**Lesson Plan**

**Name of the Assistant Professor**- Ms. Kanika Chourasia

**Subject**- Computer Science & Applications

**Lesson Plan**- 17 Weeks (July-Nov 2018)

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | **BVSD- (IIIrd Sem)**  **BVSD-36**  **PL/SQL** | **BBA(1st Sem)**  **BBA-106**  **Computer Fundamentals** |
| 1 | 16-July-18 |  |  |
| 17-July-18 |  |  |
| 18-July-18 |  | **Assignment 1.** Create a document in Word on a topic of your choice. Format the document with various fonts (minimum 12, maximum 15) and margins (minimum 2, maximum 4).  The document should include  a) A bulleted or numbered list b) A table containing name, address, basic pay, department as column heading c) A picture using clip art gallery also give border to the picture. d) An example of word art e) A header with student name & date  f) A footer with pagination |
| 19-July-18 | Introduction to sql |  |
| 20-July-18 | **1.Assignment :**  i***.***Write a PL/SQL code to create an employee database with the tables and fields specified as below.  a) Employee   |  |  |  |  | | --- | --- | --- | --- | | Emp\_no | Employee\_name | Street | City |   b) Works   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Emp\_no | Company\_name | Joining\_date | Designation | Salary |   c) Company   |  |  | | --- | --- | | Emp\_no | City |   d) Manages   |  |  |  | | --- | --- | --- | | Emp\_no | Manager\_name | Mang\_no |   Note: Primary keys are underlined. |  |
| 21-July-18 |  |  |
| 22-July-18 | Sunday | |
| 2 | 23-July-18 |  |  |
| 24-July-18 |  |  |
| 25-July-18 |  | **Assignment 2**. Create a document with the text given below and save it as First.Doc  **Memory Unit** A Read only Memory is a memory unit that performs the read operation only, it does not have a write capability. This implies that binary information stored in a ROM is made permanent during the hardware production of the unit and cannot be altered by writing different words into it. Whereas a RAM is a general-porpose device whose contents can be altered during the computational process, a ROM is restricted to reading words that are permanently stored with in the unit. The binary informations to be stored, specified by the designer, is then embedded in the unit to form the required interconnection pattern. ROM’s process of storing data is different from RAM’s process.  Do the following        a) Count the occurrences of the word “ROM” only in the above document.        b) Replace ROM with Read Only Memory in the entire document        c) Underline the text Read Only Memory        d) Make an auto correct entry for ROM and it should be replaced by Read Only Memory.  e) Change the format of heading text into picture format  f) Apply spelling and grammar check to the text |
| 26-July-18 | ii. Create Table  1.SALESMAN having fields: salesman\_id ( PK) ,name, city,commission  2. ORDERS having fields: Order\_no, Purchase\_amount, ord\_date,customer\_id (FK), salesman\_id(FK).  3.CUSTOMER having fields: Customer\_id (PK),cust\_name,city,grade,salesman\_id(FK) |  |
| 27-July-18 | **2.Assignment :**  Write a PL/SQL code to create and alter student database with the tables and fields specified as below. a) Student   |  |  |  |  | | --- | --- | --- | --- | | Roll\_no | Student\_name | Course | Gender |   b) Student\_personal   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Roll\_no | DOB | Father\_name | Roll\_no | Address | Place |   c) Student\_enrollment |  |
| 28-July-18 |  |  |
| 29-July-18 | Sunday | |
| 3 | 30-July-18 |  |  |
| 31-July-18 | Shaheedi udham singh’s martyrdom day | |
| 1-Aug-18 |  | **Assignment 3.** Use first.doc to perform the following operations        a) Make the first line of document bold        b) Make the second line italic        c) Underline the third line        d) Align the fourth line to center        e) Make the font color of first line as red        f) Change the font style of fifth line to Arial        g) Change the second line to 18 points        h) Insert the date & time at the start of document |
| 2-Aug-18 | **3.Alter Data**   1. Add a new column department name to dept\_location table. 2. Change the data type Department location as VARCHAR2(25).   Drop the column name department name from dept\_location table |  |
| 3-Aug-18 | **4.Creating a table from a table**   1. Create a table dept\_loc from table dept\_location& rename Attribute ‘Department Location’ to ‘Department Class’. 2. Drop table dept\_loc.   Insert at least of 10 records in tables above. |  |
| 4-Aug-18 |  |  |
| 5-Aug-18 | Sunday | |
| 4 | 6-Aug-18 |  |  |
| 7-Aug-18 |  |  |
| 8-Aug-18 |  | **Assignment 4.** Use the document(in print layout view) earlier saved and perform the page setting as follows         Top Margin 1.3”        Bottom margin 1.4”        Left margin 1.30”        Right margin 1.30”        Gutter margin 1.2”  Gutter position top        Header 0.7”        Footer 0.7”  Paper size executive       Orientation landscape |
| 9-Aug-18 | test |  |
| 10-Aug-18 | Introduction to pl/sql |  |
| 11-Aug-18 |  |  |
| 12-Aug-18 | Sunday | |
| 5 | 13-Aug-18 | Haryali teej | |
| 14-Aug-18 |  |  |
| 15-Aug-18 | Independence day | |
| 16-Aug-18 | Group by having, order by |  |
| 17-Aug-18 | holiday | |
| 18-Aug-18 |  |  |
| 19-Aug-18 | Sunday | |
| 6 | 20-Aug-18 |  |  |
| 21-Aug-18 |  |  |
| 22-Aug-18 | Id-ul-zuha(bakrid) | |
| 23-Aug-18 | Select command |  |
| 24-Aug-18 | joins |  |
| 25-Aug-18 |  |  |
| 26-Aug-18 | Sunday | |
| 7 | 27-Aug-18 |  |  |
| 28-Aug-18 |  |  |
| 29-Aug-18 |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Sr.No. | Name | Basic Pay | Designation | Department | | 1 | Rahul Roy | 10000/- | MD | Marketing | | 2 | Ritu Garg | 12000/- | AD | Sales | | 3 | Mohit | 8000/- | Manager | Sales | | 4 | Rakesh | 9000/- | Senior Manager | HR |   **Assignment 5.** Insert a table. The table should have 5 columns. The auto behavior should be ‘Fixed column width’. The following report has to be created in the table.  (a) Heading should have a font size of 18, color should be blue and font should be bold. (b) The data should have a font size of 12, color should be Red and font should be italic (c) Insert a new row between 3 & 4 and type the data and reorder the sr. no column. |
| 30-Aug-18 | **5. Assignment: SELECT statement**  1. Write a sql statement to display all the information of all salesmen.  2. Write a sql statement to display specific columns like name and commission for all the salesmen  3.  Write a query to display the columns in a specific order like order date, salesman id, order number and purchase amount from for all the orders |  |
| 31-Aug-18 | 5. Write a sql statement to display names and city of salesman, who belongs to the city of Paris.  6.  Write a sql statement to display all the information for those customers with a grade of 200.  7. Write a sql query to display the order number followed by order date and the purchase amount for each order which will be delivered by the salesman who is holding the ID 5001. |  |
| 1-Sep-18 |  |  |
| 2-Sep-18 | Sunday | |
| 8 | 3-Sep-18 | Janmashtmi | |
| 4-Sep-18 |  |  |
| 5-Sep-18 |  | **Assignment 6.** Create a table in word as shown below   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Roll No | Name | Marks in Physics | Marks in Chemistry | Total Marks | | 1 | Ritu | 80 | 70 |  | | 2 | Rohit | 70 | 80 |  | | 3 | Amit | 60 | 50 |  | | 4 | Rakesh | 40 | 60 |  | | 5 | Niti | 30 | 70 |  | | 6 | Garima | 80 | 80 |  |   Do the following (a) In the total marks column, entries should be calculated using formulas and it is the sum of marks in physics and marks in chemistry. (b) Insert a new row at the end of the table and also find grand total using formula. (c) Sort the table based on total marks (d) The date and heading should be center aligned (e) Heading should be in bold and underlined  (f) Link the table with first.doc |
| 6-Sep-18 | **6.Assignment :**  Write a PL/SQL code to calculate tax for an employee of an organization –XYZ and to display his/her name & tax, by creating a table under employee database as below. a) Employee\_salary   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Emp\_no | Basic HRA | DA | Total\_deduction | Net\_salary | Gross\_salary | |  |
| 7-Sep-18 | **7.Assignment :**  Write a PL/SQL code to calculate total and percentage of marks of the students in four subjects. |  |
| 8-Sep-18 |  |  |
| 9-Sep-18 | Sunday | |
| 9 | 10-Sep-18 |  |  |
| 11-Sep-18 |  |  |
| 12-Sep-18 |  | **Assignment 7.** use mail merge  **Assignment 8.**Make a template for the bio-data.  **Assignment 10.**        (i) Make an auto correct entry so that                  a) Teh is replaced by The                  b) Nmae is replaced by Name                  c) Abouta is replaced by About a        (ii) Define a Macro ‘Decorate’ which makes the text bold, Red in color and italic, font size 14. Assign a shortcut key Alt + Z to this macro. |
| 13-Sep-18 | **8.Assignment :**  Write a PL/SQL code to calculate the total and the percentage of marks of the students in four subjects from the table- Student with the schema given below. STUDENT ( RNO , S1 , S2, S3, S4, total, percentage) |  |
| 14-Sep-18 | **9. Assignment :**  Write a PL/SQL code to display employee number, name and basic of 5 highest paid employees. |  |
| 15-Sep-18 |  |  |
| 16-Sep-18 | Sunday | |
| 10 | 17-Sep-18 |  |  |
| 18-Sep-18 |  |  |
| 19-Sep-18 |  | **Assignment 9.** Make a document with the following 1. It should have 3 pages (containing columns and drop cap option at least in one) 2. It should have bookmarks named book1, book2, and book3 for the respective pages. 3. Using go to command go to the      i) Page no 2      j) Bookmark named book3 4. Insert one page break on page 2 to make total no. of pages 4. 5. Insert page number at each page |
| 20-Sep-18 | **10. Assignments on Aggregate functions**  a.Write a SQL statement to find the total purchase amount of all orders.  b.Write a SQL statement to find the average purchase amount of all orders.  c. Write a SQL statement to find the number of salesmen currently listing for all of their customers.  d. Write a SQL statement know how many customer have listed their names. |  |
| 21-Sep-18 | e. Write a SQL statement find the number of customers who gets at least a gradation for his/her performance.  f. Write a SQL statement to get the maximum purchase amount of all the orders.  g. Write a SQL statement to get the minimum purchase amount of all the orders.   h.Write a SQL statement which selects the highest grade for each of the cities of the customers. |  |
| 22-Sep-18 |  |  |
| 23-Sep-18 | Sunday | |
| 11 | 24-Sep-18 |  |  |
| 25-Sep-18 |  |  |
| 26-Sep-18 |  | **Assignment 11.**  **Customize the Quick Access Toolbar/Menu**  **Assignment 12.**  Use Compare and Merge feature as:  i. Consider the document First.doc created in Assignment 2.  ii. Make a few changes in the document and save it as Second.doc.   iii. Compare two documents and save the changes in a third document. |
| 27-Sep-18 | **11. Assignment :**  Write a PL/SQL code to calculate the total salary of first n records of emp table. The value of n is passed to cursor as parameter. |  |
| 28-Sep-18 | **12. Assignment :**  Write a PL/SQL code to update the salary of employees who earn less than the average salary. |  |
| 29-Sep-18 |  |  |
| 30-Sep-18 | Sunday | |
| 12 | 1-Oct-18 |  |  |
| 2-Oct-18 | Mahatma gandhi’s jayanti | |
| 3-Oct-18 |  | Explain in detail all Menu Options of excel i.e. File, Edit, View, Insert, Format, Tool, Data, using formulae. |
| 4-Oct-18 | **13. Assignment :**  Write a row trigger to insert the existing values of the salary table in to a new table when the salary table is updated. |  |
| 5-Oct-18 | **14. Assignment :**  Write a trigger on the employee table which shows the old values and new values of Ename after any updations on ename on Employee table |  |
| 6-Oct-18 |  |  |
| 7-Oct-18 | Sunday | |
| 13 | 8-Oct-18 |  |  |
| 9-Oct-18 |  |  |
| 10-Oct-18 | Maharaja aggarsen jayanti | |
| 11-Oct-18 | **15. Assignment :**  Write a PL/SQL procedure to find the number of students ranging from 100-70%, 69-60%, 59-50% & below 49% in each course from the student\_course table given by the procedure as parameter. |  |
| 12-Oct-18 | **16. Assignment :**  Create a store function that accepts 2 numbers and returns the addition of passed values. Also write the code to call your function. |  |
| 13-Oct-18 |  |  |
| 14-Oct-18 | Sunday | |
| 14 | 15-Oct-18 |  |  |
| 16-Oct-18 |  |  |
| 17-Oct-18 |  | Create chart, pivot table, , filter and sorting, LOOk UP |
| 18-Oct-18 | Dussehra | |
| 19-Oct-18 | **17. Assignment :**  Write a PL/SQL function that accepts department number and returns the total salary of the department. Also write a function to call the function. |  |
| 20-Oct-18 |  |  |
| 21-Oct-18 | Sunday | |
| 15 | 22-Oct-18 |  |  |
| 23-Oct-18 |  |  |
| 24-Oct-18 | Maharishi valmiki’s birthday | |
| 25-Oct-18 | viva |  |
| 26-Oct-18 |  |  |
| 27-Oct-18 |  |  |
| 28-Oct-18 | Sunday | |
| 16 | 29-Oct-18 |  |  |
| 30-Oct-18 |  |  |
| 31-Oct-18 |  | Study the Menu commands of PowerPoint to create, modify, delete slides in a presentation. **Apply Custom Animation**  **Slide Transitions** |
| 1-Nov-18 | Haryana day | |
| 2-Nov-18 | revision |  |
| 3-Nov-18 |  |  |
| 4-Nov-18 | Sunday | |
| 17 | 5-Nov-18 |  |  |
| 6-Nov-18 | Holiday | |
| 7-Nov-18 | Diwali | |
| 8-Nov-18 | Holiday | |
| 9-Nov-18 | Vishavkarma day | |
| 10-Nov-18 | Holiday | |
| 11-Nov-18 | Sunday | |
| 18 | 12-Nov-18 | Holiday | |
| 13-Nov-18 | Holiday | |
| 14-Nov-18 |  | doubts |