## **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          | <b>Evaluation Mode</b> |  |  |
|---------------------------------|--|-----------------|----------------------|------------------------|--|--|
| 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,   |                 |                      |                        |  |  |
| 11.21.34                        | some high level languages  | CIL             |                      |                        |  |  |
| Unit-V                          | Internet & its uses  | 6Hrs            |                      |                        |  |  |
|                                 | Basic of Computer networks; LAN, WAN, MAN,   | 6               | DDT III. saturations | 0.0 4 4:               |  |  |
|                                 | 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 AN   | D I ATEST VERSI | ONS                  |                        |  |  |
| Unit-VI                         | Microsoft Word   | 7Hrs            |                      |                        |  |  |
| J, *!                           | Word processing concepts, Creation of Documents,   | 2.113           |                      |                        |  |  |
|                                 | Formatting of Documents, Formatting of Text,   | 7               | PPT, Illustrations   | Q & A, Assignments     |  |  |
|                                 | Different tabs of word 2016 environment, Formatting  | •               | , mastrations        |                        |  |  |
|                                 | Page, Navigation of Page, Table handling, Header and   |                 |                      |                        |  |  |
|                                 | 5 , 2 5 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2  |                 | 1                    | l .                    |  |  |

|           | 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**