# **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-l	Basic Concept of Computer	5Hrs				
	1. What is Computer, Applications of Computer,					
	Types of computer,	5				
	2. Components of Computer System, Central		PPT, Illustrations	Q & A, Assignments		
	Processing Unit (CPU)					
Unit-II	Concepts of Hardware	5Hrs				
	Input Devices, Output Devices, Computer Memory,					
	Types of Memory, processing	5				
	Concept of Computer		PPT, Illustrations	CIA		
Unit-III	Operating system	5Hrs				
	What is an Operating System, Operating System					
	Examples, Functions of Operating	5				
	System(Basic), Introduction to Windows 11, Working		PPT, Illustrations	Q & A, Assignments		
	on Windows 11 environment, Installation of					
	Application					
	Software, My Computer, Control Panel, searching					
	techniques in windows environment, Basic of setting					
Unit-IV	Concept of Software	5Hrs				
	What is Software, Types of Software, Computer					
	Software- Relationship between	5				
	Hardware and Software, System Software, Application		PPT, Illustrations	Q & A, Assignments		
	Software, some high level languages					
Unit-V	Internet & its uses	5Hrs				
	Basic of Computer networks; LAN, WAN, MAN,					
	Concept of Internet, Applications of	5				
	Internet; connecting to internet, what is ISP, World		PPT, Illustrations	Q & A, Assignments		
	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	5Hrs				

# SEC-3-Economics: Lesson Plan

	Word processing concepts, Creation of Documents, Formatting of Documents, Formatting of Text, Different tabs of word 2016 environment, Formatting Page, Navigation of Page, Table handling, Header	5	PPT, Illustrations	Q & A, Assignments
	and footer, Page Numbering, Page Setup, Find and Replace, Printing the documents			
Unit-VII	Microsoft Excel (Spreadsheet)	5Hrs		
	Spreadsheet Concepts, Creating, Saving and Editing a Workbook, Inserting, Deleting Work Sheets, Formatting worksheet, Excel Formula, Concept of charts and Applications, Pivot table,	5	PPT, Illustrations	Q & A, Assignments
	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 different views in Power point, Animation, slide show, Master Slides, Creating photo album, Rehearse timing and	5	PPT, Illustrations	Q & A, Assignments
	record narration			
Unit-IX	Digital Education:	5Hrs		
	What is digital education, Advantages of digital Education, Concept of e-learning, Technologies used in e learning	5	PPT, Illustrations	Q & A, Assignments

### **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)

### **Prepared by: Department**