

## Lesson Plan

Name of the Assistant/ Associate Professor..... Naveender Kumar  
 Class and Section..... BBA - 2nd Semester  
 Subject: ..... Computer Application in Management

Week	Date	Topics
1	1-Jan-18	Introduction to computers - Definition, characteristics, limitation
	2-Jan-18	History - Manual computers, Mechanical, Automatic Computers
	3-Jan-18	Basic Anatomy - Input unit, Output unit, Storage unit, CU & ALU
	4-Jan-18	Operating system - Definition, characteristics, Types of operating system
	5-Jan-18	Single user, Multiuser, Batch processing O.S, Interactive, Real time, Multiprogramming O.S.
	6-Jan-18	Time sharing operating system, Multiprocessing O.S.
	7-Jan-18	Sunday
2	8-Jan-18	Assignment
	9-Jan-18	Memory - Primary, Secondary, Differences, Types
	10-Jan-18	Input devices - keyboard, Mouse, Joystick, Scanner, Light pen
	11-Jan-18	Digitizer, Track ball, Microphone, MICR, OMR
	12-Jan-18	Output Devices - Softcopy & Hardcopy output devices -
	13-Jan-18	Monitor - Types of Monitor, Printers - Impact printers
	14-Jan-18	Sunday
3	15-Jan-18	Character Printers - Dot Matrix & Daisy Wheel
	16-Jan-18	Line Printers - Drum Printers & Chain Printer
	17-Jan-18	Non-Impact Printers - Laser Printers, Inkjet Printer, Thermal
	18-Jan-18	Plotters - Drum Plotter, Flatbed Plotter, Electromechanical Plotter
	19-Jan-18	Types of computer, classification of computer
	20-Jan-18	Assignment
	21-Jan-18	Sunday
4	22-Jan-18	Vasant Panchami
	23-Jan-18	Hardware & Software, Difference, Types of SW
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	Networking - advantage, types, need
	26-Jan-18	Republic Day
	27-Jan-18	Networking Devices - Router, Repeater, bridge, gateway,
	28-Jan-18	Sunday
5	29-Jan-18	Switches, Hub
	30-Jan-18	Networking connection - Physical & Logical connection
	31-Jan-18	Wireless Networking - Component of wireless n/w



## Lesson Plan

Name of the Assistant/ Associate Professor..... Narendra Kumar.....

Class and Section:..... BBA-2nd Sem.....

Subject:..... Computer Applications in Mgt......

Week	Date	Topics
1	1-Feb-18	Application of Wireless Networking, Advantage & disadvantage
	2-Feb-18	firewall, Types of firewall, Virus
	3-Feb-18	Assignment
	4-Feb-18	Sunday
2	5-Feb-18	Introduction to information Technology
	6-Feb-18	world wide web
	7-Feb-18	search Engines
	8-Feb-18	Web Browsers
	9-Feb-18	Architecture of Web Browsers
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti
	11-Feb-18	Sunday
3	12-Feb-18	Assignment
	13-Feb-18	Maha Shivratri
	14-Feb-18	Ip Addressing
	15-Feb-18	Ipv4 addresses
	16-Feb-18	Ipv6 Addresses
	17-Feb-18	Web Hosting
	18-Feb-18	Sunday
4	19-Feb-18	Web Publishing
	20-Feb-18	Diff. bet. web hosting & web publishing
	21-Feb-18	Internet Applications in Business
	22-Feb-18	www, e-mail, FTP, Telnet
	23-Feb-18	Newsgroup, Mailing list
	24-Feb-18	chatting & E-Mailing
	25-Feb-18	Sunday
	5	26-Feb-18
27-Feb-18		Computer Applications
28-Feb-18		Computer Applications

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## Lesson Plan

Name of the Assistant/ Associate Professor..... Narender Kumar.....

Class and Section:..... BBA - 2nd Semester.....

Subject:..... Computer Application in Management.....

Week	Date	Topics
1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Assignment
	4-Mar-18	Sunday
2	5-Mar-18	Computer use in offices
	6-Mar-18	Computer use in education
	7-Mar-18	Computer use in institutions
	8-Mar-18	Computer use in healthcare
	9-Mar-18	Data, Information, Difference bet. data & information
	10-Mar-18	Need of information, Attributes & Types of information
	11-Mar-18	Sunday
3	12-Mar-18	Information system, Components of Info. System,
	13-Mar-18	Capabilities of information system, Types of info. system
	14-Mar-18	MIS
	15-Mar-18	TPS
	16-Mar-18	OAS
	17-Mar-18	DSS
	18-Mar-18	Sunday
	4	19-Mar-18
20-Mar-18		Executive Information System
21-Mar-18		Multimedia - Introduction.
22-Mar-18		Components of Multimedia
23-Mar-18		Multimedia Applications in Business
24-Mar-18		Multimedia Applications in Marketing
25-Mar-18		Sunday/ Ram Navami
5		26-Mar-18
	27-Mar-18	Multimedia Application in Advertising
	28-Mar-18	Web Applications of Multimedia
	29-Mar-18	Mahavir Jayanti
	30-Mar-18	Operating Systems Types
	31-Mar-18	Operating system functions

## Lesson Plan

Name of the Assistant/ Associate Professor..... Nanender Kumar.....

Class and Section:..... BBA-2nd Semester.....

Subject:..... Computer Application in Management.....

Week	Date	Topics
1	1-Apr-18	Sunday
	2-Apr-18	Wireless Networking
	3-Apr-18	firewalls
	4-Apr-18	firewalls - Types
	5-Apr-18	Virus
	6-Apr-18	Assignment
	7-Apr-18	Web Browsers
	8-Apr-18	Sunday
2	9-Apr-18	IP Addressing
	10-Apr-18	Web hosting
	11-Apr-18	Web Publishing
	12-Apr-18	Chatting
	13-Apr-18	Assignment
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi
	15-Apr-18	Sunday
	3	16-Apr-18
17-Apr-18		Executive Information System
18-Apr-18		Parashurama Jayanti
19-Apr-18		Web Applications of Multimedia
20-Apr-18		Revision Operating System Types
21-Apr-18		Revision Networking devices
22-Apr-18		Sunday
4		23-Apr-18
	24-Apr-18	Revision Firewall with Types
	25-Apr-18	Revision IP Addressing
	26-Apr-18	Revision Newsgroup
	27-Apr-18	Revision Computer Applications
	28-Apr-18	Revision Expert System



Name of the Assistant/ Associate Professor: Suresh chand

Class and Section: BBA 2<sup>nd</sup> sem

Subject: Organisational Behaviour

Week	Date	Topics
1	1-Jan-18	Concept and scope of organisational behaviour
	2-Jan-18	Evaluation of (Approaches to) organisational behaviours
	3-Jan-18	Contribution to other disciplines to the development of O.B.
	4-Jan-18	Need for (Importance goal of) studying organisational behaviours
	5-Jan-18	Nature of organisational behaviour
	6-Jan-18	Relevance of O.B. in today's Business environment
	7-Jan-18	Sunday
2	8-Jan-18	Organisational behaviour process
	9-Jan-18	Historical development of organisational behaviour
	10-Jan-18	Emerging trends in (aspects of) OB
	11-Jan-18	Changing profile of workforce
	12-Jan-18	Changes in education and employment Relations.
	13-Jan-18	Assignment related to the above topic
	14-Jan-18	Sunday
3	15-Jan-18	classical approach - Scientific, administrative and bureaucratic App
	16-Jan-18	Neo classical approach - human relations and behavioural App
	17-Jan-18	Modern approach - Quantitative, system and Contingency.
	18-Jan-18	system approach, system thinking
	19-Jan-18	Elements of OB.
	20-Jan-18	Assignment related to the above topic
	21-Jan-18	Sunday
4	22-Jan-18	Vasant Panchami
	23-Jan-18	Organisational change - meaning, nature, types and causes
	24-Jan-18	Sir Chhotu Ram Jyanti
	25-Jan-18	Organisational development - evaluation, meaning, feature
	26-Jan-18	Republic Day
	27-Jan-18	Objectives of OD, OD process, Types of OD interventions
	28-Jan-18	Sunday
5	29-Jan-18	stress management - meaning, feature, symptoms and causes
	30-Jan-18	Approaches to stress management, stress and work performance
	31-Jan-18	Assignment related to the above topic



**Lesson Plan**

Name of the Assistant/ Associate Professor: Suresh chand  
 Class and Section: BBA 2<sup>nd</sup> sem  
 Subject: Organisational Behaviour

Week	Date	Topics
1	1-Feb-18	Foundations of individual Behaviour - meaning and aspects
	2-Feb-18	Individual process - factors affecting individual behaviour
	3-Feb-18	Personality - meaning, definition and components.
	4-Feb-18	Sunday
2	5-Feb-18	Personality traits + The big five traits
	6-Feb-18	Determinants of personality
	7-Feb-18	Personality attributes influencing Organisational Behaviour
	8-Feb-18	Theories of Personality
	9-Feb-18	Stages of personality development
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti
	11-Feb-18	Sunday
3	12-Feb-18	Personality and Organisational behaviour
	13-Feb-18	Maha Shivratri
	14-Feb-18	values - meaning, importance and ethics of Organisational value
	15-Feb-18	Attitude - Introduction, meaning and components,
	16-Feb-18	Importance of attitude, functions and theories
	17-Feb-18	Assignment related to the above topic
	18-Feb-18	Sunday
4	19-Feb-18	work Related Attitudes - JOB satisfaction and Commitment.
	20-Feb-18	Perception - meaning and nature, importance
	21-Feb-18	Perceptual process, factors affecting perception
	22-Feb-18	perceptual selectivity, Social perception.
	23-Feb-18	Distortions / Basis in ob. Barriers perception.
	24-Feb-18	Developing perceptual skills.
	25-Feb-18	Sunday
5	26-Feb-18	managerial implication of perception
	27-Feb-18	Learning - meaning, definition and characteristics
	28-Feb-18	Theories of learning



Name of the Assistant/ Associate Professor: Suresh Chand **Lesson Plan**

Class and Section: BBA 2nd sem.

Subject: Organizational Behaviour

Week	Date	Topics
1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Significance of learning in organization.
	4-Mar-18	Sunday
2	5-Mar-18	Motivation - Introduction, meaning, definition and characteristics
	6-Mar-18	Importance/significance of motivation
	7-Mar-18	Process of motivation, Types of motivation
	8-Mar-18	Theories of motivation.
	9-Mar-18	Process Theories of motivation.
	10-Mar-18	Assignment related to the above topic
	11-Mar-18	Sunday
3	12-Mar-18	Emotional intelligence - meaning, definition and implication
	13-Mar-18	foundation of group Behaviour: Team process
	14-Mar-18	Group - Introduction, meaning, definition, features
	15-Mar-18	Types of groups
	16-Mar-18	Team and teamwork - meaning and characteristics
	17-Mar-18	Group vs. Team.
	18-Mar-18	Sunday
4	19-Mar-18	Evaluation of five stage model.
	20-Mar-18	Interpersonal communication - meaning and elements
	21-Mar-18	functions, types, features of interpersonal communication.
	22-Mar-18	factors influencing and process of interpersonal communication.
	23-Mar-18	Importance of interpersonal communication
	24-Mar-18	Group Dynamics - meaning, definition and nature.
	25-Mar-18	Sunday/ Ram Navami
5	26-Mar-18	Decision making - meaning, definition and nature.
	27-Mar-18	Need/ importance/ significance of decision making
	28-Mar-18	Types of Business decisions, levels of decisions.
	29-Mar-18	Mahavir Jayanti
	30-Mar-18	Decision making process + Bounded rationality in D.M.
	31-Mar-18	Assignment related to the above topic

