



**Aggarwal College Ballabgarh**

**LESSON PLAN**  
**18 WEEKS (JULY-NOV)-2024**

**Name of Faculty: Ms Babita Aggarwal**  
**Designation/ Department: Computer Science**

**CLASS: BSC(NM)**

**SEMESTER: 3RD**

**SECTION:**

**SUBJECT: COMPUTER AWARENESS(LEVEL 2)**

WEEK	DATE	TOPIC TO BE COVERED
1	1-08-2024	Spread Sheet: Elements of Electronics Spread Sheet, ,
	2-08-2024	Creating and Opening of Spread Sheet
	3-08-2024	Menus
	4-08-2024	<b>S. U. N. D. A. Y.</b>
	5-08-2024	
	6-08-2024	
	7-08-2024	<b>H.O.L.I. D. A. Y.</b>
2	8-08-2024	Enter texts numbers and dates,
	9-08-2024	Cell Height
	10-08-2024	Copying of cells,
	11-08-2024	<b>S. U. N. D. A. Y.</b>
	12-08-2024	
	13-08-2024	
	14-08-2024	
3	15-08-2024	<b>H.O.L.I. D. A. Y.</b>
	16-08-2024	Mathematical,

	<b>17-08-2024</b>	Drawing different types of charts.
	<b>18-08-2024</b>	<b>S. U. N. D. A. Y.</b>
	<b>19-08-2024</b>	<b>H.O.L.I. D. A. Y.</b>
	<b>20-08-2024</b>	
	<b>21-08-2024</b>	
<b>4</b>	<b>22-08-2024</b>	Explain all charts
	<b>23-08-2024</b>	Oral test of ch-1
	<b>24-08-2024</b>	<b>Presentation Software: Creating,</b>
	<b>25-08-2024</b>	<b>S. U. N. D. A. Y.</b>
	<b>26-08-2024</b>	<b>HOLIDAY</b>
	<b>27-08-2024</b>	
	<b>28-08-2024</b>	
<b>5</b>	<b>29-08-2024</b>	Presentation of templates
	<b>30-08-2024</b>	Written test of ch-1
	<b>31-08-2024</b>	Revision of ch-1,2
	<b>1-09-2024</b>	<b>S. U. N. D. A. Y.</b>
	<b>2-09-2024</b>	
	<b>3-09-2024</b>	
	<b>4-09-2024</b>	
<b>S</b>	<b>5-09-2024</b>	Cell Widths,
	<b>6-09-2024</b>	Presentation of cell width of hieght
	<b>7-09-2024</b>	Written test of ch-2
	<b>8-09-2024</b>	<b>S. U. N. D. A. Y.</b>

	<b>9-09-2024</b>	
	<b>10-09-2024</b>	
	<b>11-09-2024</b>	
<b>7</b>	<b>12-09-2024</b>	Presentation
	<b>13-09-2024</b>	Revision of charts
	<b>14-09-2024</b>	Creating of Spread sheet
	<b>15-09-2024</b>	<b>S. U. N. D. A. Y.</b>
	<b>16-09-2024</b>	
	<b>17-09-2024</b>	
	<b>18-09-2024</b>	
<b>8</b>	<b>19-09-2024</b>	Oral test of ch-2
	<b>20-09-2024</b>	<b>Presentation Software:</b> Creating,
	<b>21-09-2024</b>	Enter texts numbers and dates,
	<b>22-09-2024</b>	<b>S. U. N. D. A. Y.</b>
	<b>23-09-2024</b>	<b>H.O.L.I D. A. Y.</b>
	<b>24-09-2024</b>	
	<b>25-09-2024</b>	
<b>9</b>	<b>26-09-2024</b>	Test of topic charts
	<b>27-09-2024</b>	Presentation
	<b>28-09-2024</b>	<b>Spread Sheet:</b> Elements of Electronics Spread Sheet,
	<b>29-09-2024</b>	<b>S. U. N. D. A. Y.</b>
	<b>30-09-2024</b>	
	<b>1-10-2024</b>	

	<b>2-10-2024</b>	<b>HOLIDAY</b>
<b>10</b>	<b>3-10-2024</b>	Presentation
	<b>4-10-2024</b>	<b>HOLIDAY</b>
	<b>5-10-2024</b>	Written test of ch-1
	<b>6-10-2024</b>	<b>S. U. N. D. A. Y.</b>
	<b>7-10-2024</b>	
	<b>8-10-2024</b>	
	<b>9-10-2024</b>	
<b>11</b>	<b>10-10-2024</b>	Applications Statistical
	<b>11-10-2024</b>	<b>Presentation Software:</b> Creating,
	<b>12-10-2024</b>	<b>HOLIDAY</b>
	<b>13-10-2024</b>	<b>S. U. N. D. A. Y.</b>
	<b>14-10-2024</b>	
	<b>15-10-2024</b>	
	<b>16-10-2024</b>	
<b>12</b>	<b>17-10-2024</b>	<b>HOLIDAY</b>
	<b>18-10-2024</b>	Presentation
	<b>19-10-2024</b>	Revision ch-1
	<b>20-10-2024</b>	<b>S. U. N. D. A. Y.</b>
	<b>21-10-2024</b>	
	<b>22-10-2024</b>	
	<b>23-10-2024</b>	
<b>13</b>	<b>24-10-2024</b>	Revision
	<b>25-10-2024</b>	Creating and Opening of Spread Sheet

	<b>26-10-2024</b>	Manipulation of cells
	<b>27-10-2024</b>	<b>S. U. N. D. A. Y.</b>
	<b>28-10-2024</b>	<b>DIWALI BREAK</b>
	<b>29-10-2024</b>	<b>DIWALI BREAK</b>
	<b>30-10-2024</b>	<b>DIWALI BREAK</b>
<b>14</b>	<b>31-10-2024</b>	<b>DIWALI BREAK</b>
	<b>1-11-2024</b>	<b>DIWALI BREAK</b>
	<b>2-11-2024</b>	<b>DIWALI BREAK</b>
	<b>3-11-2024</b>	<b>S. U. N. D. A. Y.</b>
	<b>4-11-2024</b>	
	<b>5-11-2024</b>	
	<b>6-11-2024</b>	
<b>15</b>	<b>7-11-2024</b>	
	<b>8-11-2024</b>	
	<b>9-11-2024</b>	
	<b>10-11-2024</b>	<b>ZONAL YOUTH FESTIVAL</b>
	<b>11-11-2024</b>	<b>ZONAL YOUTH FESTIVAL</b>
	<b>12-11-2024</b>	<b>ZONAL YOUTH FESTIVAL</b>
	<b>13-11-2024</b>	
<b>16</b>	<b>14-11-2024</b>	Applications Statistical
	<b>15-11-2024</b>	<b>H.O.L.I.D.A.Y.</b>
	<b>16-11-2024</b>	Financial function
	<b>17-11-2024</b>	<b>S. U. N. D. A. Y.</b>
	<b>18-11-2024</b>	

	<b>19-11-2024</b>	
	<b>20-11-2024</b>	
<b>17</b>	<b>21-11-2024</b>	Using sound,.
	<b>22-11-2024</b>	Animation and design
	<b>23-11-2024</b>	Templates in presentation
	<b>24-11-2024</b>	<b>S. U. N. D. A. Y.</b>
	<b>25-11-2024</b>	
	<b>26-11-2024</b>	
	<b>27-11-2024</b>	
<b>18</b>	<b>28-11-2024</b>	Written test of ch-1s
	<b>29-11-2024</b>	Enhancing a presentation
	<b>30-11-2024</b>	Delivering a presentation
	<b>1-12-2024</b>	<b>S. U. N. D. A. Y.</b>
	<b>2-12-2024</b>	Revision
	<b>3-12-2024</b>	Revision
	<b>4-12-2024</b>	Revision
	<b>5-12-2024</b>	Revision

Signature