**Lesson Plan**

**Name of the Assistant Professor**- Ms. Kamna Billus

**Subject**- Computer Science & Applications

**Lesson Plan**- 18 Weeks (July-Nov 2018)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Date** | **B.Voc(SD) (Ist Sem) LAB**  **PC Software** | **BCOM CAV(IIIth Sem) LAB**  **Data Structures using C**  **Oracle** | **BCom(SF) (Ist Sem) LAB**  **Computer application in business**  **(G1,G2)** |
| 1 | 16-July-18 | **MS WORD:**  **Assignment 1.**  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  **Assignment 2**.  a) Count the occurrences of word.  b) auto correct entry  c) Change the format of heading text into picture format.  d) Apply spelling and grammar check to the text |  |  |
| 17-July-18 | **Assignment 3.** a) Make lines of document bold, italic and underline b) Align the fourth line to center  c) Change font color & font size & insert date & time.  **Assignment 4**. Change top, bottom, left, right & gutter margin and also change the paper size to executive & Orientation to landscape  **Assignment 5.** Create a table and change heading, font size & color of contents |  |  |
| 18-July-18 |  | Write a program to search an element from array using linear search and print its location |  |
| 19-July-18 |  | Introduction to sql |  |
| 20-July-18 |  |  | **Windows:**  1.Introduction of basic components of windows  2. Customization of Desktop  3.Customization of Taskbar  4.Cascading &Tiling windows |
| 21-July-18 |  |  | **Windows:**  1.Introduction of basic components of windows  2. Customization of Desktop  3.Customization of Taskbar  4.Cascading &Tiling windows |
| 22-July-18 | Sunday | | |
| 2 | 23-July-18 | **Assignment 6.** Create a table in word and use formulas to calculate sum & sort the table as well.  **Assignment 7.** Use mail merge option to send offer letter to multiple candidates.  **Assignment 8.**  Make a template for the bio-data |  |  |
| 24-July-18 | **Assignment 9.** Make a document with the use of drop cap options, bookmarks & insert page number at each page. **Assignment 10.**        (i) Make an auto correct entry         (ii) Define a Macro |  |  |
| 25-July-18 |  | Write a program to search an element from array using binary search and print its location |  |
| 26-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. |  |
| 27-July-18 |  |  | 5.Adding and removing software & hardware  6.Setting of Date and time  7. Exploring Windows(Windows explorer)  8. Using Windows Accessories |
| 28-July-18 |  |  | 5.Adding and removing software & hardware  6.Setting of Date and time  7. Exploring Windows(Windows explorer)  8. Using Windows Accessories |
| 29-July-18 | Sunday | | |
| 3 | 30-July-18 | **Assignment 11.**  Customize the Quick Access Toolbar/Menu  **Assignment 12.**  Use Compare and Merge |  |  |
| 31-July-18 | Shaheedi udham singh’s martyrdom day | | |
| 1-Aug-18 |  | Write a program to insert elements in array at desired location |  |
| 2-Aug-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) |  |
| 3-Aug-18 |  |  | 9. Create a folder, copy files, move files, delete files, Notepad, Calculator  10. Paint Brush, System Tools: Disk Fragmentation, Disk Cleanup, Scandisk |
| 4-Aug-18 |  |  | 9. Create a folder, copy files, move files, delete files, Notepad, Calculator  10. Paint Brush, System Tools: Disk Fragmentation, Disk Cleanup, Scandisk |
| 5-Aug-18 | Sunday | | |
| 4 | 6-Aug-18 | **Assignment 13.**  Create a word document using symbols and formatting as and save it as maths.docx.  **Assignment 14.** Create Table of Contents for above document. |  |  |
| 7-Aug-18 | **EXCEL:**  1. Explain in detail all Menu Options i.e.File, Edit, View, Insert, Format, Tool, and Data.  2. Type the data(name. hours, wages, gross, tax & net pay) in excel worksheet and save it as wages.xls & use following formula’s to calculate fields:  Wage, **=Hours\*Wage**  Gross Pay, **=Gross\*0.35**  Net Pay, **=Gross-Taxes** |  |  |
| 8-Aug-18 |  | Write a menu driven program to perform following operations on two dimensional array:   1. Addition 2. Subtraction 3. Multiplication 4. Transpose |  |
| 9-Aug-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 |  |
| 10-Aug-18 |  |  | **MS WORD:**  **Assignment 1.**  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  **Assignment 2**.  a) Count the occurrences of word.  b) auto correct entry  c) Change the format of heading text into picture format.  d) Apply spelling and grammar check to the text |
| 11-Aug-18 |  |  | **MS WORD:**  **Assignment 1.**  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  **Assignment 2**.  a) Count the occurrences of word.  b) auto correct entry  c) Change the format of heading text into picture format.  d) Apply spelling and grammar check to the text |
| 12-Aug-18 | Sunday | | |
| 5 | 13-Aug-18 | Haryali teej | | |
| 14-Aug-18 | **3.** Type the following data in excel worksheet and save it as second.xls.  Do the following (a) Complete column C for finding product x \* y (b) Find sum of x column at the end of data (c) Find sum of y column at the end of data  (d) Find sum of x \* y column at the end of data (e) Find sum of x^2 (f) Find sum of y^2 |  |  |
| 15-Aug-18 | Independence day | | |
| 16-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 |  |
| 17-Aug-18 | Holiday | | |
| 18-Aug-18 |  |  | **Assignment 3.** a) Make lines of document bold, italic and underline b) Align the fourth line to center  c) Change font color & font size & insert date & time.  **Assignment 4**. Change top, bottom, left, right & gutter margin and also change the paper size to executive & Orientation to landscape |
| 19-Aug-18 | Sunday | | |
| 6 | 20-Aug-18 | **4**. Enter the following data and save it in grade .xls & Do the following (a) Compute the total marks and percentage of each student by entering appropriate formula.(b) Compute the grades based on following criteria If percentage >= 90 then grade = A If percentage >= 80 and <90 then grade = B If percentage >= 70 and <80 then grade = C If percentage >= 60 and <70 then grade = D If percentage < 60 then grade = E (c ) Find Average, maximum and Minimum.Using grade.xls |  |  |
| 21-Aug-18 | **5.** Using grade.xls to perform the following formatting operations (a) Draw a border around the worksheet (b) Change the font size of heading to 14 points and underline it and hide column c (c) Increase the width of column A to 15 characters (d) Right Align the values in column B, C, F |  |  |
| 22-Aug-18 | Id-ul-zuha(bakrid) | | |
| 23-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 |  |
| 24-Aug-18 |  |  | **Assignment 3.** a) Make lines of document bold, italic and underline b) Align the fourth line to center  c) Change font color & font size & insert date & time.  **Assignment 4**. Change top, bottom, left, right & gutter margin and also change the paper size to executive & Orientation to landscape |
| 25-Aug-18 |  |  | **Assignment 5.** Create a table and change heading, font size & color of contents  **Assignment 6.** Create a table in word and use formulas to calculate sum & sort the table as well. |
| 26-Aug-18 | Sunday | | |
| 7 | 27-Aug-18 | **6.** A university maintains a year wise result for four courses and then generates an average report as given below a) Complete the report to calculate the course wise average in row 6 (b) Provide formula to calculate year wise average in column G (c) Generate a column chart to compare data |  |  |
| 28-Aug-18 | **7.** Make a database of the students of M.Com. in MS Excel and do the following: Sort,  Find out first 2 positions from boys and girls, Make a chart of performance of boys and girls  And Revision |  |  |
| 29-Aug-18 |  | Write a program to enter two strings and concatenate them |  |
| 30-Aug-18 |  | Group by having, order by |  |
| 31-Aug-18 |  |  | **Assignment 5.** Create a table and change heading, font size & color of contents  **Assignment 6.** Create a table in word and use formulas to calculate sum & sort the table as well. |
| 1-Sep-18 |  |  | **Assignment 7.** Use mail merge option to send offer letter to multiple candidates.  **Assignment 8.**  Make a template for the bio-data |
| 2-Sep-18 | Sunday | | |
| 8 | 3-Sep-18 | Janmashtmi | | |
| 4-Sep-18 | **8.** Calculate a Car Payment  1. Enter data into an Excel Spreadsheet 2. Apply Currency and Percent formatting to cells at least 75% of the time 3. Use the Function tool to calculate PMT arguments at least 75% of the time 4. Apply formatting to cell text. 5. Use Goal Seek command at least 75% of the time |  |  |
| 5-Sep-18 |  | Write a program to find substring from the entered string |  |
| 6-Sep-18 |  | Select commands |  |
| 7-Sep-18 |  |  | **Assignment 7.** Use mail merge option to send offer letter to multiple candidates.  **Assignment 8.**  Make a template for the bio-data |
| 8-Sep-18 |  |  | **Assignment 9.** Make a document with the use of drop cap options, bookmarks & insert page number at each page. **Assignment 10.**        (i) Make an auto correct entry         (ii) Define a Macro |
| 9-Sep-18 | Sunday | | |
| 9 | 10-Sep-18 | **9.** Use Cell References  Sheet1: Enter number of items and their corresponding sales.  Sheet2: Enter number of items and their corresponding purchased.  Sheet3. calculate loss/Profit of items. |  |  |
| 11-Sep-18 | **10.** Make use of look up commands. |  |  |
| 12-Sep-18 |  | Write a menu driven program to perform following operations on entered string without using string function:   1. calculate length 2. reverse the string   find out whether the string is palindrome or not |  |
| 13-Sep-18 |  | Joins Tables |  |
| 14-Sep-18 |  |  | **Assignment 9.** Make a document with the use of drop cap options, bookmarks & insert page number at each page. **Assignment 10.**        (i) Make an auto correct entry         (ii) Define a Macro |
| 15-Sep-18 |  |  | **Assignment 11.**  Customize the Quick Access Toolbar/Menu  **Assignment 12.**  Use Compare and Merge |
| 16-Sep-18 | Sunday | | |
| 10 | 17-Sep-18 | **11.** Create a Excel sheet & Do the following:- 1. Create Pivot table get the total amount exported of each product. 2. Create a two dimensional Pivot table get the total amount exported to each country, of each product. 3. To easily compare these numbers, create a pivot chart and apply a filter |  |  |
| 18-Sep-18 | Revision Test |  |  |
| 19-Sep-18 |  | Write a menu driven program to insert an element in linked list:   1. at starting node 2. at the ending node   at a specific node |  |
| 20-Sep-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 |  |
| 21-Sep-18 |  |  | **Assignment 11.**  Customize the Quick Access Toolbar/Menu  **Assignment 12.**  Use Compare and Merge |
| 22-Sep-18 |  |  | **Assignment 13.**  Create a word document using symbols and formatting as and save it as maths.docx.  **Assignment 14.** Create Table of Contents for above document. |
| 23-Sep-18 | Sunday | | |
| 11 | 24-Sep-18 | **assignments on powerpoint presentation:**  1. Study the Menu commands of PowerPoint to create, modify, and delete slides in a presentation. |  |  |
| 25-Sep-18 | 2.Design a Presentation of the courses running in your college. |  |  |
| 26-Sep-18 |  | Write a menu driven program to delete an element from linked list:   1. from starting node 2. from ending node   from specific location |  |
| 27-Sep-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. |  |
| 28-Sep-18 |  |  | **Assignment 13.**  Create a word document using symbols and formatting as and save it as maths.docx.  **Assignment 14.** Create Table of Contents for above document. |
| 29-Sep-18 |  |  | **EXCEL:**  1. Explain in detail all Menu Options i.e.File, Edit, View, Insert, Format, Tool, and Data.  2. Type the data(name. hours, wages, gross, tax & net pay) in excel worksheet and save it as wages.xls & use following formula’s to calculate fields:  Wage, **=Hours\*Wage**  Gross Pay, **=Gross\*0.35**  Net Pay, **=Gross-Taxes**  **3.** Type the following data in excel worksheet and save it as second.xls.  Do the following (a) Complete column C for finding product x \* y (b) Find sum of x column at the end of data (c) Find sum of y column at the end of data  (d) Find sum of x \* y column at the end of data (e) Find sum of x^2 (f) Find sum of y^2 |
| 30-Sep-18 | Sunday | | |
| 12 | 1-Oct-18 | 3. Design a Presentation to Study about Online Education. |  |  |
| 2-Oct-18 | Mahatma gandhi’s jayanti | | |
| 3-Oct-18 |  | Write a program to search an element from linked list |  |
| 4-Oct-18 |  | Assignment on Boolean expression |  |
| 5-Oct-18 |  |  | **EXCEL:**  1. Explain in detail all Menu Options i.e.File, Edit, View, Insert, Format, Tool, and Data.  2. Type the data(name. hours, wages, gross, tax & net pay) in excel worksheet and save it as wages.xls & use following formula’s to calculate fields:  Wage, **=Hours\*Wage**  Gross Pay, **=Gross\*0.35**  Net Pay, **=Gross-Taxes**  **3.** Type the following data in excel worksheet and save it as second.xls.  Do the following (a) Complete column C for finding product x \* y (b) Find sum of x column at the end of data (c) Find sum of y column at the end of data  (d) Find sum of x \* y column at the end of data (e) Find sum of x^2 (f) Find sum of y^2 |
| 6-Oct-18 |  |  | **3.** Type the following data in excel worksheet and save it as second.xls.  Do the following (a) Complete column C for finding product x \* y (b) Find sum of x column at the end of data (c) Find sum of y column at the end of data  (d) Find sum of x \* y column at the end of data (e) Find sum of x^2 (f) Find sum of y^2  **4**. Enter the following data and save it in grade .xls & Do the following (a) Compute the total marks and percentage of each student by entering appropriate formula.(b) Compute the grades based on following criteria If percentage >= 90 then grade = A If percentage >= 80 and <90 then grade = B If percentage >= 70 and <80 then grade = C If percentage >= 60 and <70 then grade = D If percentage < 60 then grade = E (c ) Find Average, maximum and Minimum. |
| 7-Oct-18 | Sunday | | |
| 13 | 8-Oct-18 | 4.How to add animations |  |  |
| 9-Oct-18 | 5. Design a Presentation to Study about Role of Mobile Phone Apps. |  |  |
| 10-Oct-18 | Maharaja aggarsen jayanti | | |
| 11-Oct-18 |  | **Assignment :**  Write a PL/SQL code to calculate total and percentage of marks of the students in four subjects. |  |
| 12-Oct-18 |  |  | **3.** Type the following data in excel worksheet and save it as second.xls.  Do the following (a) Complete column C for finding product x \* y (b) Find sum of x column at the end of data (c) Find sum of y column at the end of data  (d) Find sum of x \* y column at the end of data (e) Find sum of x^2 (f) Find sum of y^2  **4**. Enter the following data and save it in grade .xls & Do the following (a) Compute the total marks and percentage of each student by entering appropriate formula.(b) Compute the grades based on following criteria If percentage >= 90 then grade = A If percentage >= 80 and <90 then grade = B If percentage >= 70 and <80 then grade = C If percentage >= 60 and <70 then grade = D If percentage < 60 then grade = E (c ) Find Average, maximum and Minimum. |
| 13-Oct-18 |  |  | **5.** Using grade.xls to perform the following formatting operations (a) Draw a border around the worksheet (b) Change the font size of heading to 14 points and underline it and hide column c (c) Increase the width of column A to 15 characters (d) Right Align the values in column B, C, F  **6.** A university maintains a year wise result for four courses and then generates an average report as given below a) Complete the report to calculate the course wise average in row 6 (b) Provide formula to calculate year wise average in column G (c) Generate a column chart to compare data  **7.** Make a database of the students of M.Com. in MS Excel and do the following: Sort,  Find out first 2 positions from boys and girls, Make a chart of performance of boys and girls |
| 14-Oct-18 | Sunday | | |
| 14 | 15-Oct-18 |  |  |  |
| 16-Oct-18 | 6.Design a Presentation of different category of sports! Together we win |  |  |
| 17-Oct-18 |  | Write a program to implement stack using array. |  |
| 18-Oct-18 | Dussehra | | |
| 19-Oct-18 |  |  | **5.** Using grade.xls to perform the following formatting operations (a) Draw a border around the worksheet (b) Change the font size of heading to 14 points and underline it and hide column c (c) Increase the width of column A to 15 characters (d) Right Align the values in column B, C, F  **6.** A university maintains a year wise result for four courses and then generates an average report as given below a) Complete the report to calculate the course wise average in row 6 (b) Provide formula to calculate year wise average in column G (c) Generate a column chart to compare data  **7.** Make a database of the students of M.Com. in MS Excel and do the following: Sort,  Find out first 2 positions from boys and girls, Make a chart of performance of boys and girls  **8.** Calculate a Car Payment  1. Enter data into an Excel Spreadsheet 2. Apply Currency and Percent formatting to cells at least 75% of the time 3. Use the Function tool to calculate PMT arguments at least 75% of the time 4. Apply formatting to cell text. 5. Use Goal Seek command at least 75% of the time |
| 20-Oct-18 |  |  | **8.** Calculate a Car Payment  1. Enter data into an Excel Spreadsheet 2. Apply Currency and Percent formatting to cells at least 75% of the time 3. Use the Function tool to calculate PMT arguments at least 75% of the time 4. Apply formatting to cell text. 5. Use Goal Seek command at least 75% of the time  **9.** Use Cell References  Sheet1: Enter number of items and their corresponding sales.  Sheet2: Enter number of items and their corresponding purchased.  Sheet3. calculate loss/Profit of items. |
| 21-Oct-18 | Sunday | | |
| 15 | 22-Oct-18 | Revision Test |  |  |
| 23-Oct-18 | How to add custom paths |  |  |
| 24-Oct-18 | Maharishi valmiki’s birthday | | |
| 25-Oct-18 |  | **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)  **Assignment :**  Write a PL/SQL code to display employee number, name and basic of 5 highest paid employees. |  |
| 26-Oct-18 |  |  | **9.** Use Cell References  Sheet1: Enter number of items and their corresponding sales.  Sheet2: Enter number of items and their corresponding purchased.  Sheet3. calculate loss/Profit of items.  **10.** Make use of look up commands.  **11.** Create a Excel sheet & Do the following:- 1. Create Pivot table get the total amount exported of each product. 2. Create a two dimensional Pivot table get the total amount exported to each country, of each product. 3. To easily compare these numbers, create a pivot chart and apply a filter  **12.**Assignment on powerpoint point Study on menus  Presentation on courses running in your college |
| 27-Oct-18 |  |  | **10.** Make use of look up commands.  **11.** Create a Excel sheet & Do the following:- 1. Create Pivot table get the total amount exported of each product. 2. Create a two dimensional Pivot table get the total amount exported to each country, of each product. 3. To easily compare these numbers, create a pivot chart and apply a filter  **12.**Assignment on powerpoint point Study on menus  Presentation on courses running in your college |
| 28-Oct-18 | Sunday | | |
| 16 | 29-Oct-18 | Revision |  |  |
| 30-Oct-18 | Design a presentation on quiz |  |  |
| 31-Oct-18 |  | Write a program to implement stack using linked list  Write a menu driven program to implement queue using array and perform the following operations:   1. insert an element 2. delete an element   3.search an element |  |
| 1-Nov-18 | Haryana day | | |
| 2-Nov-18 |  |  | 3. Design a Presentation to Study about Online Education.  4. Design a Presentation to Study about Role of Mobile Phone Apps. |
| 3-Nov-18 |  |  | 3. Design a Presentation to Study about Online Education.  4. Design a Presentation to Study about Role of Mobile Phone Apps. |
| 4-Nov-18 | Sunday | | |
| 17 | 5-Nov-18 | Revision Test |  |  |
| 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 | | |