

## Detailed Teaching Plan

Lecture No.	Unit No.	Topic to be covered	Books & Page Nos.	Notes Page Nos.	Slide Nos.	A/V Resource
L-01	1	Unit-01. Basics of Computer system, Definition, units and Block diagram of Computer.	Computer Fundamentals - Pradeep K. Sinha, Good. After			
L-02	1	Input-output units, CPU, CU, ALU, MU, Printers	—  —			
L-03	1	Hardware, Software, Firmware, Category of I/O.	—  —			
L-04	1	file handling operations of windows os - create, copy, rename, delete, move files.	—  —			
L-05	1	classification of computer, Applications of Computer, Bit, Byte, Nibble, word ASCII, BCD, EBCDIC, UNICODE	—  —			
L-06	1	Green IT Concepts - Ergonomics.	—  —			
L-07	1	Power Plans to maximize Computer's performance and Conserve energy.	—  —			
L-08	1	Concept of minimizing Carbon foot print, e-waste, its management & recycle.	—  —			
L-09	1	Installation Application, Create shortcut of application on the desktop.	—  —			
L-10	1	Windows Accessories - Notepad	—  —			
L-11	1	Windows Accessories - Notepad.	—  —			
L-12	1	Windows Accessories - MS-Paint	—  —			
L-13	1	Windows Accessories- MS-Paint	—  —			

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L-14	1	Windows Accessories - word pad.	Computer fundamentals Pratjeep K. Saha, Gool. Arista.			
L-15	1	Windows Accessories- word pad	— 11 —			
L-16	2	Unit-02 MS-word, font, type - size, color, effects underline, subscript & superscript, change case etc.	office 365 - Katherine murry, openoffice.org - Lakhya			
L-17	2	Text, insertion, deletion, undo and redo, Copy and moving text.	Gundulya — 11 —			
L-18	2	formatting paragraphs, list setting, line spacing, page setting margins.	— 11 —			
L-19	2	Header & footer, Spelling and grammatical checks.	— 11 —			
L-20	2	Table & its operations, - Inserting rows or columns.	— 11 —			
L-21	2	Merging & splitting cells, arithmetic calculations in tables.	— 11 —			
L-22	2	Inserting pictures from file.	— 11 —			
L-23	2	using drawing and objects - word art, lines and shapes, modifying drawing objects, formatting objects etc.	— 11 —			
L-24	2	Using mail-merge features of MS-word, Macros.	— 11 —			
L-25	2	Practice: Mail-merge and Macros.	— 11 —			
L-26	2	Laboratory instructions - prepare simple letter and applying various features of MS-word.	— 11 —			

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L-27	2	Practice on Laboratory instructions	Office 365 - Katherine Murray, openoffice.org			
L-28	2	Practice on MS word.	Leete, Gundy — 11 —			
L-29	3	Unit-03 MS-Excel, Introduction to spreadsheet/ Data Analysis & Graphical Presentation.	— 11 —			
L-30	3	Introduction to data, cell address.	— 11 —			
L-31	3	Excel Data types.	— 11 —			
L-32	3	Concept of hyperlink, conditional formatting etc	— 11 —			
L-33	3	formatting number, Text, Date & time, formatting concept of worksheet and workbook.	— 11 —			
L-34	3	formulas of excel, formula operations in spreadsheet	— 11 —			
L-35	3	Operators precedence.	— 11 —			
L-36	3	functions of MS-Excel Math & Trig function such as sum, Round, sqrt, power etc.	— 11 —			
L-37	3	Statistical functions such as Average, Min, Max etc.	— 11 —			
L-38	3	Date & Time lookup and reference, Logical functions, Text functions.	— 11 —			
L-39	3	Types of Graphics: word art, Auto shapes, Images	— 11 —			

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L-40	3	Introduction to charts, overview of different types of charts, printing in spreadsheet.	Office 365 - Katherine Murray, openoffice.org - Leate, Gurely			
L-41	3	Setting print area, Margins, Header & footer, etc with page Setup options.	—  —			
L-42	3	Preparation of sample exam results using Various function of MS-Excel.	—  —			
L-43	3	Using different formulas and functions for result Calculations with charts	—  —			
L-44	4	<u>UNIT-4</u> MS. Power Point. - Introduction to multimedia Graphics presentation Package.	—  —			
L-45	4	outline of an effective presentations, starting a new presentation files Saving work, Creating new slide.	—  —			
L-46	4	Working with text boxes, like adjusting character spacing, line spacing, formatting text boxes.	—  —			
L-47	4	formatting in slides, layout, theme, Colors, custom colors, background formatting etc.	—  —			
L-48	4	Working with fonts, like changing size, color etc, using text fill.	—  —			
L-49	4	Working with Slides like change its layout, Slide master, Slide Sorter, Applying & Managing Theme.	—  —			
L-50	4	Using drawing tools, moving, copying, resizing, selecting, deleting, with drawing tools.	—  —			
L-51	4	Apply shape or picture style, Object borders, object fill, object Effects.	—  —			
L-52	4	Working with clip art & pictures. - Insert, modify, editing, Tables. Creating & Managing	—  —			

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L-53	4	Working with video such as embed a video or a video etc.	Office 365 - Katherine Murray, openoffice.org Leete, gundog			
L-54	4	Using animations, sound and effects.	—  —			
L-55	4	Preparation a simple multimedia presentation and perform various operations on it.	—  —			
L-56	4	Self Practice.	—  —			
L-57	5	<u>Unit-05</u> - Basics of Internet and Cloud Computing Introduction.	The Internet Book - Douglas E. Comer			
L-58	5	LAN, MAN, WAN, Internet, WWW	—  —			
L-59	5	E-mail, chat, Video Conferencing, VPN, WiFi, Bluetooth.	—  —			
L-60	5	Switch, internet connectivity, Modem, DSL, broadband, WiFi Router.	—  —			
L-61	5	News group, Browser, URL, website, Computer Virus, Anti virus, firewall.	—  —			
L-62	5	cloud computing	—  —			
L-63	5	Search web contents, based on different criteria using search engines	—  —			
L-64	5	Using E-mail services for sending and receiving e-mails.	—  —			

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L-65	5	Practice on e-mail Services				
L-66	5	Installation of Anti-virus.				
L-67	5	Configuration of Anti-virus				
L-68	5	Practice - Installation & Configuration of anti virus.				

Signature of Lecturer

Signature of HOD