

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 & Block diagram of Computer.	Pradeep K. Sinha, Gpecl Antika (CFA)			
L-02	1	Input-output units, CPU, CU, ALU, MU, Printers.	— —			
L-03	1	Hardware, Software, Firmware, Category of Software	— —			
L-04	1	File handling operations of windows ops, - Create, copy, rename, move & delete.	— —			
L-05	1	Classifications 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 and recycle.	— —			
L-09	1	Installation Application, create shortcut of applications on the desktop.	— —			
L-10	1	Windows Accessories - Notepad	— —			
L-11	1	Windows Accessories - Note pad.	— —			
L-12	1	Windows Accessories - Ms-paint.	— —			

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L-13	1	windows Accessories - Ms - Paint	— —			
L-14	1	windows Accessories - ms - word pad	— —			
L-15	1	windows Accessories - word pad.	— —			
L-16	2	Unit-02. - ms-word, font-type, size, color, effects underline, subscript and superscript, change case etc	Office 365			
L-17	2	Text- insertion, deletion, undo & redo, copy and moving text.	— —			
L-18	2	Formatting Paragraphs, list setting, line spacing, page setting margins.	— —			
L-19	2	Header-footer, Spelling and grammatical checks.	— —			
L-20	2	Table and its operations. inserting rows & columns.	— —			
L-21	2	Merging & splitting cells, arithmetic calculations in a table.	— —			
L-22	2	Inserting pictures from files.	— —			
L-23	2	Using drawing & objects. - word art, lines and shapes, modifying drawn objects, formatting objects etc.	— —			
L-24	2	Using mail merge features and macros.	— —			
L-25	2	Practice on mail merge features and macros.	— —			

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L-26	2	Laboratory instruction - Prepare a sample academic letter using various formatting features of MS-Word.	— —			
L-27	2	Practice on laboratory instructions.	— —			
L-28	2	Practice on MS-Word.	— —			
L-29	3	Unit-03 - MS-Excel, Introduction to Spreadsheet/ Data analysis and graphics presentation	— —			
L-30	3	Introduction to data, cell address.	— —			
L-31	3	Excel Data type.	— —			
L-32	3	Concept of Hyperlink, Conditional formatting etc.	— —			
L-33	3	Formatting numbers, Text, date & Time, formatting Concept of worksheet & workbooks.	— —			
L-34	3	Formula of MS-Excel, formula operations in spreadsheet	— —			
L-35	3	Operators precedence.	— —			
L-36	3	Functions of MS-Excel math & Trig functions, such as round , Sum, Round, sqrt, log , Power etc.	— —			
L-37	3	Statistical functions such as Average, min, max, etc.	— —			
L-38	3	Date & Time, Lookup & Reference, Logical functions, Text functions.	— —			

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L-39	3	Types of graphics: word art, Auto shapes, Images.	— 11 —			
L-40	3	Introductions to charts, overview of different types of charts, printing in spreadsheet.	— 11 —			
L-41	3	Setting print area, margins, Header & footer etc. with page setup options.	— 11 —			
L-42	3	Preparation of sample exam result using various functions of MS-Excel.	— 11 —			
L-43	3	Using different formulas & functions for result calculations with charts.	— 11 —			
L-44	4	<u>Unit-04</u> . MS-Power Point - Introduction to multimedia/ Graphics Presentation package.	— 11 —			
L-45	4	outline of an effective presentation, starting a new presentation file, saving work, creating new slide.	— 11 —			
L-46	4	working with text boxes, like adjusting characters spacing, line spacing formatting text boxes.	— 11 —			
L-47	4	Formatting in slides, layout applying a theme, changing color, background etc.	— 11 —			
L-48	4	working with fonts like changing the font size, color etc. creating & managing custom font & color, text fill	— 11 —			
L-49	4	working with slide - changing font slide layout, slide master slide , slide sorter, Applying & Managing Themes	— 11 —			
L-50	4	using drawing objects - wordart & Drawing tools.	— 11 —			
L-51	4	using & applying shapes, object border, object fill and effect.	— 11 —			

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L-52	4	working with clipart & pictures, modify & edit pictures, Uses of tables - creating & editing etc.	— 11 —			
L-53	4	working with video such embed a video, link to a video etc.	— 11 —			
L-54	4	Using animations, sounds & effects.	— 11 —			
L-55	4	Preparation of sample multimedia presentation using various features of MS-PPT.	— 11 —			
L-56	4	Self practice.	— 11 —			
L-57	5	<u>unit-05</u> Basics of internet and cloud Computing - Introduction	The Internet Book			
L-58	5	LAN, MAN, WAN, Internet, www.	— 11 —			
L-59	5	E-mail, chat, video conferencing, VPN, wi-fi, Bluetooth.	— 11 —			
L-60	5	Switch, internet connectivity, Modern DSL Broadband wi-fi. Router.	— 11 —			
L-61	5	News group, Browsers, URL, website, Computer virus, Antivirus, firewall.	— 11 —			
L-62	5	Cloud computing.	— 11 —			
L-63	5	Search web contents based on different criteria using search engine.	— 11 —			
L-64	5	Using e-mail services for sending & receiving mails.	— 11 —			

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L-65	5	Practice on e-mail services	— 11 —			
L-66	5	Installation of Anti Virus	— 11 —			
L-67	5	Configurations of Anti Virus	— 11 —			
L-68	5	Practice.	— 11 —			

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Signature of Lecturer

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Signature of HOD