Class test | Test -2Memory mgmt. |
| Unit 4 | Concurrent programming | 16sep-14oct | Class test | Test -3,Interprocess communication |
| Unit 2 | Device management function | 23oct- 10 Nov | Class test | SessionalUnit – 2,3,4 |

Saraswati Mahila mahavidyala

Session : 2017 – 18

Lesson plan

Name of faculty: Ms Anjali

Designation : Asst. proff.(IT)

Class: B.VOC mkt &IT(Ist sem)

Subject: fundamental of computer .

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| --- | --- | --- | --- | --- |
| S.no | Topics/chapter | Time period | Acdemic activities | Topics of assignment/test |
| Unit 1 | Computer fundamentals ,memory | 18July-10Aug | Class test | Test-1fundamentals |
| Unit 2 | Computer H/w and S/w, computer language | 11Aug-15 sep | Class test | Test -2Computer language |
| Unit 3 | Number system | 15sep-14oct | Class test | Test -3Number system |
| Unit 4 | Overview of networking | 23oct- 13 Nov | Class test | SessionalUnit – 3,4 |

Saraswati Mahila mahavidyala

Session : 2017 – 18

Lesson plan

Name of faculty: Ms Anjali

Designation : Asst. proff.(IT)

Class: B.VOC IT(Ist sem)

Subject: Office tools and applications .

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| S.no | Topics/chapter | Time period | Acdemic activities | Topics of assignment/test |
| Unit 1 | Ms-powerpoint | 18July-10Aug | practical | Assignment-1Making a ppt |
| Unit 2 | Ms- word | 11Aug-15 sep | practical | Assignment-2Resume Making |
| Unit 3 | Ms-excel | 15sep-14oct | practical | Assignment-3Marksheet making |
| Unit 4 | Formulas and function | 23oct- 10 Nov | practical | SessionalUnit – 2,3 |

Saraswati Mahila mahavidyala

Session : 2017 – 18

Lesson plan

Name of faculty: Ms Anjali

Designation : Asst. proff.(IT)

Class: B.VOC IT(Ist sem)

Subject: fundamental of computing.

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| --- | --- | --- | --- | --- |
| S.no | Topics/chapter | Time period | Acdemic activities | Topics of assignment/test |
| Unit 1 | Introduction | 18July-10Aug | Class test | Test –IClassification of computer, no. system |
| Unit 2 | Input/output & storage units | 11Aug-15 sep | Class test | Test –IIInput/output devices |
| Unit 4 | Windows OS | 15sep-14oct | Presentation and test | Test-IIITypes of OS and control panel |
| Unit 3 | Memory | 23oct- 10 Nov | test | SessionalUnit – 2,3,4 |

Saraswati Mahila mahavidyala

Session : 2017 – 18

Lesson plan

Name of faculty: Ms Neetu Goel

Designation : lecturer

Class: B.VOC mkt&IT (Ist sem)

Subject: Business communication skills.

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| S.no | Topics/chapter | Time period | Acdemic activities | Topics of assignment/test |
| Unit 1 | Concept of communication skill ,7c’s ,body language | 18July-05Aug | Class test | Test –IC process verbal & non verbal comm |
| Unit 2 | Speech and presentation skill | 06Aug-25 aug | Presentation and test | Test –IIPresentation speech , meeting and interview |
| Unit 4 | Basic vocabulary , language game | 26aug -14sep | Group discussion | Test-IIIGD, grammar |
| Unit 3 | Proper use of language ,interview self presentation | 15sep – 26oct | Class test | Interview process and presentation |

Saraswati Mahila mahavidyala

Session : 2017 – 18

Lesson plan

Name of faculty: Ms Neetu Goel

Designation : lecturer

Class: B.VOC mkt&IT (3rd sem)

Subject: marketing research.

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| S.no | Topics/chapter | Time period | Acdemic activities | Topics of assignment/test |
| Unit 1 | Introduction of marketing research | 16July-5Aug | Class test | Test –IMarketing, process research proposal |
| Unit 2 | Data collection and Questionnair | 6Aug-30 aug | Presentation | Test –IIPrimary & secondary data |
| Unit 3 | Sampling plan and hypothesis testing | 1sep-20sep | Class test | Test-IIISampling technique |
| Unit 4 | Product research | 21sep- 26 oct | Group discussion | Advertising research |

Saraswati Mahila mahavidyala

Session : 2017 – 18

Lesson plan

Name of faculty: Ms Neetu Goel

Designation : lecturer

Class: B.VOC mkt&IT (1st sem)

Subject: Principles of management .

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| S.no | Topics/chapter | Time period | Acdemic activities | Topics of assignment/test |
| Unit 1 | Introduction of management co-ordination | 18July-11Aug | Class test | Test –IEvolution of management thought |
| Unit 2 | Planning & MBO | 12Aug-14sep | Presentation | Test –IIPlanning |
| Unit 3 | Organizing ,staffing | 15sep-12oct | Group discussion | Test-IIIFormal and informal org. |
| Unit 4 | Motivation leadership and controlling | 21sep- 26 oct | Presentation and class test | Motivation presention-controlling |

Saraswati Mahila mahavidyala

Lesson plan

Session : 2017 – 18

Name of faculty: Ms Neetu Goel

Designation : lecturer

Class: B.VOC mkt&IT (1st sem)

Subject: Financial accounting.

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| S.no | Topics/chapter | Time period | Acdemic activities | Topics of assignment/test |
| Unit 1 | Introduction of accounting | 16July-6Aug | Class test | Test –ITrial balance & ledger |
| Unit 2 | depreciation | 8Aug-25aug | Class test | Test –IIStraight lines diminishing balance method |
| Unit 3 | Final accounts | 26aug-25 sep | Group discussion | Test-IIIFinal accounts Adjustment. |
| Unit 4 | Non-profit organization | 26sep- 27Oct | class test | Consignment accounts |