



Aggarwal College Ballabgarh

LESSON PLAN 17 WEEKS (JAN-APRIL)-2025

Name of Faculty: Bharti Singhal
Designation/ Department: Assistant Professor/CS

CLASS: BA	SEMESTER: 4th	SECTION: B
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SUBJECT: COMPUTER AWARENESS (LEVEL – II) **PAPER CODE: L2 – (I)**

Week		
1	7-1-2025	UNIT-1 SPREAD SHEET
	8-1-2025	Elements of Electronics Spread Sheet
	9-1-2025	
	10-1-2025	
	11-1-2025	
	12-1-2025	S. U. N. D. A. Y.
2	13-1-2025	Applications, Creating and Opening of Spread Sheet
	14-1-2025	Menus
	15-1-2025	Manipulation of cells: Enter texts numbers and dates
	16-1-2025	
	17-1-2025	
	18-1-2025	
	19-1-2025	S. U. N. D. A. Y.
3	20-1-2025	Cell Height and Widths
	21-1-2025	Copying of cells
	22-1-2025	Mathematical Function

	23-1-2025	
	24-1-2025	
	25-1-2025	
	26-1-2025	REPUBLIC DAY /S. U. N. D. A. Y.
4	27-1-2025	Statistical and Financial function
	28-1-2025	Drawing different types of charts
	29-1-2025	Revision/ Doubt Class
	30-1-2025	
	31-1-2025	
	1-2-2025	
	2-2-2025	S. U. N. D. A. Y/BASANT PANCHAMI
5	3-2-2025	Presentation Software: Creating, modifying and enhancing a presentation
	4-2-2025	Delivering a presentation
	5-2-2025	Using sound, animation
	6-2-2025	
	7-2-2025	
	8-2-2025	
	9-2-2025	S. U. N. D. A. Y
6	10-2-2025	Using sound, animation
	11-2-2025	design templates in presentation
	12-2-2025	HOLIDAY: GURU RAVIDAS JAYANTI
	13-2-2025	
	14-2-2025	
	15-2-2025	

	16-2-2025	S. U. N. D. A. Y.
7	17-2-2025	Introduction to ICT Fundamentals
	18-2-2025	Basics of Information Communication Technology
	19-2-2025	Computer Networks and their advantages
	20-2-2025	
	21-2-2025	
	22-2-2025	
	23-2-2025	S. U. N. D. A. Y.
8	24-2-2025	Types of Computer Network
	25-2-2025	Network Topologies
	26-2-2025	HOLIDAY: MAHA SHIVRATRI
	27-2-2025	
	28-2-2025	
	1-3-2025	
	2-3-2025	S. U. N. D. A. Y.
9	3-3-2025	Basics of Transmission Media
	4-3-2025	Revision
	5-3-2025	Test
	6-3-2025	
	7-3-2025	
	8-3-2025	
	9-3-2025	S. U. N. D. A. Y.
10	10-3-2025	Internet Advanced Services
	11-3-2025	Downloading/uploading files

	12-3-2025	Chatting, Video conferencing
	13-3-2025	
	14-3-2025	
	15-3-2025	
	16-03-2025	S. U. N. D. A. Y.
11	17-3-2025	Test Unit-1
	18-3-2025	Online storage of data on Google and Yahoo
	19-3-2025	Configuring and Using Outlook Express for E-Mail
	20-3-2025	
	21-3-2025	
	22-3-2025	
	23-3-2025	S. U. N. D. A. Y.
12	24-3-2025	Revision
	25-3-2025	Revision
	26-3-2025	Test Unit-1
	27-3-2025	
	28-3-2025	
	29-3-2025	
	30-3-2025	S. U. N. D. A. Y.
13	31-3-2025	HOLIDAY: ID-UL-FITR
	1-4-2025	Revision
	2-4-2025	Doubt Class
	3-4-2025	
	4-4-2025	

	5-4-2025	
	6-4-2025	S. U. N. D. A. Y.
14	7-4-2025	Chatting, Video conferencing Test
	8-4-2025	Online storage of data on Google and Yahoo Revision
	9-4-2025	Doubt Class
	10-4-2025	HOLIDAY: MAHAVIR JAYANTI
	11-4-2025	
	12-4-2025	
	13-4-2025	S. U. N. D. A. Y.
15	14-4-2025	HOLIDAY: AMBEDKAR JAYANTI
	15-4-2025	Presentation (4-187 Roll No)
	16-4-2025	Presentation (188-210)
	17-4-2025	
	18-4-2025	
	19-4-2025	
	20-4-2025	S. U. N. D. A. Y.
16	21-4-2025	Revision
	22-4-2025	Presentation (211-230)
	23-4-2025	Presentation (232-253)
	24-4-2025	
	25-4-2025	
	26-4-2025	
	27-4-2025	S. U. N. D. A. Y.
	28-4-2025	Revision

17	29-4-2025	Revision
	30-4-2025	HOLIDAY: AKSHAY TRITYA
	01-05-2025	
	02-05-2025	
	03-05-2025	
	04-05-2025	S. U. N. D. A. Y.

Signature