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**	**5Hrs**		
	1. What is Computer, Applications of Computer, Types of computer, 2. Components of Computer System, Central Processing Unit (CPU)	5	PPT, Illustrations	Q & A, Assignments
Unit-II	**Concepts of Hardware**	**5Hrs**		
	Input Devices, Output Devices, Computer Memory, Types of Memory, processing Concept of Computer	5	PPT, Illustrations	CIA
Unit-III	**Operating system**	**5Hrs**		
	What is an Operating System, Operating System Examples, Functions of Operating System(Basic), Introduction to Windows 11, Working on Windows 11 environment, Installation of Application Software, My Computer, Control Panel, searching techniques in windows environment, Basic of setting	5	PPT, Illustrations	Q & A, Assignments
Unit-IV	**Concept of Software**	**5Hrs**		
	What is Software, Types of Software, Computer Software- Relationship between Hardware and Software, System Software, Application Software, some high level languages	5	PPT, Illustrations	Q & A, Assignments
Unit-V	**Internet & its uses**	**5Hrs**		
	Basic of Computer networks; LAN, WAN, MAN, Concept of Internet, Applications of Internet; 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.	5	PPT, Illustrations	Q & A, Assignments
	MICROSOFT OFFICE 2016 AND LATEST VERSIONS			
Unit-VI	**Microsoft Word**	**5Hrs**		

	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 and footer, Page Numbering, Page Setup, Find and Replace, Printing the documents	5	PPT, Illustrations	Q & A, Assignments
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, goal seek, Data filter, data sorting and scenario manager, printing the spreadsheet	5	PPT, Illustrations	Q & A, Assignments
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 record narration	5	PPT, Illustrations	Q & A, Assignments
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