

GOVERNMENT OF THE PUNJAB

**TECHNICAL EDUCATION & VOCATIONAL
TRAINING AUTHORITY**



CURRICULUM FOR

COMPUTER APPLICATIONS

(6 – Months Course)

**CURRICULUM SECTION
ACADEMICS DEPARTMENT**

96-H, GULBERG-II, LAHORE

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TRAINING OBJECTIVES.

Technological development has changed the whole scenario of our every day life. The rapid increase of development in computer has very significant role in our present life. Computer has a very vast field and being used in every field of daily life and with this, one cannot think of proper working in life.

This curriculum is developed keeping in view the requirement of the job market demand by more focusing on practical alongwith necessarily required theoretical knowledge alongwith work ethics.

This curriculum covers the major topics of;

- ? Functions of a computer.
- ? Components of the computer and their working.
- ? Common Operating systems.
- ? Typing on computer keyboard (40 W.P.M)
- ? English and Urdu Word-processing.
- ? Manipulate spreadsheets.
- ? Computer presentation.
- ? Develop and run Computer presentation.
- ? Use of Internet and Electronic mail.

CURRICULUM SALIENTS

Name of Course	Computer Applications
Entry Level	Matriculation
Duration of course	6-Months
Total Training Hours	800 Hours
Training Hours	40 Hours per week 7 Hours per day except Friday 5 Hours
Training Methodology	Practical 90% Theory 10%
Medium of Instruction:	Urdu / English

SKILL PROFICIENCY DETAILS: -

On successful completion of this course, the trainee should be able to:-

1. Switch on & off the computer as per procedures
2. Operate the computer and run software Package.
3. Work with Disk Operating System. (DOS)/ Windows Environment and Network.
4. Conversant/Install with window 98/2000/Windows XP Operating System.
5. Type on the computer at a speed of 30-40 words per minute.
6. Type, format and print documents using Microsoft Word (English)
7. Type, format and print documents using In page (Urdu word processing).
8. Enter, format, manipulate and print data in MS Excel.
9. Make and run presentation using MS-Power Point. Learn to display multimedia presentations.
10. Work with Date Bade using Microsoft Access
11. Work with Microsoft Front Page
12. Work in networking environments.
13. Retrieve information form the Internet.
14. Send and receive massages though E-mail.
15. Become proficient in office procedures.
16. Operate common office machine.

KNOWLEDGE PROFICIENCY DETAILS

On successful completion of this course, the trainee should be able to:-

1. Explain the computer and general working of CPU, Input, Out put and Storage Units.
2. Explain the difference between Windows & DOS, DOS and Windows commands, Windows Objects and their use and networking.
3. Describe various techniques to improve computer typing.
4. Explain the structure of a spreadsheet; learn worksheet data entry and Manipulation techniques.
5. Explain the functions of Presentation software. Learn MS Power Point for developing and executing a presentation.
6. Explain the Programming, Function of Data base using MS. Access.
7. Explain how to use Microsoft Front Page
8. Explain internet and its applications to retrieve information.
9. Explicate electronic mail (e-mail) and its functioning.
10. Explain the need of using stabilizers & UPS and know their specifications.
11. Explain the office environment.
12. Explicate use of office machines / equipment.

CURRICULUM DELIVERY STRUCTURE

	Curriculum Delivery	Revision	Co-curricula Activities	Final Test	Total
W E E K	1-20	21	22-25	26	26
	20	1	4	1	

SCHEME OF STUDIES**Computer Applications**
(6 - Months Course)

Sr. No	Main Topics	Theory Hours	Practical Hours	Total Hours
1	Introduction to Computers, History	4	-	4
2	Disk Operating System, Networking	2	24	26
3	Microsoft Windows	7	25	32
4	Typing Lesson (Typing Tutor)	1	89	90
5	Microsoft Word XP	12	80	92
6	Urdu Word Processing Inpage	2	80	82
7	Spread Sheet: MS-Excel XP	12	80	92
8	MS Power Point (Presentation Software)	6	74	80
9	Microsoft Access XP	12	80	92
10	Microsoft Front Page XP	1	79	80
11	Internet & Electronic Mail	1	69	70
12	Functional English	20	20	40
13	Work Ethics	0	20	20
Total		80	720	800

DETAIL OF COURSE CONTENTS

Computer Applications (6 – Months Course)

Sr. No.	Detail of Topics	Theory Hours	Practical Hours
1.	Introduction to Computers 1.1 What is Computer 1.2 Classification of Computers 1.3 Hardware & Software 1.4 Data Type 1.5 Characteristics of Personal Computer 1.6 Storage Devices 1.7 Input Devices 1.8 Output Devices 1.9 Number Systems 1.10 Converting Binary to base Ten 1.11 Conversion Exercises.	4	-
2.	Disk Operating System (DOS), Networking 2.1 Computer System 2.2 Operating System 2.3 Introduction to DOS 2.4 DOS Practical Work / Files & Dir. 2.5 Commands and Switches 2.6 Internal Command 2.7 More internal command with wild cards 2.8 External Commands 2.9 More external commands 2.10 Testing knowledge 2.11 Introduction to Net Work 2.12 Types of Network 2.13 Local Area Network 2.14 Metropolitan Area Network 2.15 Wide Area Network	2	24

	2.16 Network in use 2.17 Net working (Work Group, Domain)		
3.	Microsoft Windows 3.1 Getting Started 3.2 Windows XP / 2000 Screen 3.3 Introduction to Windows 98/2000/XP 3.4 Installation of Windows XP 3.5 Getting Started with new desktop 3.6 Learning about applications windows 3.7 Working with windows applications / Programs 3.8 Learn how to format floppy disk 3.9 Customizing Desktop 3.10 Files & Folders 3.8 (Windows Explorer) 3.9 Short Cuts 3.10 Using Windows Applications 3.11 Using scandisk & Recycle Bin 3.12 View Hardware Information 3.13 Printer Setup	7	25
4.	Typing Lesson (Typing Tutor) 4.1 Getting Started 4.2 Typing Tutor Screen 4.3 Impart typing training with the help of Different Typing Tutor Software	1	89
5.	Microsoft Word XP 5.1 Getting Started 5.2 Microsoft Word Screen 5.3 Introduction to Word 2000/XP 5.4 The Menu Bars and commands 5.5 Use of Rules 5.6 Entering Text 5.7 Undo & Redo	12	80

	5.8 Saving documents 5.9 Opening files in word 2000 5.10 Coping documents in Word 2000 5.11 Word's window Menu 5.12 Correcting Mistakes & Formatting Text 5.13 Page Setup 5.14 Printing Tool 5.15 Background Printing 5.16 Inserting Page Breaks 5.17 Insert a picture from the clip Gallery 5.18 Inserting another word document into an open document 5.19 Formatting Paragraphs 5.20 Positioning text within a paragraph 5.21 Create Newspaper Columns on the same page 5.22 Starting Mail Marge 5.23 Overview of tables 5.24 Short Cut Keys		
6.	Urdu Word Processing Inpage	2	80
	6.1 Start screen (Screen Orientation) 6.2 About Tool Bars 6.3 New document 6.4 Open or close document 6.5 Objects in In-page 6.6 Formatting in In-page 6.7 Working with text box 6.8 About picture Box 6.9 About graphic Box Using Lines in documents 6.10 Key board preferences 6.11 Writing Styles 6.12 Spacing & Alignment		

	6.13 Table to text 6.14 File Menu 6.15 Import of text & picture 6.16 Export of the text & picture 6.17 Printing 6.18 Edit menu 6.19 Format menu 6.20 Working with table 6.21 Insert menu 6.22 Activities 6.23 Short Cut Keys		
7.	Electronic Spread Sheet: MS-Excel (XP)	12	80
	7.1 Getting Started 7.2 Screen Orientation 7.3 The Excel Application (Electronic Sheet) 7.4 Toolbar and formatting 7.5 Working with Number 7.6 Data Analysis 7.7 Data Entry 7.8 Filtering a Database 7.9 Pivot Tables 7.10 Solver 7.11 Installing Solver 7.12 Using Solver 7.13 Using the Solver Sample Worksheets 7.14 Goal Seek 7.15 Formula Entry in cells 7.16 Formatting the Worksheet 7.17 Chart Types 7.18 Sorting datasheet 7.19 Short Cut Keys 7.20 Practice sheet of Time Table of a Institute 7.21 Practice sheet of a Rent Items		

	<p>7.22 Practice sheet Inventory Control</p> <p>7.23 Practice sheet Gross Receipts</p> <p>7.24 Practice sheet gasoline station</p> <p>7.25 Practice sheet staff database</p> <p>7.26 Practice sheet calendar</p> <p>7.27 Practice sheet Floor mart inventory</p> <p>7.28 Practice sheet Audio Center</p> <p>7.29 Practice sheet monthly office experience</p> <p>7.30 Practice sheet metric tool practice sheet calendar</p> <p>7.31 Practice sheet</p> <p>7.32 Practice sheet departmental store</p> <p>7.33 Practice sheet departmental store practice sheet in time travel</p> <p>7.34 Practice sheet before stating</p> <p>7.35 Practice sheet stock exchange</p> <p>7.36 Practice sheet merchant fleet</p> <p>7.37 Practice sheet trade Relations</p> <p>7.38 Practice sheet KSE performance</p> <p>7.39 Practice sheet Allowances</p>		
8	<p>MS Power Point (Presentation Software)</p> <p>8.1 Getting Started</p> <p>8.2 Power Point Screen Orientation</p> <p>8.3 Customizing the types of slide</p> <p>8.4 Inserting Clip Arts in Presentation</p> <p>8.5 Design Presentation</p> <p>8.6 Power Point views</p> <p>8.7 Apply Animations</p> <p>8.8 Add Transitions to a Slide Show</p> <p>8.9 Working with slides</p> <p>8.10 Start a slide show</p> <p>8.11 Create a chart organizational charts</p>	6	74

	8.12 Presentations		
9	Microsoft Access XP 9.1 Getting Started 9.2 Screen Orientation 9.3 Creating Tables 9.4 Datasheet Records 9.5 Table Relationships 9.6 Primary Key 9.7 Sorting and Filtering 9.8 Queries 9.9 Forms 9.10 Forms Control 9.11 Reports 9.12 Importing, Exporting and Linking 9.13 Keyboard Shortcuts 9.14 Creating Inventory Control System. 9.15 Creating database for ledger using auto Contents wizard	12	80
10	Microsoft Front Page XP 10.1 Getting Start 10.2 Screen Orientation 10.3 Menu bars 10.4 Toolbars 10.5 Page Properties 10.6 Text 10.7 Working with Hyperlinks 10.8 Working with Tables 10.9 Graphics and Pictures 10.11 Miscellaneous 10.12 Keyboards Shortcuts 10.13 Tips 10.14 Shared Borders 10.15 Navigation Bars	1	79

	10.16 Working with Cascading Style Sheet 10.17 Modifying Themes 10.18 Frames 10.19 Components 10.20 Forms		
11.	Internet & Electronic Mail 11.1 Internet connection devices 11.2 Modem 11.3 Types of Modem 11.4 Installation of Modem 11.5 Creating Connection 11.6 Modem Query 11.7 Introduction to WWW 11.8 Internet Service Provider (ISP) 11.9 Internet Explorer / Netscape 11.10 Display A Specific Web 11.11 Select a Link 11.12 Search a Web 11.13 Messenger 11.14 Search Engine 11.15 Introduction to E-mail 11.16 Create a message 11.17 Send and Receive E-Mail 11.18 Attachment of different Files 11.19 Downloading Files and Software 11.20 Using of Scanner	1	69
Total		60	680

LIST OF TOOLS AND EQUIPMENT**Computer Applications**

(6 - Months Course)

Name of Trade	Computer Applications
Duration of Course	6 - Months

Sr. No.	Name of equipments	Quantity
1.	P-IV System with wire less network environment	25 No's
2.	Printer(Laser)	01 No.
3.	Internet Connection (at least 512 KB)	01 No.

MINIMUM QUALIFICATION OF TEACHER / INSTRUCTOR

- ? BCS from HEC recognized university.

REFERENCE BOOKS

- ? “Discovering computer” by Shelly-Cash man-Vermat
- ? IT office by NICON group of colleges.

EMPLOYABILITY OF PASS-OUTS

The pass outs of this course may find job / employment opportunities in the following areas / sectors: -

- ? I.T Industry
- ? Computer Departments
- ? Computer Composer offices / shops
- ? Data Entry Operator Section
- ? Data Processing Operator Section