

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**COURSE PLAN (June - November 2026)**

**Department** : Commerce - Corporate Secretaryship

**Name/s of the Faculty** : Section A – DR R.B.Ayeswarya

Section B- Ms. Mofika SA

**Course Title** : Financial Accounting

**Course Code** : 25CO/MC/FA15

**Shift** : II

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	recall the key accounting concepts and accounting conventions	K1
<b>CO2</b>	summarize the procedure to prepare financial statements	K2
<b>CO3</b>	examine relevant financial records to determine profit and loss	K3
<b>CO4</b>	categorize the methods of revenue calculation	K4
<b>CO5</b>	interpret financial reports for various stakeholders.	K5

<b>Week</b>	<b>Unit No.</b>	<b>Content</b>	<b>Cognitive Level</b>	<b>Teaching Hours</b>	<b>COs</b>	<b>Teaching Learning Methodology</b>	<b>Assessment Methods</b>
Jun 22, 2026 (Day Order 6)	1	1 Conceptual Framework for Preparation of Financial Statement	K1-K2	1	1-2	Lecture & Problem-Solving  Learning by doing	Class Discussion and Quiz
Jun 23 – July 1, 2026 (Day Order 1- 6)	1  I	1.1.1 Introduction to Accounting Standards and Indian Accounting Standards, Difference Between Accounting Standards and Indian Accounting Standards  1.1.2 Accounting Standards – International Accounting Standards, Accounting Standards in India – Objectives, Process, Accounting Standards Board, Scope Application of AS – 1,2,3,4,5,9,10,26&29 in Preparation of Financial Statements	K1-K2	5	1-2	Lecture and Problem Solving	Class Discussion and Quiz
July 2 – July 8, 2026 (Day Order 1- 6)	I	1.2 Preparation of Financial Statements of Sole Proprietor	K1-K5	3	1-5	Lecture& Learning by doing	Class Discussion

		1.2.1 Closing Entries and Adjustment Entries					
July 9 – 16, 2026 (Day Order 1- 6)	I	1.2.2 Adjustments - Loss of Stock by Accident or Fire, Manager's Commission on Net Profit Before and after Commission, Works Manager and General Manager Commission, writing off of Deferred Revenue Expenditure, goods sent on Sale or Return Basis, Asset Disposal and Exchange, Distribution of Samples, Advance Income Tax	K1-K5	6	1-5	Lecture & Problem-Solving  Learning by doing	Home Assignment  Third Component Test (Test on Preparation of Financial Statements using Excel on 10.07.2026 for 20 Marks)
July 17 – 24, 2026 (Day Order 1- 6)	II	<b>Hire Purchase</b>  2.1 Principles of Hire Purchase and Leasing  2.2 Application of Accounting Standard for Leasing –AS19  2.3 Accounting Treatment in the Books	K1-K3  K1-K5  K1-K5	2  1  4	1-5  1-5  1-5	Lecture & Problem-Solving, learning by doing	Short Problems and Home Assignment       Recap and Home

		of Hire vendor and Hirer.					Assignment
July 25 – 28, 2026 (Day Order 1- 3)	II	2.4 Default and Repossession (Complete and Partial)	K1-K5	3	1-5	1-5	Class assignment  Third Component test (Test on Drafting of Hire Purchase deed on 25.07.2026, for 15 Marks.)
July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	III	3 Branch Accounts and Departmental Accounts  3.1 Debtors System (Cost Price Method and Invoice Price Method)	K1-K5  K1-K5	1  1	1-5  1-5	Lecture & Problem- Solving, learning by doing  Lecture & Problem- Solving, learning by doing	Recap and Class Quiz  Home Assignment

Aug 7 – 14, 2026 (Day Order 1- 6)	III	3.1.2 Stock and Debtors System (Cost Price Method and Invoice Price Method)	K1-K5	6	1-5	Lecture & Problem-Solving, Learning by doing	Home Assignment
Aug 17 - 24, 2026 (Day Order 1- 6)	III	3.1.3 Overview of Accounting for Independent Branches and Foreign Branches	K1-K3	3	1-3	Lecture & Problem-Solving, Learning by doing	Home Assignment
		3.2 Departmental Accounts	K1-K5	2	1-5	Lecture and Problem Solving	
		3.2.1 Meaning and basis of allocation of expenses	K1-K5	1	1-5	Lecture and Problem Solving	
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	III	3.2.3 Preparation of Departmental Trading Account and Balance Sheet.	K1-K5	1	1-5	Lecture & Problem-Solving, Learning by doing	Recap & Home Assignment
	IV	<b>4 Royalty Accounts</b> Meaning- Minimum Rent-Short working, Recoupment of short working with problems	K1-K5	5	1-5	Lecture & Problem-Solving, Learning by doing	

Sep 3 – 11, 2026 (Day Order 1- 6)	IV	4.1 Meaning- Minimum Rent-Short working, Recoupment of short working with problems	K1-K5	5	1-5	Lecture & Problem-Solving, Learning by doing	Class Test Third Component Test (Problem Solving in Royalty Accounts on 15.09.2026-15 Marks)
Sep 15-17, 2026 (Day Order 1 - 3)	IV	4.2 Lessor and Lessee – sublease Accounting Treatment	K1-K5	5	1-5	Lecture & Problem-Solving, Learning by doing	Recap and Class Discussion
Sep 18 –23, 2026	<b>C.A. Test - II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	V	<b>Fire Insurance claim</b>  5.1 Introduction – Key terms related to insurance claim- Calculation of Claim Account	K1-K5	3	1-5	Lecture & Problem-Solving, Learning by doing	Home Assignment
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	V	5.1 Calculation of Claim Account	K1-K5	6	1-5	Lecture & Problem-Solving,	Recap and

		(Contd)				Learning by doing	Class Test
Oct 8 - 14, 2026 (Day Order 1 - 6)	V	5.2 Average Clause (Loss of stock only)	K1-K5	1	1-5	Lecture & Problem-Solving, Learning by doing	Recap and Class Test
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**COURSE PLAN (June - November 2026)**

**Department** : Commerce - Corporate Secretaryship  
**Name/s of the Faculty** : Section A : Ms. Haritha Maria Raj  
 Section B : Ms. Raghavi V  
**Course Title** : Organization Structure and Management  
**Course Code** : 25CO/MC/OS15  
**Shift** : II

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>						<b>CL</b>
<b>CO1</b>	define key concepts related to organization structure, planning, and control						<b>K1</b>
<b>CO2</b>	describe management approaches						<b>K2</b>
<b>CO3</b>	explain different approaches in decision making, departmentalization and leadership for improving organizational effect						<b>K3</b>
<b>CO4</b>	analyze organizational scenarios involving structure, delegation, and communication, and apply relevant management strategies						<b>K4</b>
<b>CO5</b>	demonstrate skills in developing strategies for organization and control mechanisms						<b>K5</b>
<b>Week</b>	<b>Unit No.</b>	<b>Content</b>	<b>Cognitive Level</b>	<b>Teaching Hours</b>	<b>COs</b>	<b>Teaching Learning Methodology</b>	<b>Assessment Methods</b>
Jun 22, 2026 (Day Order 6)	<b>1</b>	<b>Organization Structure</b> 1.1. Meaning, Importance, and Role of	K1 – K5	2	1 - 5	Lecture, Presentation and	Group Discussion and Q&A

		Organization Structure				Case Studies	
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	1.2. Theory of Organization Structure - Management Thought - Classical and Neo-Classical Systems – Contingency and Contemporary	K1 – K5	6	1 - 5	Lecture, Presentation and Case Studies	Discussion and Quiz
July 2 – July 8, 2026 (Day Order 1- 6)	1	1.3 Approach to Management - Henri Fayol, F.W Taylor	K1 – K5	3	1 - 5	Lecture, Presentation and Case Studies	Recap and Quiz
July 9 – 16, 2026 (Day Order 1- 6)	1	1.3 Approach to Management - George Elton Mayo and Peter F Drucker, McGregor Theory of X and Y (Contd)	K1 – K5	4	1 - 5	Lecture, Presentation and Case Studies	Recap and Quiz
July 17 – 24, 2026 (Day Order 1- 6)	2	<b>Planning</b> 2.1 Planning - Meaning, Importance 2.2 Objectives, Types and Methods	K1 – K5 K1 – K5	4 4	1 – 5 1 - 5	Lecture , Presentation and Online Quiz	Open Book Test
July 25 – 28, 2026 (Day Order 1- 3)	2	2.3 Decision-Making Process and Types of Decisions	K1 – K5	7	1 - 5	Lecture ,Presentation and Online Quiz	Class Discussion And Quiz
July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	3	<b>Organizational Structure and Authority</b> 3.1 Building Blocks of Organization Structure – Centralization and Decentralization - Hierarchical levels in organization	K1 – K5	3	1 - 5	Lecture Presentation and Crossword Puzzle	Class Discussion And Quiz

Aug 7 – 14, 2026 (Day Order 1- 6)	3	3.1 Building Blocks of Organization Structure – Centralization and Decentralization - Hierarchical levels in organization (contd)	K1 – K5	3	1 - 5	Lecture Presentation and Crossword Puzzle	Class Discussion And Quiz  Third Component Test ( <b>Objective Test From Unit 1 and 25 Marks on 07.08.2026</b> )
Aug 17 - 24, 2026 (Day Order 1- 6)	3	3.2 Departmentation – Meaning and Types	K1 – K5	5	1 - 5	Lecture and Presentation	Group Discussion
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	3	3.3 Delegation of Authority – Meaning – Principles and Importance	K1 – K5	4	1 - 5	Lecture and Presentation	Group Discussion
Sep 3 – 11, 2026 (Day Order 1- 6)	4	<b>Leadership and Communication</b> 4.1 Directing - Leadership – Meaning and Types	K1 – K5	6	1 - 5	Lecture and Case Studies	Recap and Q &A Session
Sep 15-17, 2026 (Day Order 1 - 3)	4	4.2 Communication – Types, Process, and Barriers	K1 – K5	4	1 - 5	Lecture and Case Studies	Recap and Q &A Session
Sep 18 –23, 2026	<b>C.A. Test - II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	5	<b>Controlling and Coordination</b> 5.1 Controlling - Meaning, Importance, Steps in the Process – Types and Techniques of Controlling	K1 – K5	2	1 - 5	Lecture, Presentation and Class Discussion	Group Discussion Third Component Test <b>("Blueprint for Success: Crafting a Business Model"</b>

							<b>and Organizational Ecosystem- 25 Marks on 28.09.2026)</b>
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	<b>5</b>	5.1 Controlling - Meaning, Importance, Steps in the Process – Types and Techniques of Controlling (contd)	K1 – K5	4	1 - 5	Lecture, Presentation and Class Discussion	Group Discussion
Oct 8 - 14, 2026 (Day Order 1 - 6)	<b>5</b>	5.2 Coordinating - Meaning, Need, Requisites	K1 – K5	4	1 - 5	Lecture, Presentation and Class Discussion	Group Discussion
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**COURSE PLAN (June - November 2026)**

**Department** : Commerce - Corporate Secretaryship

**Name/s of the Faculty** : Dr.Sharanya.P – Section A & B

**Course Title** : Essentials of Marketing

**Course Code** : 25CO/ME/EM13

**Shift** : II

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>					
<b>CO1</b>	define the key marketing concepts.	K1					
<b>CO2</b>	recognize the various concepts, tools and principles of marketing.	K2					
<b>CO3</b>	use marketing mix elements for products and services.	K3					
<b>CO4</b>	compare and contrast the various marketing strategies and it's effectiveness	K4					
<b>CO5</b>	assess a company's competitive landscape and identity it's opportunities and threats in the market.	K5					
<b>Week</b>	<b>Unit No.</b>	<b>Content</b>	<b>Cognitive Level</b>	<b>Teaching Hours</b>	<b>COs</b>	<b>Teaching Learning Methodology</b>	<b>Assessment Methods</b>

Jun 22, 2026 (Day Order 6)	I	<b>Introduction</b> 1.1 Nature of Marketing	K1 – K5	1	1 - 5	Lecture and Presentation	Class discussion
Jun 23 – July 1, 2026 (Day Order 1- 6)	I	<b>Introduction</b> 1.1 Nature, Core Concepts, Scope and Functions of Marketing  1.2 Importance of Marketing .	K1 – K5	5	1 - 5	Lecture and Presentation	Recap and Q&A session
July 2 – July 8, 2026 (Day Order 1- 6)	I	1.3 Marketing Mix - Elements and Evolution of Marketing Philosophies	K1 – K5	5	1 - 5	Lecture and Presentation	Recap and Class discussion
July 9 – 16, 2026 (Day Order 1- 6)	I	1.4 Marketing as a Process of Managing Profitable Customer Relationships	K1 – K5	1	1 – 5	Lecture, Presentation, and Case Analysis	Recap and Quiz
	II	<b>Product Concept</b> 2.1 Product Concept – Classification and Levels of Product.  2.2 Product Mix – Structure and Strategies.	K1- K5	4	1-5	Lecture ,Presentation and Case Analysis	Class Discussion
July 17 – 24, 2026 (Day Order 1- 6)	II	2.3 Elements of Product Policy - Branding,	K1 – K5	5	1 - 5	Lecture, Presentation, Case Analysis and	Q&A session and Discussion

		Packaging, Labelling and Product Support Services – Meaning, Types and Functions.				Class Discussion	
July 25 – 28, 2026 (Day Order 1- 3)	II	2.4 Product Life Cycle and New Product Development – Stages, Reasons for Product Failure	K1 – K5	3	1 - 5	Lecture, Presentation, and Case Analysis	Recap and Class discussion
July 29 – Aug 3, 2026	<b>C.A. Test – I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	III	Product Pricing 3.1 Meaning, Importance and Objectives of pricing 3.2 Factors affecting Pricing	K1 – K5	1	1 - 5	Lecture, Presentation, and Case Analysis	Group Discussion
Aug 7 – 14, 2026 (Day Order 1- 6)	III	3.3 Types of Pricing 3.4 Pricing Policy	K1 – K5	4	1 - 5	Lecture, Presentation, and Case Analysis	Recap and Quiz  Third Component Test (Objective test on Introduction , Product Concept and Product Pricing (Unit I

							, II and III) on 10.08.2026 – 25 Marks)
Aug 17 - 24, 2026 (Day Order 1- 6)	III	3.4 Pricing Policy (Continuation)	K1 – K5	3	1 – 5	Lecture, Presentation, Case Analysis and Class Discussion	Recap and Q&A session
	IV	<b>Logistics and Supply Chain Management</b> 4.1 Meaning of Channel of Distribution.	K1-K5	1	1-5	Lecture , Presentation, Case Analysis	Class Discussion
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	IV	4.1 Importance and Functions of Channel of Distribution.  4.2 Types, Factors affecting choice of distribution channels and Distribution Strategy	K1 – K5	4	1 - 5	Lecture, Presentation, and Case Analysis	Group Discussion
Sep 3 – 11, 2026 (Day Order 1- 6)	IV	4.3 Marketing Logistics – Meaning, Classification and Objectives  4.4 Major Logistics Functions	K1 – K5	3	1 - 5	Lecture, Presentation, Case Analysis and Class Discussion	Recap and Q&A session  Third Component Test (Submission of Brand Collage: A Visual Journey

							Through Marketing – 25 Marks on 11.09.2026)
Sep 15-17, 2026 (Day Order 1 - 3)	V	<b>Promotional Mix</b>  5.1 Advertising and Sales Promotion - Meaning, Types	K1-K5	2	1-5	Lecture and Presentation	Class Discussion
Sep 18 –23, 2026	<b>C.A. Test – II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	V	5.1 Advertising and Sales Promotion –Types and Importance.	K1 – K5	2	1 - 5	Lecture, Presentation, Case Analysis and Class Discussion	Recap and Quiz
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	V	5.2 Personal Selling, Publicity and Public Relation – Meaning and Role in Marketing  5.3 Direct Marketing – Meaning, Importance and Types	K1 – K5	4	1 - 5	Lecture, Presentation, Case Analysis and Class Discussion	Recap and Open Book Test
Oct 8 - 14, 2026 (Day Order 1 - 6)	V	5.4 Overview on Recent development in Marketing Rural Marketing, Social Marketing and Digital	K1 – K5	4	1 - 5	Lecture, Presentation, and Case Analysis	Recap and Class discussion

		Marketing					
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**COURSE PLAN (June - November 2026)**

**Department** : Commerce - Corporate Secretaryship  
**Name/s of the Faculty** : Ms. Chandini.R – Section A & B  
**Course Title** : Business Ethics and Corporate Governance  
**Course Code** : 25CO/ME/BG13  
**Shift** : II

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	define fundamental concepts of business ethics and corporate governance.	K1
<b>CO2</b>	describe ethical decision-making and corporate governance in business and explain its impact on stakeholders.	K2
<b>CO3</b>	apply ethical theories and corporate governance frameworks to real-world business dilemmas.	K3
<b>CO4</b>	examine the role of corporate governance and ethics in business accountability and transparency.	K4
<b>CO5</b>	assess corporate governance and ethical business practices in the context of relevant case laws	K5

<b>Week</b>	<b>Unit No.</b>	<b>Content</b>	<b>Cognitive Level</b>	<b>Teaching Hours</b>	<b>COs</b>	<b>Teaching Learning Methodology</b>	<b>Assessment Methods</b>
Jun 22, 2026 (Day Order 6)	<b>I</b>	<b>Introduction to Business Ethics</b>	K1-K5	1	1-5	Lecture, Presentation and Class Discussion	Class Discussion

		1.1 Meaning, Scope, Objectives and Characteristics of Business Ethics					
Jun 23 – July 1, 2026 (Day Order 1- 6)		<b>Introduction to Business Ethics</b> 1.1 Meaning, Scope, Objectives and Characteristics of Business Ethics	K1-K5	4	1-5	Lecture, Presentation and Class Discussion	Class Discussion
July 2 – July 8, 2026 (Day Order 1- 6)		1.1 Meaning, Scope, Objectives and Characteristics of Business Ethics 1.2 Importance of Business Ethics- Influencing Factors Ethical Dilemma in Business-Conflict of Interest	K1-K5	5	1-5	Lecture, Presentation and Class Discussion	Class Discussion
July 9 – 16, 2026 (Day Order 1- 6)	<b>II</b>	<b>Ethics in Business-1</b> 2.1 Ethics in HRM- Recruitment, Selection, Training, Compensation, Cross Cultural Issue 2.2 Ethics in Marketing- Product, Pricing, Marketing Practices Regulatory Framework	K1-K5	6	1-5	Lecture, Presentation and Online quiz	Recap and Q & A Session
July 17 – 24, 2026 (Day Order 1- 6)		2.2 Ethics in Marketing- Product, Pricing,	K1-K5	6	1-5	Lecture, Presentation and Case Studies	Group Discussion

		Marketing Practices Regulatory Framework (Continuation) 2.3 Ethics in Advertising					Third Component Test (Group presentation on Ethical issues faced by companies – 25 marks from 10.08.2026 – 28.08.2026.)
July 25 – 28, 2026 (Day Order 1- 3)		2.4 Ethics in Financial Service, Financial Markets and Securities	K1-K5	3	1-5	Lecture, Presentation and Case Studies	Group Discussion and Q&A
July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	<b>III</b>	<b>Corporate Governance – Principles and Pillars</b> 3.1 Meaning, Principles and Features 3.2 Four Pillars of Corporate Governance	K1-K5	3	1-5	Lecture, Presentation and Class Discussion	Class Discussion
Aug 7 – 14, 2026 (Day Order 1- 6)		3.3 Evolution of the Concept of Corporate Governance	K1-K5	3	1-5	Lecture, Presentation and Group Discussion	Group Discussion
Aug 17 - 24, 2026 (Day Order 1- 6)		3.4 Concept of ESG – Environmental, Social and Governance	K1-K5	4	1-5	Lecture, Presentation and Group Discussion	Recap and Q & A Session
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	<b>IV</b>	<b>Corporate Governance Initiatives, Reforms</b>	K1-K5	3	1-5	Lecture, Presentation and Group	Recap and Q & A Session

		<b>and Reporting</b> 4.1 Constitution of National Committees – Initiatives for Reforms				Discussion	
Sep 3 – 11, 2026 (Day Order 1- 6)		4.2 Corporate Governance Rating – Process and Parameters for CG Rating of companies	K1-K5	4	1-5	Lecture, Presentation and Group Discussion	Recap and Q & A Session
Sep 15-17, 2026 (Day Order 1 - 3)		4.3 Corporate Governance Forums – an Overview	K1-K5	3	1-5	Lecture, Presentation and Class Discussion	Class Discussion Third Component Test (Objective test on unit II and unit III- 01.09.2026 - 25 marks)
Sep 18 –23, 2026	<b>C.A. Test - II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	<b>V</b>	<b>Corporate Social Responsibility</b> 5.1 Meaning and Nature	K1-K5	1	1-5	Lecture, Presentation and Class Discussion	Class Discussion
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)		5.2 Importance and Legal Requirements – Reporting Requirement	K1-K5	2	1-5	Lecture, Presentation and an online quiz	Recap and Q & A Session
Oct 8 - 14, 2026 (Day Order 1 - 6)		5.3 Responsibilities towards Stakeholders -	K1-K5	4	1-5	Lecture, Presentation and Online Quiz	Class Discussion

		Shareholders, Employees, Consumers and Society 5.4 Case Studies in CSR					and Quiz
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**COURSE PLAN (June - November 2026)**

**Department** : Commerce - Corporate Secretaryship  
**Name/s of the Faculty** : Section A – Ms. Raghavi V  
 Section B – Ms. Haritha Maria Raj S  
**Course Title** : Data Management Using Excel  
**Course Code** : 25CO/SE/DE12  
**Shift** : II

**COURSE OUTCOMES (COs)**

COs	Description	CL
CO1	use excel formulas and functions for data editing and processing.	K3
CO2	interpret data using filters, formatting and pivot tables in excel.	K4
CO3	prepare reports and dashboards for data visualization and decision-making.	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 22, 2026 (Day Order 6)	I	<b>Introduction</b> 1.1 Introduction to Excel: Workbook, Worksheet,				Lecture and Practical Class	Class Discussion

		Cells, and Ranges	K3 –K5	1	1-3		
Jun 23 – July 1, 2026 (Day Order 1- 6)	I	1.2 Entering and Formatting Data: Numbers, Text, and Dates; Conditional formatting; Sorting & Filtering Data	K3 –K5	2	1-3	Lecture and Practical Class	Recap and Q& A Session
July 2 – July 8, 2026 (Day Order 1- 6)	I	1.2 Entering and Formatting Data: Numbers, Text, and Dates; Conditional formatting; Sorting & Filtering Data	K3 –K5	2	1-3	Lecture and Practical Class	Online Quiz
July 9 – 16, 2026 (Day Order 1- 6)	I	1.3 Basic Formulas: SUM, AVERAGE, MIN, MAX	K3 –K5	2	1-3	Lecture & Problem- Solving	MCQ Test
July 17 – 24, 2026 (Day Order 1- 6)	I	1.3 Basic Formulas: SUM, AVERAGE, MIN, MAX	K3 –K5	3	1-3	Lecture & Problem- Solving	Online Quiz
July 25 – 28, 2026 (Day Order 1- 3)	II	<b>Data Analysis using Excel</b>  2.1 Mathematical Functions: Text, Logical (IF, AND,OR) and	K3 –K5	1	1-3	Lecture & Problem- Solving	MCQ Test

		Lookups (VLOOKUP)					
July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	II	2.1 Mathematical Functions: Text, Logical (IF, AND,OR) and Lookups (VLOOKUP)	K3 –K5	2	1-3	Lecture and Demonstration Class	Short Problem Test and Recap
Aug 7 – 14, 2026 (Day Order 1- 6)	II	2.2 Data cleaning techniques: remove duplicates, trim spaces, text-to-columns	K3 –K5	2	1-3	Lecture and Demonstration Class	Short Problem Test and Recap  <b>Third Component Test (Practical Test on Excel formulas SUM, AVERAGE, IF, VLOOKUP – 15 Marks- 11.08.2026)</b>
Aug 17 - 24, 2026 (Day Order 1- 6)	II	2.2 Data cleaning techniques: remove duplicates, trim spaces, text-to-columns	K3 –K5	2	1-3	Lecture and Demonstration Class	Short Problem Test and Recap
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	II	2.3 Using PivotTables for data summarization	K3 –K5	2	1-3	Lecture and Practical Class	Short Problem Test and Recap

Sep 3 – 11, 2026 (Day Order 1- 6)	II	2.3 Using PivotTables for data summarization	K3 –K5	1	1-3	Lecture and Practical Class	Short Problem Test and Recap
Sep 15-17, 2026 (Day Order 1 - 3)	III	<b>Data Visualization and Reporting</b>  3.1 Creating Charts (Bar, Line, Pie) for Visualization	K3 –K5	2	1-3	Lecture and Practical Class	Class Discussion and Problem Solving  <b>Third Component Test ( Case study analysis on a dataset using PivotTables, Sorting, and Filtering, and interpret trends for business insights – 15 mark – 15.09.2026)</b>
Sep 18 –23, 2026	<b>C.A. Test - II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	III	3.2 Pivot Chart	K3 –K5	2	1-3	Lecture, Demonstration & Group discussion	Class Discussion and Problem Solving
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	III	3.2 Pivot Chart				Lecture, Demonstration &	Class Discussion and Problem

			K3 –K5	2	1-3	Group discussion	Solving  [Third Component - Assignment using Data Visualization and Reporting Tools – 20 Marks - 25.09.2026]
Oct 8 - 14, 2026 (Day Order 1 - 6)	III	3.3 Protecting Data in a Workbook	K3 –K5	2	1-3	Lecture, Demonstration & Problem Solving	Class Discussion and Problem Solving
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						