

**GOVERNMENT OF THE PUNJAB**  
**TECHNICAL EDUCATION & VOCATIONAL**  
**TRAINING AUTHORITY**



**CURRICULUM FOR**  
**COMPUTER APPLICATIONS**  
**(6-MONTHS COURSE)**

**CURRICULUM WING TEVTA**  
58-A L – BLOCK GULBERG –III LAHORE  
PHONES Nos 5868409 5868475

## **TRAINING OBJECTIVES.**

This course will enable the pass outs to work as trainee Computer Operator in the Banks, Governments, Semi Government and Private Organizations.

At the end of the Course the trainees would be able to:-

- Learn the functions of a computer.
- Know the components of the computer and their working.
- Familiarize themselves with common Operating systems.
- Gain adequate proficiency in typing on computer keyboard (40 W.P.M)
- Become conversant with English and Urdu Word-processing.
- Prepare and manipulate spreadsheets.
- Get an introduction to Computer presentation.
- Develop and run Computer presentation.
- Learn the use of Internet and Electronic mail.

## **CURRICULUM SALIENTS**

Entry Level	Matric
Duration of course	3-Months
Total Training Hours	360
Training Methodology.	90% Practical 10% Theory

## **SKILL REQUIREMENTS**

After completing the course, the trainee will attain the following skills:

1. Switch off the computer as per procedures
2. Operate the computer and run software Package.
3. Work with disk Operating System.
4. Be conversant with window 98/2000 Operating System.
5. Type on the computer at a speed of 30-40 words per minute.
6. Be able to type, format and print documents using Microsoft Word (English)
7. Be able to type, format and print documents using Inpage (Urdu word processing).
8. Be able to enter, format, manipulate and print data in MS Excel.
9. Make and run presentation using MS-Power Point. Learn to display multimedia presentations.
10. Be able to work in networking environments.
11. Retrieve information form the Internet.
12. Send and receive massages though E-mail.
13. Become proficient in office procedures.
14. Be able to operate common office machine.

## **KNOWLEDGE REQUIREMENTS**

After completing the course, the pass-outs would have attained the knowledge of the following:

1. Know the definition of a Computer and understand general working of CPU, Input, Out put and Storage Units.
2. The difference between Windows & DOS. DOS and Windows commands, Windows Objects and their use.
3. Various techniques to improve Computer Typing.
4. Structure of a Spreadsheet. Learn Worksheet Data entry and Manipulation techniques.
5. The functions of Presentation software. Learn MS Power Point for developing and executing a presentation.
6. Internet and its application to retrieve information.
7. Electronic mail (e-mail) and its functioning.
8. Need of using Stabilizers & UPS and know their specifications.
9. Office environment.
10. Use of office machines/equipment.

## **DETAIL OF COURSE CONTENTS**

Sr. No.	Topic	Hours
<b>1.</b>	<b>Introduction to Computers</b>	<b>10</b>
	➤ What is Computer	
	➤ Classification of Computers	
	➤ Hardware & Software	
	➤ Data Type	
	➤ Characteristics of Personnel ➤ Computer	
	➤ Storage Devices	
	➤ Input Devices	
	➤ Output Devices	
	➤ Number Systems	
	➤ Converting Binary to base ➤ Ten	
	➤ Conversion Exercises.	
<b>2.</b>	<b>Disk Operating System</b>	<b>10</b>
	➤ Computer System	
	➤ Operating System	
	➤ Introduction to DOS	
	➤ DOS Practical Work / Files & Dir.	
	➤ Commands	
	➤ Internal Command	
	➤ More internal command with wild cards	
	➤ External Commands	
	➤ More external commands	
	➤ Testing knowledge	
<b>3.</b>	<b>Microsoft Windows</b>	<b>15</b>
	➤ Introduction to Windows 98/2000	
	➤ Getting Started with new desktop	
	➤ Learning about application windows	
	➤ Working with windows application / Programs	
	➤ Learn how to format floppy disk	
	➤ Customizing Desktop	
	➤ Files & Folders (Windows Explorer)	
	➤ Short Cuts	

	➤ Using Windows Applications	
	➤ Using scandisk & Recycle Bin	
	➤ View Hardware Information	
	➤ Printer Setup	
<b>4.</b>	<b>Typing Lesson</b>	<b>50</b>
	➤ Impart typing training with the help of Typing Tutor Software	
<b>5.</b>	<b>Microsoft Word</b>	<b>110</b>
	➤ Introduction to Word 2000	
	➤ The Menu Bar and commands	
	➤ Use of Rules	
	➤ Entering Text	
	➤ Undo & Redo	
	➤ Saving documents	
	➤ Opening files in word 2000	
	➤ Coping documents in Word 2000	
	➤ Word's window Menu	
	➤ Correcting Mistakes & Formatting Text	
	➤ Page Setup	
	➤ Printing Tool	
	➤ Background Printing	
	➤ Inserting Page Breaks	
	➤ Insert a picture from the clip Gallery	
	➤ Inserting another word document into an open document	
	➤ Formatting Paragraphs	
	➤ Positioning text within a paragraph	
	➤ Create Newspaper Columns on The same page	
	➤ Starting Mail Marge	
	➤ Overview of tables	
<b>6.</b>	<b>Urdu Word Processing</b>	<b>35</b>
	➤ Start screen (Screen Orientation)	
	➤ About Tool Bars	
	➤ New document	
	➤ Open or close document	
	➤ Objects in In-page	
	➤ Formatting in In-page	
	➤ Working with text box	
	➤ About picture Box	

	➤ About graphic Box Using Lines in documents	
	➤ Key board preferences	
	➤ Writing Styles	
	➤ Spacing & Alignment	
	➤ Table to text	
	➤ File Menu	
	➤ Import of text & picture	
	➤ Export of the text & picture	
	➤ Printing	
	➤ Edit menu	
	➤ Format menu	
	➤ Working with table	
	➤ Insert menu	
	➤ Activities	
<b>7.</b>	<b>Spread Sheet: MS-Excel</b>	<b>60</b>
	➤ The Excel Application	
	➤ Toolbar and formatting	
	➤ Working with Number	
	➤ Data Entry	
	➤ Formula Entry in cells	
	➤ Formatting the Worksheet	
	➤ Chart Types	
	➤ Sorting datasheet	
	➤ Practice sheet Gross Receipts	
	➤ Practice sheet gasoline station	
	➤ Practice sheet staff database	
	➤ Practice sheet calendar	
	➤ Practice sheet Floor mart inventory	
	➤ Practice sheet Audio Center	
	➤ Practice sheet monthly office experience	
	➤ Practice sheet metric tool practice sheet calendar	
	➤ Practice sheet	
	➤ Practice sheet departmental store	
	➤ Practice sheet departmental store practice sheet in time travel	
	➤ Practice sheet before stating	
	➤ Practice sheet stock exchange	
	➤ Practice sheet merchant fleet	
	➤ Practice sheet trade	

	Relations	
	➤ Practice sheet KSE performance	
	➤ Practice sheet Allowances	
<b>8</b>	<b>MS Power Point (Presentation Software)</b>	<b>30</b>
	➤ Starting Power Point presentation	
	➤ Customizing the types of slide	
	➤ Inserting Clip Arts in Presentation	
	➤ Design Presentation	
	➤ Power Point views	
	➤ Apply Animations	
	➤ Add Transitions to a Slide Show	
	➤ Working with slides	
	➤ Start a slide show	
	➤ Create a chart organizational charts	
	➤ Presentations	
<b>9.</b>	<b>Internet &amp; Electronic Mail</b>	<b>40</b>
	➤ Introduction to WWW	
	➤ Internet Service Provider	
	➤ Internet Explorer / Netscape	
	➤ Display A Specific Web	
	➤ Select a Link	
	➤ Search a Web	
	➤ Introduction to E-mail	
	➤ Create a message	
	➤ Send and Receive E-Mail	
	<b>Total Hours</b>	<b>360</b>



## **EMPLOYABILITY OF PASS-OUTS.**

The Pass-out of this course will be able to work in the following positions:

- i) Computer Operator
- ii) Data Entry Operator
- iii) Composer
- iv) Data Processing Operator

**STANDING OPERATING PROCEDURE FOR  
EVALUATION OF SHORT COURSE STUDENTS.**

Following procedure will be followed for the evaluation of students of short courses: -

1 Admitted students will be registered with the Punjab Board of Technical Education Lahore within one month after the last date of admission.

2 The testing of the students shall be carried out as follows: -

**a. Grading System (Theory & Practical).**

A+	Grade from 80% and above.
A	Grade from 70% to 79%.
B	Grade from 60% to 69%
C	Grade from 50% to 59%
F	Less than 50%.
Fail	Below 40% in Theory & 50% in Practical

- Candidate has to pass both Theory & Practical

**b. Attendance.**

Students below 80% attendance will not be admissible to appear in examination.

**c. Examining Body.**

Punjab Board of Technical Education, Lahore will be the Testing and Evaluation Authority.

**d. Testing.**

1. **Conduct.** The testing shall be conducted in respective institutions under overall supervision of PBTE.

2. **Methodology.**

Following testing methodology will be adopted:-

(a)	Class attendance / participation	=	10%
(b)	Sessional Performance (Practical exercises/ quizzes / assignments).	=	40%
(c)	Final Exams.		
	i Theory	=	10%
	ii Practical.	=	40%
	Total	=	<u>100%</u>

3 The institute concerned will forward the result of students to Punjab Board of Technical Education Lahore on TEV/CURR/F-1 form (Attached) within seven days of termination of course.

4 Punjab Board of Technical Education will process the result carrying out its scrutiny / vetting and issue certificate to successful candidates as per specimen attached.

5 The secretary PBTE will also coordinate for the endorsement of the said certificate by General Manager (Academic).