**Lesson Plan**

**Name of the Assistant Professor**- Ms. Hina

**Practical Lesson Plan**- 19 Weeks (July-Nov 2018)

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| **Week** | **Date** | **B.Voc SD (1st Sem)**  **Programming fundamental and C (BVSD-16** | **B.Voc SD (1st Sem)**  **PC Software (BVSD-16** |
| 1 | 16-July-18 | Simple message printing program examples |  |
| 17-July-18 | Declaring and initializing variables |  |
| 18-July-18 |  | Learn about Desktop, Icons and basics of OS |
| 19-July-18 |  | Creating word document |
| 20-July-18 |  |  |
| 21-July-18 |  |  |
| 22-July-18 | Sunday | |
| 2 | 23-July-18 | Reading variables and printing messages using those variables |  |
| 24-July-18 | Arithmetic and relational operators program examples |  |
| 25-July-18 |  | Page setup in word |
| 26-July-18 |  | Various font settings |
| 27-July-18 |  |  |
| 28-July-18 |  |  |
| 29-July-18 | Sunday | |
| 3 | 30-July-18 | Logical and bitwise operator examples |  |
| 31-July-18 | Shaheedi udham singh’s martyrdom day | |
| 1-Aug-18 |  | Exploring Menu Bar |
| 2-Aug-18 |  | Shortcut Keys |
| 3-Aug-18 |  |  |
| 4-Aug-18 |  |  |
| 5-Aug-18 | Sunday | |
| 4 | 6-Aug-18 | programs on Unary operators |  |
| 7-Aug-18 | programs on conditional operator |  |
| 8-Aug-18 |  | Creating Resume in Word |
| 9-Aug-18 |  | Creating Tables in Word |
| 10-Aug-18 |  |  |
| 11-Aug-18 |  |  |
| 12-Aug-18 | Sunday | |
| 5 | 13-Aug-18 | Haryali teej | |
| 14-Aug-18 | Programs on if statement |  |
| 15-Aug-18 | Independence day | |
| 16-Aug-18 |  | Applying various styles |
| 17-Aug-18 |  |  |
| 18-Aug-18 |  |  |
| 19-Aug-18 | Sunday | |
| 6 | 20-Aug-18 | Programs on if-else statement |  |
| 21-Aug-18 | Programs on nested if statement |  |
| 22-Aug-18 | Id-ul-zuha(bakrid) | |
| 23-Aug-18 |  | Creating Mail merge |
| 24-Aug-18 |  |  |
| 25-Aug-18 |  |  |
| 26-Aug-18 | Sunday | |
| 7 | 27-Aug-18 | Programs on if else if ladder |  |
| 28-Aug-18 | Programs on switch statement |  |
| 29-Aug-18 |  | Creating Macros |
| 30-Aug-18 |  | Creating advertisements using word tools |
| 31-Aug-18 |  |  |
| 1-Sep-18 |  |  |
| 2-Sep-18 | Sunday | |
| 8 | 3-Sep-18 | Janmashtmi | |
| 4-Sep-18 | Programs on while loop |  |
| 5-Sep-18 |  | Introduction to Excel |
| 6-Sep-18 |  | Creating workbook, renaming workbook and worksheets, adding worksheets |
| 7-Sep-18 |  |  |
| 8-Sep-18 |  |  |
| 9-Sep-18 | Sunday | |
| 9 | 10-Sep-18 | Programs on do-while loop |  |
| 11-Sep-18 | Programs on for loops |  |
| 12-Sep-18 |  | Exploring excel menu bar |
| 13-Sep-18 |  | Performing basic functions |
| 14-Sep-18 |  |  |
| 15-Sep-18 |  |  |
| 16-Sep-18 | Sunday | |
| 10 | 17-Sep-18 | Programs on jumping statements |  |
| 18-Sep-18 | Doubts discussion |  |
| 19-Sep-18 |  | Creating charts |
| 20-Sep-18 |  | Assignments on Goal and seek |
| 21-Sep-18 |  |  |
| 22-Sep-18 |  |  |
| 23-Sep-18 | Sunday | |
| 11 | 24-Sep-18 | Programs on 1 dimensional Arrays |  |
| 25-Sep-18 | Programs on 1 dimensional Arrays |  |
| 26-Sep-18 |  | Assignment on Pivot table |
| 27-Sep-18 |  | Assignment on cell reference |
| 28-Sep-18 |  |  |
| 29-Sep-18 |  |  |
| 30-Sep-18 | Sunday | |
| 12 | 1-Oct-18 | Programs on 1 dimensional Arrays |  |
| 2-Oct-18 | Mahatma gandhi’s jayanti | |
| 3-Oct-18 |  | Assignments on conditional statements |
| 4-Oct-18 |  | Assignments on VLookup and HLookup |
| 5-Oct-18 |  |  |
| 6-Oct-18 |  |  |
| 7-Oct-18 | Sunday | |
| 13 | 8-Oct-18 | Programs on 2 dimensional Arrays |  |
| 9-Oct-18 | Programs on 2 dimensional Arrays |  |
| 10-Oct-18 | Maharaja aggarsen jayanti | |
| 11-Oct-18 |  | Introduction to Power Point |
| 12-Oct-18 |  |  |
| 13-Oct-18 |  |  |
| 14-Oct-18 | Sunday | |
| 14 | 15-Oct-18 | Programs on function declaration on usage |  |
| 16-Oct-18 | Programs on function parameter passing |  |
| 17-Oct-18 |  | Exploring Power Point Menu Bar |
| 18-Oct-18 | Dussehra | |
| 19-Oct-18 |  |  |
| 20-Oct-18 |  |  |
| 21-Oct-18 | Sunday | |
| 15 | 22-Oct-18 | Programs on Recursion |  |
| 23-Oct-18 | Programs on Storage classes in C |  |
| 24-Oct-18 | Maharishi valmiki’s birthday | |
| 25-Oct-18 |  | Creating Power Point Presentation document |
| 26-Oct-18 |  |  |
| 27-Oct-18 |  |  |
| 28-Oct-18 | Sunday | |
| 16 | 29-Oct-18 | Programs on Structures |  |
| 30-Oct-18 | Programs on Unions |  |
| 31-Oct-18 |  | Applying slide Animations and custom animations |
| 1-Nov-18 | Haryana day | |
| 2-Nov-18 |  |  |
| 3-Nov-18 |  |  |
| 4-Nov-18 | Sunday |  |
| 17 | 5-Nov-18 | Random Programs |  |
| 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 | Random Programs |  |
| 15-Nov-18 |  | Random Programs |
| 16-Nov-18 |  |  |
| 17-Nov-18 |  |  |
| 19 | 18-Nov-18 | Sunday |  |
| 19-Nov-18 |  |  |
| 20-Nov-18 |  |  |
| 21-Nov-18 |  |  |