

Lesson Plan

Name of the Faculty : Ms. Gurpreet Bansal(Asstt. PROFESSOR)

Discipline : BBA

Semester : 2nd

Subject : Computer Fundamentals -II(BBA: 114-B)

Lesson Plan Duration : 15 weeks (from January, 2018 to April, 2018)

Work Load (Lecture/Practical) per week (in hours):Lecture: 3, Practical:2

Week	Theory		Practical	
	Lecture Day	Topic(including Assignment/Test)	Practical Day	Topic
1st	1 st	Booting a computer system, Checking System Information	1 st	Lab Exercises based on Basic Windows Functions
	2 nd	Managing Files and Folders: Creating, Moving, Copying and Deleting files/folders, Checking File/Folder properties	2 nd	Lab Exercises based on Basic Windows Functions
	3 rd	Managing Windows: Moving, Sizing and Hiding; Adjusting Mouse properties, Adjusting Display properties		
2nd	4 th	System Date and Time, Customizing Windows START menu, Manipulating Task Bar, Recycle Bin	3 rd	Lab Exercises based on Basic Windows Functions
	5 th	Using System Administration Tools: Disk Checkup, Disk Defragmenter, Control Panel; Connecting with Wired and Wireless LANs Working with web browser, Checking IP Address	4 th	Lab Exercises based on Basic Windows Functions
	6 th	Assignment on above topics/ Test 1		
3rd	7 th	Understanding MS Word	5 th	Lab Exercises based

		window and its components, Creating work documents		on Basic MS word Operations
	8 th	formatting and managing text, formatting and managing paragraphs, working with style sets, working with lists, sorting of paragraphs, lists and tables, inserting charts and pictures, managing page layout and background	6 th	Lab Exercises based on Basic MS word Operations: Formatting text & Paragraphs, Mailmerge, Footnotes endnotes
	9 th	Using SmartArt, Using Mail Merge, Checking spelling and grammar, Managing comments, footnotes and endnotes		
4th	10 th	Tracking changes in documents, Managing Header and Footer, Adding security passwords to word documents printing word documents, Working with Word Options.	7 th	Lab Exercises based on: Header and Footer, Adding security passwords to word documents
	11 th	Understanding MS PowerPoint window and its components, Different views of PowerPoint window, Working with Slides and slide layout, Inserting text, picture, graphics, charts in slides	8 th	Lab Exercises based on, Working with Slides and slide layout, Inserting text, picture, graphics, charts in slides
	12 th	Assignment on above topics/ Test 2		
5th	13 th	Inserting audio and video in slides, adding notes to slides, manipulating slide design and styles, setting slide layout	9 th	Lab Exercises based on: Inserting audio and video in slides, adding notes to slides, manipulating slide design and styles
	14 th	Managing slide transitions, Adding animation effects to slide components, Setting up	10 th	Lab Exercises based on: Managing slide transitions, Adding animation effects to

		of slide shows, printing slides handouts and notes,.		slide components, Setting up of slide shows and orienting options
	15 th	Working with PowerPoint Options		
6th	16 th	Understanding MS Excel window and its components, working with Sheets	11 th	Lab Exercises based on: Understanding MS Excel window and its components, working with Sheets
	17 th	Working with Excel, Using Autofill options,	12 th	Lab Exercises based on: Working with Excel, Using Autofill options, ,
	18 th	Assignment on above topics/ Test 3		
7th	19 th	Formatting cell contents, Cell Styles and Conditional formatting	13 th	Lab Exercises based on: Formatting cell contents, Cell Styles and Conditional formatting
	20 th	Sorting and filtering of data,	14 th	Lab Exercises based on: Sorting and filtering of data, ,
	21 st	Sorting and filtering of dat		
8th	22 nd	Working with charts and graphs	15 th	Lab Exercises based on: Working with charts and graphs
	23 rd	Working with charts and graphs	16 th	Lab Exercises based on: Working with charts and graphs, Worksheet Management
	24 th	Renaming and Moving Worksheets, Hiding Columns, Rows and Sheets, Splitting and Freezing a Window, Working with Excel Options.		
9th	25 th	Managing page layouts and printing of excel sheets	17 th	Lab Exercises based on: Managing page layouts and printing of excel sheets
	26 th	Managing worksheet header and footer,	18 th	Lab Exercises based on: Managing worksheet header and footer,
	27 th	Switching Between Sheets in a Workbook Inserting and Deleting Worksheets,		
10th	28 th	Adding security passwords to excel sheets	19 th	Lab Exercises based on: Password Management in Excel, Page Layouts

				and printing
	29 th	Page Layout Options in MS Excel	20 th	Lab Exercises based on: Printing worksheets and charts
	30 th	Assignment on above topics/ Test5		
11th	31 st	What if Analysis in Excel	21 st	Lab Exercises based on: Functions in Excel
	32 nd	Functions in excel	22 nd	Lab Exercises based on: Functions in Excel
	33 rd	Functions in excel		
12th	34 th	Functions in excel	23 rd	Lab Exercises based on: Functions in Excel
	35 th	Functions in excel	24 th	Lab Exercises based on: Functions in Excel
	36 th	Functions in excel		
13th	37 th	What if Analysis	25 th	Lab Exercises based on: Functions in Excel
	38 th	What if Analysis	26 th	Lab Exercises based on: Functions in Excel
	39 th	Assignment on above topics/ Test6		
14th	40 th	Advanced Functions in Excel	27 th	Lab Exercises based on: Functions in Excel
	41 st	Advanced functions in Excel	28 th	Lab Exercises based on: Functions in Excel
	42 nd	Creating Balance sheets and Income tax sheet		
15th	43 rd	Problem session	29 th	
	44 th	Problem session	30 th	
	45 th	Problem session		

IMPORTANT DATES (KEY DATES)

* 14 to 16 February, 2018 (Wednesday -Friday)----- SESSIONAL I

* 4 - 6 April, 2018 (Wednesday - Friday) ----- SESSIONAL II

*27 April, 2018 (Friday) ----- LAST DAY OF SESSION

*1 May to 8 May, 2018 (Tuesday-Tuesday)----- PRACTICAL EXAMINATION

Start of End semester examinations (Even Semester)-----11 May, 2018 (Friday) to 10 June, 2018 (Sunday)