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Ph. No. 01696-298498

Lesson Plan for session 2025-2026

Name of Teaching Staff - Dr. Harjit Kaur
 Class and Section - B.A 2nd year (3rd Sem)
 Subject - Advanced Excel tool (BSc/BCom/BA/CSE/MD/3/SEC/201)

Month	Week	Topic
July 2025	4th	MS- Excel Intro, type of Data
Aug 2025	week	Topics
	1 st	Cell references and ranges, Formulas and their components, Common function -
	2 nd	Sum, Average and Count, Auto Sum
	3 rd	if and Nested if functions
4 th	Date & time, mathematical function	
Sep 2025	Week	Topics
	1 st	Text manipulation function, logical function
	2 nd	lookup and reference functions
	3 rd	Creating Output Reports, Printing option
4 th	Preparation of Report using Pivot table	
Oct 2025	Week	Topics
	1 st	Errors Corrections in spreadsheets
	2 nd	AI Power tools in Excel v/s Power BI
3 rd	Difference b/w Excel and Power BI.	
Nov 2025	Week	Topics
	1 st	Creating data Model in Excel for BI
	2 nd	AI visuals in Power BI, Building Reports
3 rd	-	

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Lesson Plan for session 2025-2026

Name of Teaching Staff - Dr. Harjit Kaur.

Class and Section - BA 2nd year (3rd Sem)

Subject - Micro soft Power point with Animation. (BSC/BCom/BA/CSE/MD/3/
MDC/202)

Month	Week	Topic
July 2025	4 th	Power point feature and Interface
Aug 2025	week	Topics
	1 st	Creating, Saving and opening Presentation, Slid Mng.
	2 nd	slid layouts and design themes, Formatting
	3 rd	text, Inserting shapes, icons and Smart art.
	4 th	Advanced slide design, Visual Entancements
Sep 2025	Week	Topics
	1 st	Inserting and formatting image, charts and tables.
	2 nd	Background Customization, Master slide
	3 rd	Template Custom templates and Theme
	4 th	Animation in power point; Entrance, Exit,
Oct 2025	Week	Topics
	1 st	Emphasis effects, Motion Paths and Timing Adjust.
	2 nd	Advanced animation techniques, Trigger animations.
	3 rd	Animation Pane for fine tuning.
Nov 2025	Week	Topics
	1 st	slide Transitions Applying and Customizing.
	2 nd	Sound effects. Hyperlink & Action Button.
	3 rd	Linking to slide, websites or files.

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Lesson Plan for session 2025-2026

Name of Teaching Staff - Dr. Harjit Kaur.

Class and Section - B.A D-1 Semester.

Subject - Basic of MS-Word. - MDC /102

Month	Week	Topic
July 2025	4th	Creating a New document in MS-Word & Saving file.
Aug 2025	week	Topics
	1st	Opening existing documents & Printing setup and options.
	2nd	Clipboard functions, Font & Paragraph Formatting.
	3rd	Editing tools. Adding pages, Header-footer insertion, page color.
	4th	Setting page border, Inserting tables & bulleted lists.
Sep 2025	Week	Topics
	1st	Setting page margins, page orientation, paragraph indentation.
	2nd	Line & page break, spell & grammar check.
	3rd	Inserting Hyperlink and Bookmarks Add table of Content.
	4th	Inserting Footnotes, Adding citations, Creating bibliography.
Oct 2025	Week	Topics
	1st	Mailing - Creating labels.
	2nd	Revision & Mid Term Exam.
	3rd	Starting mail-merge
Nov 2025	Week	Topics
	1st	Practical work. Related MS-Word.
	2nd	Assignment. work.
	3rd	Revision.

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Lesson Plan for session 2025-2026

Name of Teaching Staff - Dr. Harjit Kaur
Class and Section - B.A & B.Com - (1st Sem)
Subject - MDC (Fundamental of Computer) / 1

Month	Week	Topic
July 2025-26	4 th	Definition, characteristics & Application of Computer.
Aug 2025-26	week	Topics
	1 st	History & Generations of Computer, types of Computer.
	2 nd	Basic Component of Computer, Input Devices.
	3 rd	Output devices, types of Printers, Monitors, Projectors.
	4 th	Storage Devices (Hard Disk, Pen drive, CD/DVDs)
Sep 2025-26	Week	Topics
	1 st	Types of Software - operating System, Functions of OS.
	2 nd	Types of GUI & CLI, Setting of Date & Time.
	3 rd	Display Setting, changing Background and Icons of System.
	4 th	Creating, Renaming & organizing Folders, Copy, Moving & Deleting files.
Oct 2025-26	Week	Topics
	1 st	Using MS- Paint
	2 nd	Revision & MID - Term Exam.
	3 rd	Notepad.
	4 th	Word - pad.
Nov 2025-26	Week	Topics
	1 st	Installing Basic Drivers.
	2 nd	Revision - Assignment - work.
	3 rd	Practical work.

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Lesson Plan for session 2025-2026

Name of Teaching Staff - Dr. Harjit Kaur.

Class and Section - B. Com Ist Semester

Subject - Computer Application in Business.

Month	Week	Topic
July 2025	4 th	Concept of Computing, Data & Information.
Aug 2025	week	Topics
	1 st	GUI, CLI, NLI, Touch Interface, Application of computer
	2 nd	meaning, types, objectives/needs of Computer Networks.
	3 rd	Networks topologies Applications of Computer Network
	4 th	Word Processing, Use of templates and styles, Editing text.
Sep 2025	Week	Topics
	1 st	Find, Replace, Spell check, Auto correct, Bullets, Numbering,
	2 nd	Paragraph Formatting, Page Formatting, Header, Footer, Page breaks,
	3 rd	table inserting, Filling & Formatting a table, Inserting picture & Video
	4 th	Mail-merge, Printing document.
Oct 2025	Week	Topics
	1 st	Distributed, Client-Server, Peer to Peer Computing. Firewall.
	2 nd	Revision, Mid-term Exam.
	3 rd	Power-point Presentation - Slide, Fonts, Drawing, Editing.
Nov 2025	Week	Topics
	1 st	Inserting tables, images, texts, Symbols, hyperlinking,
	2 nd	Media, Design, Transition, Animations & slide Show.
	3 rd	Citations, references and Footnotes.

Harjit
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