



SANATAN DHARMA COLLEGE, AMBALA CANTT

College with Potential for Excellence, UGC, New Delhi
NAAC Accredited Grade "A+" with CGPA 3.51 in 3rd cycle
ISO 9001:2015 & ISO 14001:2015 Certified



Department of Computer Science

Lesson Plan (Session 2021-2022)

Class: BVSD SEM: I

Course Code: BVSD-12

Nomenclature: PC Software

Duration: 16 Weeks

Dates: Oct-Jan 2022

SYLLABUS

BVSD-12 PC Software

Maximum Marks: 100

External: 80

Minimum Pass Marks: 35

Internal: 20

Time: 3 hours

Note: Examiner will be required to set Nine Questions in all. First Question will be compulsory, consisting of objective type/short-answer type questions covering the entire syllabus. In addition to that eight more questions will be set, two questions from each Unit. Student will be required to attempt FIVE questions in all. Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt four more questions selecting one question from each Unit.

UNIT-I

MS-Windows: Operating System - Definition & Functions, Basics of Windows. Basic Components of Windows, Icons, Types of Icons, Taskbar, Activating Windows, Using Desktop, Title Bar, Running Applications, Exploring Computer, Managing Files and Folders, Copying and Moving Files and Folders. Control Panel - Display Properties, Adding and Removing Software and Hardware, Setting Date and Time, Screen Saver and Appearance using Windows.

Unit II

Documentation using MS-Word – Introduction to Office Automation, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Advance Features of MS-Word-Mail Merge, Macros, Table, File Management, Printing, Styles, Linking and Embedding Objects, Template.

Unit III

Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts, Advance Features of MS-Excel -Pivot Table & Pivot Chart, Linking and Consolidation. Database Management using Excel - Sorting, Filtering, Table, Validation, Goal Seek, Scenario. What- if Analysis.

Unit IV

Presentation using MS-PowerPoint: Presentations, Creating Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering Art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing Through Objects, Inserting Recorded Sound Effect, In Built Sound Effect.

Course Outcomes

After the completion of this course, prospective Computer professionals will have the ability to

CO-1	Explain Hardware Requirements of Windows. Windows Concepts, Windows Structure
CO-2	Work efficiently with Desktop, Taskbar, Start Menu, My Pictures, My Music, My Documents, Recycle Bin.
CO-3	Manage Files, Folders and Disk
CO-4	Explain working of windows explorer
CO-5	Installation of Hardware & Software
CO-6	Share Folders and Drives,
CO-7	Use Control Panel & its components
CO-8	Explain various data types in Excel
CO-9	Use Wizards
CO-10	Use different features with Data, Cell and Texts
CO-11	Inserting, Removing & Resizing of Columns & Rows
CO-12	Work with Data & Ranges
CO-13	Explain Different Views of Worksheets,
CO-14	Implement Column Splitting
CO-15	Use different features with Data and Text, Cell Formatting including Borders & Shading
CO-16	Multiple Worksheets: Concept, Creating and Using Multiple Worksheets;
CO-17	Use of Formulas, Calculations & Functions,
CO-18	Various types of Functions, Cell Referencing, Absolute and Relative Addressing,
CO-19	Use of various types of Charts
CO-20	Print Workbook & Worksheets with various options,
CO-21	Database: Creation, Sorting, Query and Filtering a Database;
CO-22	Creating and Using Macros; Pivot table & Pivot chart

S.No	Instructional Technique	Assessment Methods (AM)
1	Chalk & Talk	Assignments
2	ICT tools	Quiz
3	Group discussions	Group Discussions
4	Industrial visit	Oral Tests
5	Case studies	Sessional
6	Small Projects	Presentations
7	Workshop	Seminar
8	Spoken Tutorials	University Exams
9	Flipped Class	
10.	E-Resources	

Detailed Lesson Plan

Week	Date	Topic to be Covered	Instructional Technique	Assessment Method
1	11.10.21	MS-Windows: Operating System - Definition & Functions	2-(PPT/Projector)	----
	12.10.21	Basics of Windows, Basic Components of Windows, Icons, Types of Icons, Taskbar	1	1
	13.10.21	Activating Windows, Using Desktop, Title Bar, Running Applications	1	1
2	18.10.21	Exploring Computer, Managing Files and Folders, Copying and Moving Files and Folders	1	1,2,3,4
	19.10.21	Control Panel - Display Properties	1	1,2,3
	20.10.21	Adding and Removing Software and Hardware	2-(PPT/Projector)	1,2,3,4
3	25.10.21	Setting Date and Time, Screen Saver and Appearance using Windows.	2-(PPT/Projector)	1,2
	26.10.21	Holiday	1	1,2,3,4
	27.10.21	Documentation using MS-Word – Introduction to Office Automation.	2-(PPT/Projector)	1,2,3,4
4	1.11.21	Creating & Editing Document, Formatting Document		
	2.11.21	Auto-text, Autocorrect, Spelling and Grammar Tool	2-(PPT/Projector)	1,2,3,4
	3.11.21	Document Dictionary, Page Formatting, Bookmark	2-(PPT/Projector)	1,2,3,4
5	8.11.21	Assignment -1	9	1,2,3,4
	9.11.21	Advance Features of MS-Word-Mail Merge, Macros	2-(PPT/Projector)	1,2,3,4
	10.11.21	Table, File Management, Printing, Styles	1-(PPT/Projector)	1,3,4
6	15.11.21	Holiday		
	16.11.21	Linking and Embedding Objects, Template	---	6
	17.11.21	Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel	9	1,2,3,4,6
7	22.11.21	Creating & Editing Worksheet, Formatting and	8,10,2	1,4,

		Essential Operations,		
	23.11.21	Formulas and Functions, Charts, Advance Features of MS-Excel -Pivot Table & Pivot Chart	8,10,2	1,2,3,4,
	24.11.21	Diwali Vaccation		
8	29.11.21	Linking and Consolidation	6	1,2,3,4
	30.11.21	Database Management using Excel	6	1,2,3,4
	1.12.21	Sorting, Filtering, Table	2-(PPT/Projector)	1,2,3,4
9	6.12.21	Goal Seek, Scenario	2-(PPT/Projector)	1,2,3,4
	7.12.21	Holiday		
	8.12.21	Goal Seek, Scenario	2-(PPT/Projector)	1,2,3,4
10	13.12.21	What- if Analysis	2-(PPT/Projector)	1,2,3,4
	14.12.21	Holiday		
	15.12.21	Presentation using MS-PowerPoint	2-(PPT/Projector)	1,3,4
11	20.12.21	Assignment-2	6	1,2,3,4
	21.12.21	Creating Manipulating	6	1,2,3,4
	22.12.21	Enhancing Slides	--	5
12	27.12.21	Enhancing Slides	2-(PPT/Projector)	1,2,3,4
	28.12.21	Sessional	2-(PPT/Projector)	1,2,4
	29.12.21	Validation	6	1,3,4
13	3.1.22	Revision	2-(PPT/Projector)	1,2,3,4
	4.1.22	Organizational Charts	6	1,2,3,4
	5.1.22	Excel Charts	2-(PPT/Projector)	1,2,3
14	10.1.22	Word Art	9,10	1,2,3,4
	11.1.22	Layering Art Objects	9,10	1,2,3,4
	12.1.22	Animations and Sounds	2-(PPT/Projector)	1,2,3,5
15	17.1.22	Inserting Animated Pictures	2-(PPT/Projector)	1,2,3,4
	18.1.22	Revision	6	1,2,3,4
	19.1.22	Inserting Animated Pictures or Accessing Through Objects	6	1,2,3,4
16	24.1.22	Inserting Recorded Sound Effect	2-(PPT/Projector)	1,2,3,4
	25.1.22	In Built Sound Effect.	6	1,2,3,4
	26.1.22	Revision	--	--

