Teaching Lesson Plan

SEC-3 ELEMENTARY COMPUTER APPLICATION SOFTWARES

Lecture hours: 45

OBJECTIVES: To generate qualified manpower in the area of Information Technology (IT) and Graphic designing which will enable such person to work seamlessly at any Offices, whether Govt. or Private or for future entrepreneurs in the field of IT.

SN	Subject and Objectives	Lectures Hrs	Methodology	Evaluation Mode			
INTRODUCTION TO COMPUTER SYSTEM							
Unit-I	Basic Concept of Computer	3Hrs					
	What is Computer, Applications of Computer, Types of						
	computer, Components of Computer System, Central	3					
	Processing Unit (CPU)		PPT, Illustrations	Q & A, Assignments			
Unit-II	Concepts of Hardware	4Hrs					
	Input Devices, Output Devices, Computer Memory,						
	Types of Memory, processing Concept of Computer	4					
			PPT, Illustrations	CIA			
Unit-III	Operating system	6Hrs					
	What is an Operating System, Operating System						
	Examples, Functions of Operating System(Basic),						
	Introduction to Windows 11, Working on Windows 11	6	PPT, Illustrations	Q & A, Assignments			
	environment, Installation of Application Software, My						
	Computer, Control Panel, searching techniques in						
	windows environment, Basic of setting						
Unit-IV	Concept of Software	4Hrs					
	What is Software, Types of Software, Computer						
	Software- Relationship between Hardware and	4	PPT, Illustrations	Q & A, Assignments			
	Software, System Software, Application Software,						
	some high level languages						
Unit-V	Internet & its uses	6Hrs					
	Basic of Computer networks; LAN, WAN, MAN,						
	Concept of Internet, Applications of Internet;	6	PPT, Illustrations	Q & A, Assignments			
	connecting to internet, what is ISP, World Wide Web,						
	Web Browsing software's, Search Engines, URL,						
	Domain name, IP Address, using e-governance						
	website, Basics of electronic mail, getting an email						
	account, Sending and receiving emails.						
MICROSOFT OFFICE 2016 AND LATEST VERSIONS							
Unit-VI	Microsoft Word	7Hrs					
	Word processing concepts, Creation of Documents,						
	Formatting of Documents, Formatting of Text,	7	PPT, Illustrations	Q & A, Assignments			
	Different tabs of word 2016 environment, Formatting						
	Page, Navigation of Page, Table handling, Header and						

	factor Dago Numbering Dago Setup Find and			
	footer, Page Numbering, Page Setup, Find and			
	Replace, Printing the documents			
Unit-VII	Microsoft Excel (Spreadsheet)	6Hrs		
	Spreadsheet Concepts, Creating, Saving and Editing a			
	Workbook, Inserting, Deleting Work Sheets,	6	PPT, Illustrations	Q & A, Assignments
	Formatting worksheet, Excel Formula, Concept of			
	charts and Applications, Pivot table, goal seek, Data			
	filter, data sorting and scenario manager, printing the			
	spreadsheet			
Unit-VIII	Microsoft Power Point (Presentation Package):	5Hrs		
	Concept and Uses of presentation package, Creating,			
	Opening and Saving Presentations, working in	5	PPT, Illustrations	Q & A, Assignments
	different views in Power point, Animation, slide show,			
	Master Slides, Creating photo album, Rehearse timing			
	and record narration			
Unit-IX	Digital Education	4Hrs		
	What is digital education, Advantages of digital			
	Education, Concept of e-learning, Technologies used	4	PPT, Illustrations	Q & A, Assignments
	in e learning			

Reference Books:

- 1. Nishit Mathur, Fundamentals of Computer, APH publishing corporation (2010)
- 2. Neeraj Singh, Computer Fundamentals (Basic Computer), T Balaji, (2021)
- 3. Joan Preppernau, Microsoft Power Point 2016 step by step, Microsoft press (2015)
- 4. Douglas E Corner, The Internet Book 4th Edition, prentice –Hall (2009)
- **5.** Steven Welkler, Office 2016 for beginners, Create Space Independent Publishing Platform (2016)
- 6. Wallace Wang, Microsoft Office 2019, Wiley (January 2018)
- 7. Noble Powell, Windows 11 User Guide For Beginners and Seniors, ASIN, (October 2021)

Prepared by: Department