



## Lesson Plan

### IT SKILL LAB 1

**Program:** MBA

**Semester:** 1<sup>st</sup>

**Course Code:** KMBN-151

**Course Name:** IT SKILL LAB 1

#### **Course Objectives**

**(CO1):** To Provide knowledge about the functioning of its uses for managers.

**(CO2):** To provide hands on learning on Internet and its applications.

**(CO3):** To provide hands on learning on word processing software.

**(CO4):** To provide hands on learning of application of spreadsheet software.

**(CO5):** To provide hands on learning on Presentation software.

**Session Duration:** 50 minutes

**Participants:** MBA I<sup>st</sup> Sem. Students

#### **Entry level knowledge and skills of students**

- i. Basic knowledge of Computer and Functions.
- ii. Basics of IT (Information Technology).

#### **Equipment required in Classroom/ Laboratory/ Workshop**

- i. Computer lab having Desktop with window 10.
- ii. Smart Board with Projector and internet.

#### **Assessment Schemes :**

S. No.	Criteria	Marks (150)
1	AKTU End Term Examination (Practical End)	100
2	Internal Evaluation Scheme (Practical Session)	50
2(a)	Class Tests	30
2(a)(i)	Class Test-I	15
2(a)(ii)	Class Test-II	15
2(b)	Teacher Assessment (Continuous Evaluation) (Any four & attendance)	20
2(b)(i)	Assignments & Exercises	10
2(b)(ii)	Lab Performance	5
2(b)(iii)	*Attendance (compulsory)	5



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**Course Outcomes** (starting with action-oriented observable and measurable verb)

**(CO1):** Gain in depth knowledge about the functioning of computers and its uses for managers.

**(CO2):** Learn to use Internet and its applications.

**(CO3):** Understand and implement word-processing software

**(CO4):** Learn application of spreadsheet software.

**(CO5):** Analyze and learn presentation software

L. No.	Topics	Sub Topics	Date of implementation	Pedagogy	CO-Covered	Faculty Sign	HoD's Remark with Date
<b>Unit - 1</b>							
1.	Hardware	Input Devices		lecture	CO1		
2.	Hardware	Output Devices		lecture	CO1		
3.	Hardware	Storage		lecture	CO1		
4.	Software			lecture	CO1		
5.	Software	Network and Internet		lecture	CO2		
6.	Software	Multimedia and its applications		lecture	CO2		
<b>Unit - 2</b>							
7.	Window and users' interface	Window Operating systems		Lab work	CO1		
8.	Window and users' interface	Window Operating systems		Lab work	CO1		
9.	Window and users' interface	Window Explorer		Lab work	CO1		
10.	Window and users' interface	Window Settings		Lab work	CO1		



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11.	Window and users' interface	Concept of menu		Lab work	CO1		
<b>Unit - 3</b>							
12.	Word processing software	Word processing concept		Lab work	CO3		
13.	Word processing software	Word processing concept		Lab work	CO3		
14.	Word processing software	Editing and profiling tools		Lab work	CO3		
15.	Word processing software	Graphic & Tables		Lab work	CO3		
<b>Unit - 4</b>							
16.	Spreadsheet software	Spread package spreadsheet		Lab work	CO4		
17.	Spreadsheet software	Spread package spreadsheet		Lab work	CO4		
18.	Spreadsheet software	Functions in Spreadsheet		Lab work	CO4		
19.	Spreadsheet software	Formatting a worksheet cell		Lab work	CO4		
20.	Spreadsheet software	Charts and Graphs		Lab work	CO4		
<b>Unit - 5</b>							
21.	Presentation Software	Interface of the presentation package		Lab work	CO5		



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22.	Presentation Software	Interface of the presentation package		Lab work	CO5		
23.	Presentation Software	Formatting and Editing		Lab work	CO5		
24.	Presentation Software	Designing slideshows		Lab work	CO5		
25.	Presentation Software	Printing presentation		Lab work	CO5		
<b>Revision</b>							
26.	Hardware			lecture	CO1		
27.	Software			lecture	CO1		
28.	Window and users' interface			Lab work	CO2		
29.	Word processing software			Lab work	CO3		
30.	Excel & Spreadsheet software			Lab work	CO4		
31.	Presentation on Power Point			Lab work	CO5		

### Text Books:

1. Nasib Singh Gill- Handbook of Computer Fundamentals, Khanna Publishing House, Delhi
2. Shrivastava- Fundamental of Computer & Information System (Wiley Dream tech)

### Reference Books:

1. Excel Data Analysis: Modeling and Simulation, Hector Guerrero (Springer)
2. Leon A and Leon M – Introduction of computers (Vikas, 1<sup>st</sup>Edition)
3. Introduction to computers, Norton P (Tata Mc Graw Hill)

### Journals:

1. *American Journal of Hospital Pharmacy*, Volume 50, Issue 4, 1 April 1993, Pages 717–724

<https://academic.oup.com/ajhp/article-abstract/50/4/717/5174985?redirectedFrom=fulltext>



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## Electronic Database:

1. <https://www.pdfdrive.com/introduction-to-information-technology-d47309505.html>  
(26.08.2022)
2. <https://adoc.pub/introduction-to-information-technology.html> (26.08.2022)